

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: May 26, 2017
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks & Recreation Monthly Report - April 2017
- General Services Monthly Report - April 2017
- Development Services Report

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release - Proposed FY18 Budget Public Hearing
- Press Release - Fire Chief Completes Executive Fire Service Development Program
- Press Release - Downtown Residential Development Draft Guidelines Ready for City's Second Community Meeting
- Press Release - City's Surplus Auction June 2, 2017
- Press Release - Swimming Pools Opening Day May 29, 2017
- News Article - Fox News - Broken Arrow Budget Meeting Tackles Operational Overages
- News Article - Cox Cable Service Update

3. SPECIAL EVENTS / ACTIVITIES

- Post-Event Report CO-ED Volleyball - Spring 2017
- Military History Center Newsletter - May 2017

Respectfully submitted,



Michael L. Spurgeon

gk
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Kenneth Schwab, Assistant City Manager - Operations

From: Scott Esmond, Director Parks and Recreation 

CC: Jennifer Hooks, Gail Kirk

Date: May 25th, 2017

Re: April 2017 Monthly Report

Please find enclosed the April 2017 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: April 2017 Monthly Report



Parks and Recreation Department

April 2017 Monthly Report

DIRECTOR - PARKS AND RECREATION

- Attended weekly Assistant City Manager of Operations staff meetings.
- Met with GreenCity GIS consultant and staff to discuss status of project.
- Met with Assistant City Manager of Operations and department managers on a budget hearing preparation meeting.
- Met with budgeting team to review Parks and Recreation Department's budget request.
- Attended City Council meetings.
- Held weekly staff meetings with department staff.
- Attended scoping meeting for the Adult Softball Complex.
- Attended preliminary design review for Rose West Park Restroom, Liberty Trailhead Restroom, Events Park Restroom, and walkway cover at Battle Creek Golf Course. 2014 GO Bond projects.
- Attended preliminary design review for Arrowhead Park concession, restroom, and umpire building, Leisure Park playground and splash pad, and Country Aire Park playground. 2014 GO Bond projects.
- Attended meeting to discuss a recycling program offered by PepsiCo.
- Met with budgeting team to review Parks and Recreation Department's capital request.
- Attended final design review for soccer field lighting at Indian Springs Sports Complex (ISSC), and Events Park security lighting. 2014 GO Bond projects.
- Attended quarterly economic development coordination meeting.
- Met with leadership to discuss future park land.
- Attended meeting with the Assistant City Manager of Operations to review status of annual director's performance plan.

- Attended preliminary design review of the Events Park picnic pavilions and playground. 2014 GO Bond projects.
- Attended meeting to discuss the implementation schedule for the GO Plan.
- Conducted final plan review for the Rose West Dog Park.

BATTLE CREEK GOLF CLUB (BCGC)



GENERAL

- The month of April turned out to be very challenging with stormy weather plus the greens were aerified and top-dressed which effected play as well. The last two weekends of the month were rainouts with no play due to heavy storms and three tournaments canceled and moved to later dates in the year.
- The club only grossed \$90,764 in total revenues which was well below budgeted revenues by -\$55,483. This was by far the worst April for revenues in the past 11 seasons. Moving into May, there are many tournaments booked and with the greens being fully healed from aerification, BCGC should have a good revenue month.

GOLF OPERATIONS

- Battle Creek Golf Club hosted our annual Demo Day. This year manufacturers from Titleist and Callaway came to promote new product lines to players of all skill levels. During Demo Day, BCGC ran draft beer and beer brat lunch specials to increase patrons experience on Master's weekend.
- BCGC hosted the annual Master's Day weekend individual stroke play event and Inceed's annual golf tournament.
- BCGC annual fun event, Master's Board, which paid out \$500 in shop credit to the winner's, was held.
- BCGC had four outside tournaments planned, unfortunately, due to the excessive rain each had to be rescheduled.

COURSE MAINTENANCE

- April was very wet this year. BCGC had a total of 11.85 inches of rain. Temperatures ranged from the mid 30's for lows to the mid 80's for highs.
- The maintenance team accomplished many tasks this month to improve or continue to provide excellent playing conditions of the golf course. These tasks included:
 - Aerification and topdressing greens to improve nutrient uptake, water penetration and gaseous exchanges in greens, and improve the putting surfaces for all greens.
 - Multiple irrigation repairs.
 - Fertilization of greens, tees, and green surrounds.

- Began seasonal mowing schedules for tees, fairways, roughs, natives, etc.,
- Next month; fertilize the entire course for the beginning of the season, continue to treat ponds for algae blooms, mow golf course as needed, and when temperatures dictate begin to hand water greens as needed.

MONTHLY SUMMARY

- April rounds were 1,077 less total rounds to budget and 944 more than last year.

April Rounds	Budgeted	Prior Year	Actual
PUBLIC ROUNDS	585	661	335
TOURNAMENT	325	200	92
MEMBER	1,200	1,174	940
BATTLE CARD	280	237	202
TWILIGHT	275	315	128
MISC.	115	138	81
MEMBER GUEST	200	122	125
TOTAL ROUNDS	2,980	2,847	1,903

MONTHLY GROSS REVENUE

- April total revenue was \$90,764 for the month, which was \$55,483 less than budgeted revenues.

	April Budget	April Prior Year	April Actual
DUES & FEES	42,000	34,735	31,119
GREEN FEES	45,476	46,154	26,127
CART FEES	14,374	9,898	6,221
MERCHANDISE	14,900	21,092	10,752
OTHER GOLF COURSE SERVICES	10,150	8,540	4,418
FOOD & BEVERAGES	19,347	22,809	12,127
TOTAL REVENUE	146,247	143,228	90,764

BANQUET FACILITY USAGE REPORT

April	Event	\$
14 th	Wedding Reception	1,200.00
22 nd	Wedding Reception	1,728.00
	Total Banquet Revenue	\$ 2,928.00

BANQUET

- Looking at other marketing platforms with different wedding finder websites.

GRILL

- Annual Easter Egg Hunt was held; eggs stuffed with candy and giveaways during the weekend.

SPECIAL EVENTS DIVISION

COMMUNITY EVENT MANAGER

- Attended weekly staff meetings.
- Received, processed and reviewed several applications for events taking place this year.
- Planned and attended the Rose District Farmers Market opening as well as attended the markets on Tuesdays and Saturdays through the month.
- Attended budget meetings.
- Attended Wine, Eats & Easels meeting.
- Met with Rose Festival event organizers to discuss layout and finalize the vendor list.
- Prepared for, planned, and attended Special Events Committee meetings.
- Met with Fire Department, Development Services, and Tulsa County Health Department to discuss the requirements and inspections at events, and challenges faced over the last year. Purpose was to streamline processes and specifically define criteria.
- Met with ArtsOk Broken Arrow to discuss layout and date for Chalk It Up.
- Met with event organizers for Gatesway Balloon Festival several times to discuss various aspects of the Events Park, logistics, and layout.
- Continued working on reorganization of the files for the Rose District Farmers Market.
- Prepared for the Great Cloth Diaper Change.
- Began preparation for Rooster Day Run, Festival, and Parade.
- Attended OSHA safety trainings held by Risk Management.
- Prepared, scheduled, and interviewed prospective candidates for the Farmers Market Coordinator and Events Assistant positions.
- Attended COBA-U class.

RECREATION DIVISION

RECREATION MANAGER

- Attended Pre-Budget Review with Assistant City Manager of Operations, Parks and Recreation Director, Special Events Manager, and Parks Maintenance Manager.
- Attended Budget Hearing with City Manager, Administration and Operations Assistant City Managers, Director of Finance, Parks and Recreation Director, Special Events Manager and Parks Maintenance Manager.
- Attended two Occupational Safety and Health Administration (OSHA) classes, "Fall Protection" and "Stairways, Ladders and Scaffolds" presented by Risk Management.
- Attended weekly Parks and Recreation Director's meetings.
- Met with Information Technology Department at Nienhuis Aquatic Facility and Family Aquatic Center to discuss credit card connectivity for upcoming pool season.
- Attended Sales Tax Capital Improvement Hearing with City Manager, Administration and Operations Assistant City Managers, Director of Finance, Parks and Recreation Director, Special Events Manager and Parks Maintenance Manager.
- Attended and was videotaped for the City of Broken Arrow Parks and Recreation promotional video for May events at Ray Herral Nature Park.
- Attended interviews for the Executive Director position for Oklahoma Recreation and Parks Society in Norman, Oklahoma.
- Attended Parks and Recreation workshop in Edmond, Oklahoma at the University of Central Oklahoma. Attended Risk Management of Aquatics, Marketing 101, Managing the Unexpected, and Oklahoma Swim Program Kickoff classes.
- Conducted monthly Recreation Division meeting at Central Park Community Center. Discussed Customer Service initiatives.

CENTRAL PARK COMMUNITY CENTER

- Logged visitors were 2,689 which is a decrease of 373 compared to March.
- Full-Time Recreation Assistant attended a meeting with Zebco in preparation for Take Me Fishing Day event in June.
- Center Supervisor attended two Special Events Committee meetings.
- Attended Broken Arrow Public Schools and City of Broken Arrow Quarterly Operations meeting. Upcoming events and Parks and Recreation projects update was reviewed.
- Pickleball Tournament was a success with 52 participants; which is an increase of 16 compared to last year. Twenty-nine participants were not from the Tulsa Metro area. Participants received a T-shirt and lunch was provided. Full-Time Recreation Assistant would

like to partner with Tourism Department to develop a hotel/motel package for out of town players and their families for the 2018 tournament.

- AARP ended the tax season by assisting 382 people.
- Senior Resource Fair was held with an estimated 1,000+ in attendance and 100 vendors.
- Cloth Diaper Challenge took place with an estimated 150 in attendance and 10 vendors.
- Held Part-Time Recreation Assistant interviews.
- Attended Recreation Division staff meeting.

NIENHUIS PARK COMMUNITY CENTER

- Logged visitors for April were 2,465 which is an increase of 264 compared to March.
- Attended two Occupational Safety and Health Administration (OSHA) trainings, "Health Hazards and Construction" and "Stairways, Ladders and Scaffolds" presented by Risk Management.
- Initiated a Beginners and Intermediate Pickleball program on Tuesdays and Thursdays afternoons.

RAY HARRAL NATURE CENTER

- The estimated total number of visitors to Ray Herral Nature Center and Park were 3,126 which was a decrease of 1,059 compared to March.
- Room rentals included four parties and one baby shower. One party received a guided tour through Ray Herral Nature Park.
- The Junior Rangers program ended with eight participants who were led on educational trips around Ray Herral Nature Park. Will look at having a guest speaker in the future to widen the educational aspects of the Junior Rangers program.
- Community Classroom Terrific Tomatoes was held with three participants. Tulsa Master Gardeners explained how to grow the perfect tomato in Oklahoma. Presentation covered; what makes the perfect soil for growing tomatoes, preparing for planting, varieties of tomatoes, various diseases, and pests that affect tomato growing. Will need to look at other avenues to promote the Community Classroom program.
- Thirty-two students from Spring Creek Elementary School and 10 students from Tulsa's Street School visited Ray Herral Nature Center and explored the trails.
- Nature Center Supervisor attended two Occupational Safety and Health Administration (OSHA) training sessions; "Fall Protection" and "Stairways, Ladders, and Scaffolds" held by Risk Management.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER

- Attended Director's weekly staff meeting.
- Conducted staff meetings with maintenance division supervisors.
- Parks Maintenance Manager and staff attended OSHA 10/30 Construction Training conducted by Risk Management.
- Monitored ongoing park projects:
 - Streetscapes Phase IV: Rose installations in planters south of Dallas Street was completed. Vendor will plant remaining planters when completed by contractor. Wi-Fi connection completed at Rose District Plaza and operational. Worked with contractor to get hanging basket rods installed and securely tightened to each light pole. Continue to work with irrigation problems on both old and new systems. New systems has had damage to valves from being placed too close to alley entrances, and old systems are being disrupted due to debris entering the mainline when the contractor makes a connection/repair.
 - Nienhuis Football Sports Turf: Turf on both fields has been installed, and top-dressed with infill materials. Goalpost installations are ongoing.
 - ISSC Renovation Project: Plans under design and with construction planned to begin in fall 2017.
 - IWF: System is operational with some minor flaws: event programming does not seem fully operational, chemical controller sporadically trips breaker and does not shut down fountain program when offline, wind sensor does not read correctly, flow level to a few vertical jets is low, still waiting on communication equipment for remote capabilities, etc.
 - Green City GIS: Training scheduled for around May 1st.
 - Liberty Parkway Trail repair: Work complete.
 - Indian Springs Soccer Field lighting: Bids opened and contract awarded. Waiting on pre-construction meeting.
 - Events Park lighting: Project out to bid.
 - Cooper Creek Playground Refurbishment: Refurbishment of modular playground complete. New picnic tables have been installed around playground. Still have one swing unit to install in the place of the existing tire swing.
 - Country Aire Playground Replacement: Preliminary design meeting complete.
 - Leisure Park Splash Pad and Replacement Playground: Preliminary design meeting complete.
 - Rose West Dog Park and Liberty Trail Restrooms: Preliminary design meeting complete.
 - Veterans Park Community Building: Preliminary concept design complete and waiting on funding by veteran's groups.
 - Events Park Restroom, Playground, and Pavilions: Preliminary designs complete.
 - Events Park Third Access Road: Project bid and awarded. Waiting on pre-construction meeting.
 - Arrowhead Shade Structures: Contractor waiting on delivery of shade structures. Scheduled delivery on May 29th.

- Received final approved/signed contract for outsource mowing. Mowing contractor will begin service on 8 park sites starting May 1st.
- Provided specs to Purchasing for bidding/quoting installation of new color surfaces for tennis courts at Vandever Park and Morrow Park.
- Quoted trail maintenance on Morrow Park walking trail. Trail surface will be crack-filled and receive two coats of sealant.
- Order replacement slide for Liberty Park playground.
- Working on getting specifications written for quoting inter-sprigging of ISSC soccer field turf that has been worn out due to excessive play.
- New playground equipment for Arrowhead Park was received.

FACILITIES MAINTENANCE SECTION

- Performed monthly playground inspections. Completed installation of new playground components on the Copper Creek unit. Installed 6 new picnic tables at Copper Creek.
- Worked with Stormwater crew to pour two concrete pads for new shelters at Morrow Park.
- Started de-winterization of all pools; pools were drained, cleaned of debris, pressure washed, drains/grates/steps checked, tub surface was painted as required prior to filling. Connected all winter drain lines. Removed boat feature from Nienhuis wading pool as a new feature has been ordered to replace the boat.
- Performed daily checks on the IWF after startup. Chemicals are checked twice daily, and filters cleaned as needed. Continue to learn how the system works in the spring environment. Intermediate program show, one of nine available shows, is rotated weekly. Crew work a weekly standby shift while IWF is operational.
- Lowered and raised department flags as required during the month.
- Removed aerator cable from Linear pond, and ordered new cable for the aerator.
- Removed trail closed signs from Liberty Trail after contractor completed trail repairs.
- Installed new dugout covers on field 9-12 dugouts at Arrowhead Softball Complex.

GROUNDS MAINTENANCE SECTION

- Removed litter from parks and cleaned outdoor restrooms daily. Performing janitorial duties to the Farmers Market bathroom twice a day after the Interactive Water Feature (IWF) startup.
- Performed janitorial duties at the Camino Villa Park Building weekly.
- Met with contractors at Morrow Park to review trail sealing work that is being quoted.

- Marked off, and painted 7v7 football fields in preparation for the start of spring season play.
- Assisted synthetic football contractor with location and repair of irrigation lines damaged during turf installation. Park crews repaired controller wires that had be cut.
- Repaired damaged or leaking irrigation heads on the Arrowhead softball fields.
- Installed one dog waste station at Nienhuis Park.
- Applied broadleaf herbicide to Morrow Park grounds.
- Routine Park and trail mowing. Performed 73 mowing cycles to 45 sites during the month. Contract mowing scheduled to start on May 1st.
- Performed trail maintenance and inspections on the Liberty Trail; debris/mud removal and herbicide applications.
- Cut tops out of 25 barrels that will be placed out in parks for litter containers.
- Checked stormwater drains in parks before and after heavy rains during the month. Removed limbs downed during heavy wind/rain storms.
- Athletic fields were mowed 1-2 times per week as need.
- Prepared ISSC soccer complex for two large tournament during the month. Almost 400 games were played in the complex during the Lexus Cup and over 200 games played during the Broken Arrow Soccer Club Spring Rec Tournament. Due to wet playing conditions and the heavy use on some of these fields, the turf is in very poor condition. Significate turf recovery work will be needed prior to fall play.
- Boundary lines and foul lines were painted weekly on all soccer fields, baseball fields, and softball fields at ISSC.
- Aerated turf on soccer, baseball, and softball fields at ISSC.
- Performed routine irrigation repairs and replacement on systems at ISSC and Arrowhead.

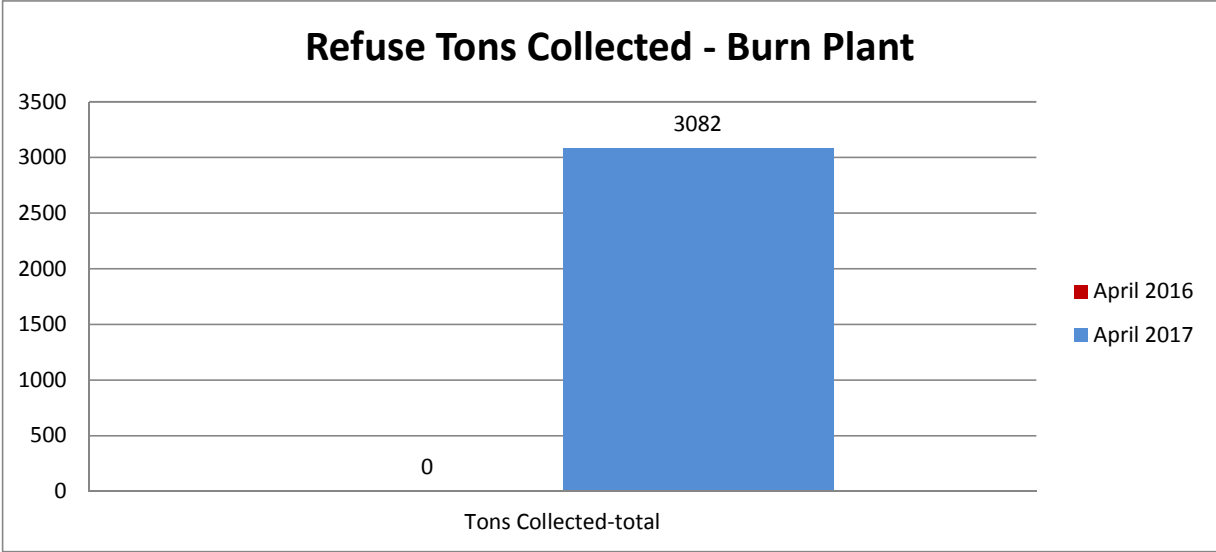
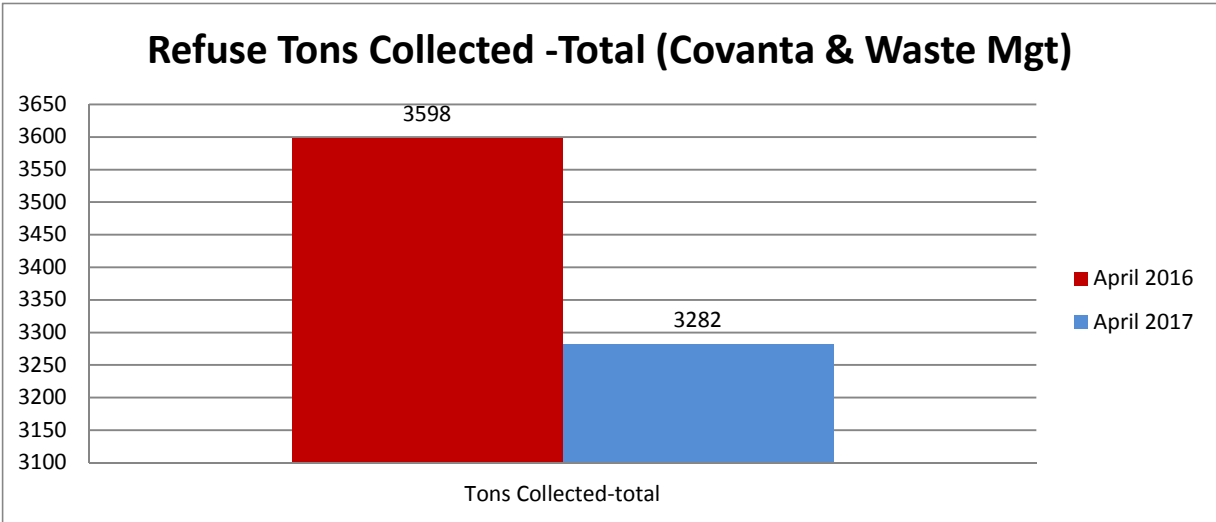
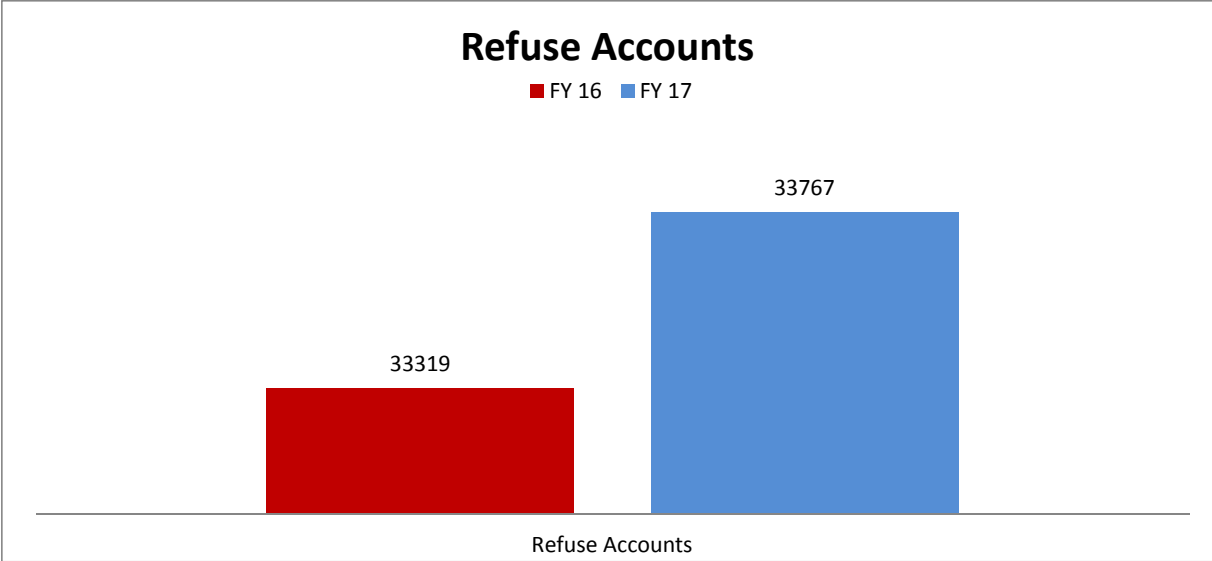
HORTICULTURE/FORESTRY SECTION

- Conducted routine daily maintenance in the Rose District; removed litter, blew debris from sidewalk, weeded beds, checked irrigation, mulching planting beds, etc.
- Horticulturist monitored contractor providing maintenance to rose plants in the Rose District and Centennial Park. Horticulturist monitored new rose plantings installed to date with the Streetscape Phase IV project.
- Backwashed and adjusted decorative water fountain at Veterans Park.
- Planted trees in Nienhuis Park with the assistance of students from St. Stephens Church. Installed gator bags on trees.

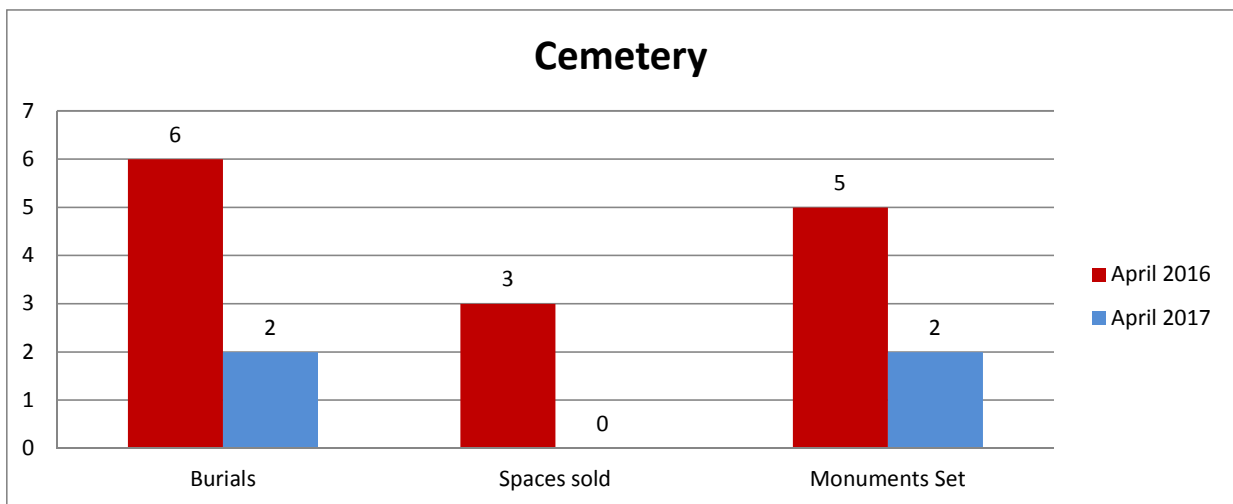
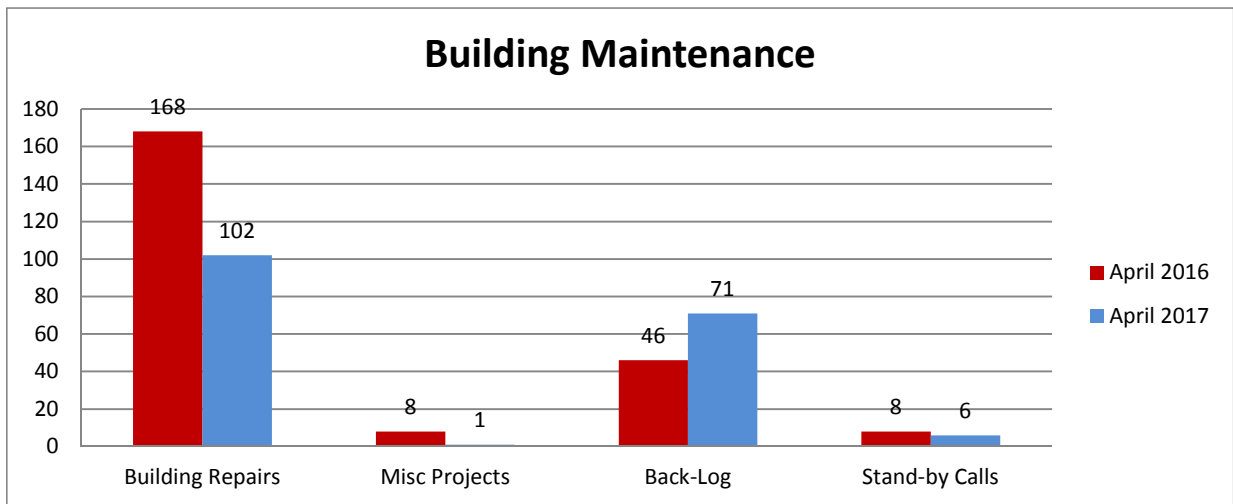
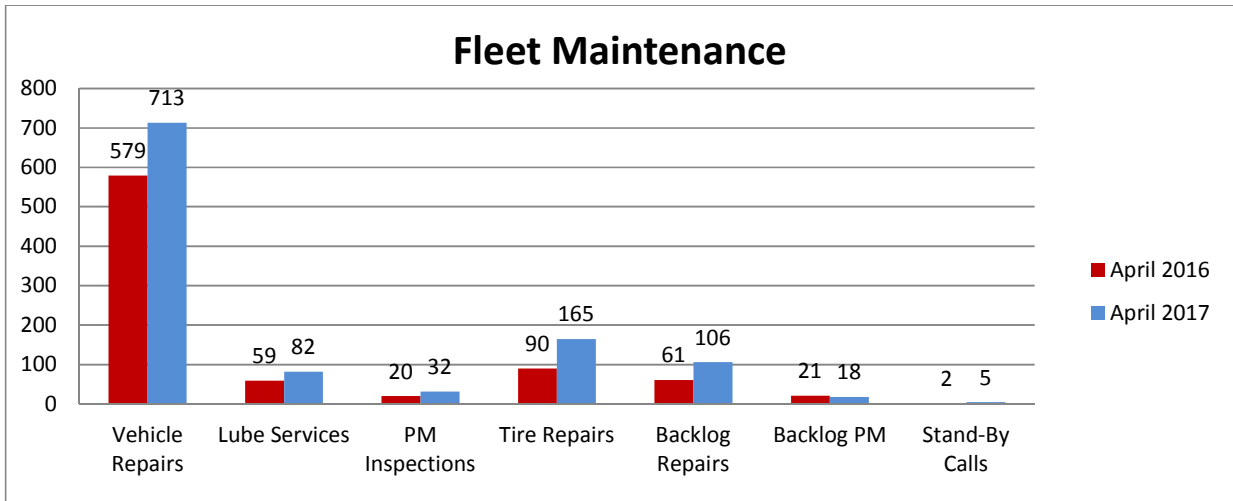
- Cleaned debris from Rose District irrigation valves that was contaminated during Phase IV work.
- Worked with Phase IV contractor to raise soil height in new planters prior to installations of roses.
- Located plant material for Rose District hanging baskets and planted all baskets in preparation of installations for May.
- Planted milkweed plants in Jackson Park, City Hall, Broadway Gateway, and Ray Herral waystations.
- Installed crape myrtle shrubs in parking lot medians, removed ash trees that were in poor condition, and performed stump grinding at Arrowhead Park.
- Irrigation for City Hall waystation was installed and activated.
- Crews removed landscape rocks from courtyard area of City Hall.
- Removed downed trees at Wolfcreek Park, Arrowhead Park, and Ray Herral Nature Park.
- Performed routine trimming of shrubs in all landscape areas.
- Removed winter annuals in preparation of spring/summer installations.
- Nienhuis Rose Garden, installed replacement rose bushes.

End of Report

General Services Monthly Report April 2017

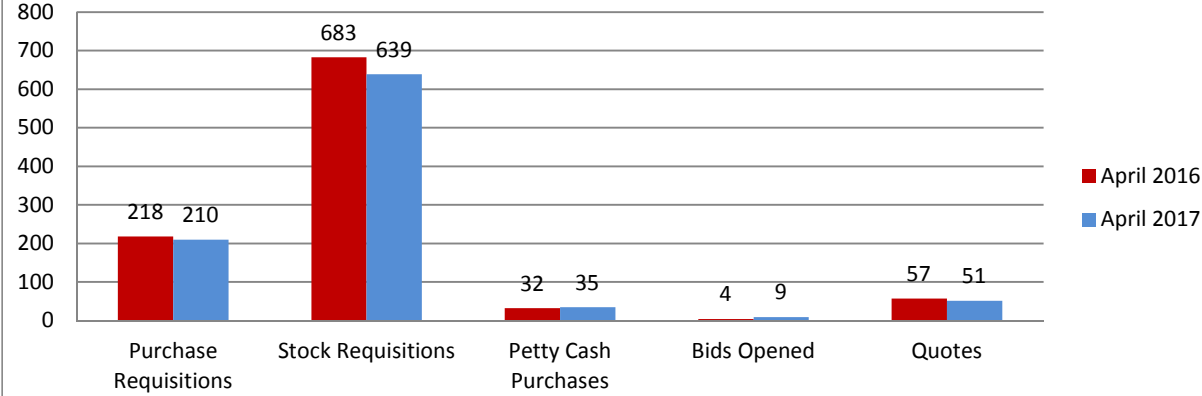


General Services Monthly Report April 2017

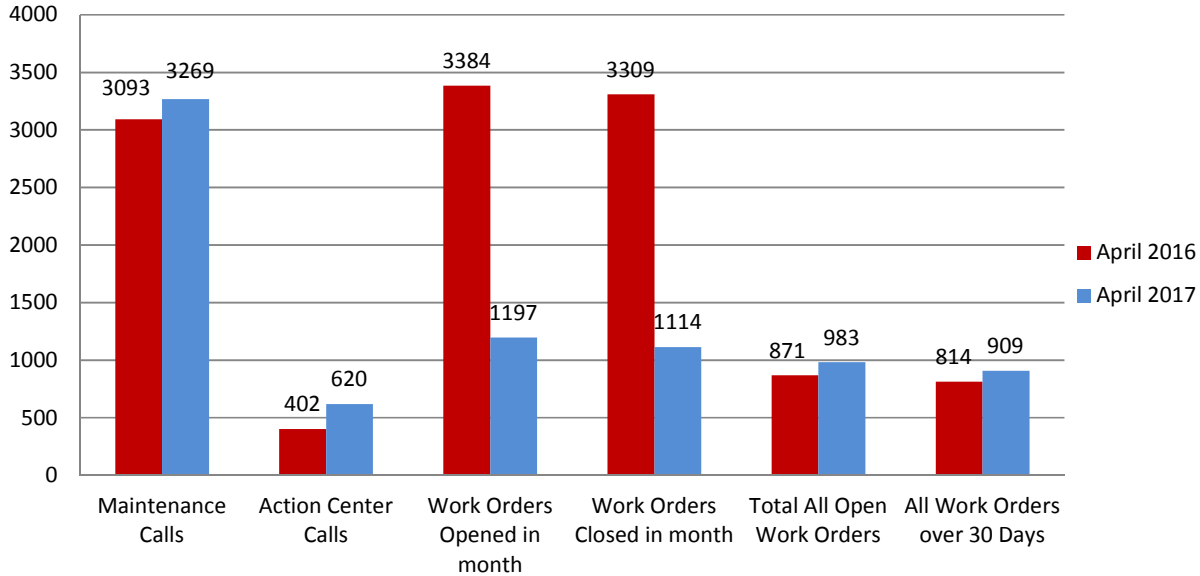


General Services Monthly Report April 2017

Logistics



Operations



To: City Council
Cc: Michael Spurgeon, City Manager
Kenny Schwab, Assistant City Manager – Operations
From: Michael W. Skates, Development Services Director 
Date: May 26, 2017
Re: Development Services Report

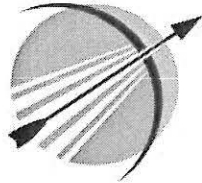
1. **Comprehensive Plan** – We received eight (8) excellent proposals for the Comprehensive Plan (Vision 40). The proposals were distributed to the selection committee and recently were reduced to the top four (4). We will interview the top (4) firms in mid-June. Recommendation of the selected firm will be presented to Council in August for acceptance. We believe any of the top 4 firms can provide the detailed plan that will guide the City into the future. The overall process will be around 18 to 24 months.
2. **Downtown Residential Overlay** – We recently received the revised draft Downtown Residential Overlay District (DROD). The document was distributed to the group of key stakeholders for review and comment. A personal copy was provided to each of you. Stakeholder group meetings will take place Wednesday, May 31 during the day followed by the 2nd public meeting that evening from 6 to 8 pm at Central on Main. You have or will receive a call from our consultant ADG to schedule your time on Wednesday for the stakeholder group discussion.
3. **Mobile Food Vendor Ordinance** – Discussions began in 2015 to develop an independent mobile food vendor ordinance in-lieu-of the itinerant merchant ordinance. We currently administer mobile food vendors through our itinerant merchant process which is out of date, overcharges for specific activities and isn't geared toward this type of activity. The growth in the Rose District, special events quadrupling, Health Department health and food code update and interest by area merchants and general public for more mobile food vendor options staff has developed the mobile food vendor ordinance.

The ordinance contains four (4) key areas: mobile vendor, push cart vendor, stationary vendor and stationary merchant vendor. The purpose of this ordinance is to regulate the actions of mobile vendors. It has been determined that the public health, safety, good order and general welfare of the residents of Broken Arrow require the regulation and management of such enterprises.

The draft ordinance section is attached along with the draft application and proposed fees. Mobile food vendors obtain a food license from the Tulsa County (State) Health Department (THD). The fee is set by the THD. The applicant brings the THD license to the City and purchases a Broken Arrow food license and permit

Mobile Food Vendor: see Vendor		
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Vendor - Mobile	\$50.00 vendor license + \$20.00 per day	Per year
Vendor - Push Cart	\$50.00 vendor license + \$20.00 per day	Per year
Vendor - Stationary	\$50.00 vendor license + \$128.00	180 days max - per year
Vendor - Stationary Merchant	\$50.00 vendor license + \$128.00	180 days max - per year



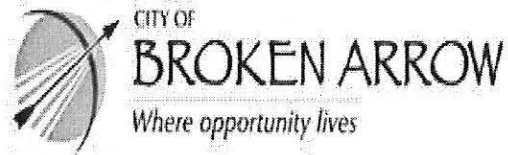
BROKEN ARROW

Where opportunity lives

City of Broken Arrow
One Stop Center
P O Box 610
Broken Arrow, OK 74013
918-259-8333

HOW TO OBTAIN A MOBILE VENDOR LICENSE

1. Application must be complete and all required items attached before returning to the One Stop Center, 220 S First St, with the following items:
 - A copy of your State of Oklahoma Sales Tax letter, or proof that you or your employer are exempt from the payment of sales tax. To obtain a Sales Tax Letter, contact the Oklahoma Tax Commission at (918) 581-2751
 - **For vendors selling on private property:** a *signed* written statement from the legal owner of the land upon which any mobile food vendor is applying for, or a copy of the contract.
 - A site plan drawing showing location where vendor will set up outside city right of way and not blocking any fire lanes. Drawing must include dimensions to streets &/or curbs. Signs may require an approved sign permit.
 - All fees are listed in the Manual of Fees
2. Within seven (7) business days after receipt of the application, the Director or his designee, shall either approve or disapprove the application. Grounds for disapproval are outlined in city ordinance 7.21.



Application for Mobile Food Vendor License

Applicant Name (Last) Please Print	(First) Please Print	(Middle)
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Address

City/ State	Zip Code	Phone Number
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Legal Description or Address of Desired Location- **Seasonal Vendors Only**

Brief Description of Business to be Conducted and Items to Be Sold

Description and Content of Any Signs to be Used

Dates Business will be Conducted	From Date	To Date	Hours of Operation
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License Number and Vehicle Description to be Used

Oklahoma Tax Commission Sales Tax Letter Document Attached
 Land Owner Authorization Letter Document Attached

Employer Name (if not self-employed)	Phone Number
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Employer Address	City/State	Zip Code
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Previous Location

Signature	Date
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7.12 MOBILE FOOD VENDORS

The purpose of this ordinance is to regulate the actions of mobile vendors. It has been determined that the public health, safety, good order and general welfare of the residents of Broken Arrow require the regulation and management of such enterprises. The receipt of a mobile vendor license is a privilege which may be suspended, limited or revoked for violating the intent and letter of this ordinance.

(a) *Definitions.* Use of Words and Phrases. As used in this chapter, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

- (1) *Commissary.* An approved facility that provides support services for specific required functions of a mobile vendor. Any food establishment permitted or licensed by a regulatory agency, such as a catering operation, restaurant, grocery store or similar establishment or any otherwise approved facility in which food, containers or supplies are kept, handled, prepared, packaged or stored. When not required at the mobile vendor, commissaries may provide a three (3) compartment sink for washing, rinsing and sanitization of equipment/utensils in addition to hand wash and rest room facilities. Services required of the commissary will be based on the food sold and the mobile vendor type and capabilities this may require the installation of a grease interceptor. A private residence may not be used as a commissary.
- (2) *Concessionaire.* A person engaged in the sale of food or other goods or services in a city park or on city property, including without limitation those who operate or maintain a concession stand, in accordance with a written agreement or franchise therefore as lawfully approved in writing by the City.
- (3) *Farmers Markets.* Farmers Market means a designated area in which farmers, growers or producers from a defined region gather on a regularly scheduled basis to sell at retail non-potentially hazardous farm food products and whole shell eggs to the public. A portion of the raw food ingredients used by the individual vendor to produce a product must have been grown or raised by the vendor. A farmers' market must have written operational guidelines and a minimum of six (6) vendors along with a designated market manager or advisory board who will be responsible for distribution of a copy of the guidelines to the vendors. Farmers markets must be registered by the Oklahoma Department of Agriculture, Food and Forestry. This definition does not include individual farmers who grow and sell unprocessed fruit and/or vegetables from the farm, roadside or truck.
- (4) *Food.* Has its usual and ordinary meaning, and includes all items designed for human consumption, including but not limited to ice cream, candy, gum, popcorn, hotdogs, sandwiches, peanuts, soft drinks, coffee and dairy products.
- (5) *Director.* Shall mean the Director of Development Services or such other person designated by the City Manager to enforce the provisions of this chapter or that person's designee.

- (6) *Mobile vendor.* An outdoor seller, as defined herein, and any business operator or vendor who conducts business from or through use of a vehicle as defined herein.
 - (7) *Vehicle.* Shall mean a push cart, a trailer, a three-wheeled pedal carrier or like device or a motorized vehicle that is registered and licensed by the Oklahoma State Department of Motor Vehicles.
 - (8) *Outdoor seller.* Any person offering for retail sale, or making retail sales of, any goods, products, wares or merchandise of any type, other than food as defined here in at any permitted location; provided, however, that this definition shall not include merchants who ordinarily and regularly offer such items for retail sale within permanent structures located on the same premises; provided further that this definition shall not include those sales commonly known as a garage sale, porch sale, backyard sale, patio sale, lawn sale, yard sale, attic sale, estate sale, moving sale or any similar sale of tangible personal property held out for sale to the public and conducted from or on any lot in a residential zoning district conducted by an individual who owns, leases or has the permission of the owner of the structure located on the same premises.
 - (9) *Private property locations.* If this service is to be located on private property for any time, prior written approval of the operation from the private property owner must be submitted to the City along with the application, and such written permission must be posted with the permit on the vehicle.
 - (10) *Special Events.* A special event is an event whether indoors or outdoors, that is held on public property or streets, non-profit organization property, or non-residential property that can reasonably be expected to cause a public gathering not part of the normal course of business at the location. It may also be defined as any event were a large number of people are brought together to watch or participate. A public event such as a ballgame, parade, or festival that requires transportation planning, especially including roadway closure, and often a city permit in consequence.
- (b) *Types of mobile vendors.* The following mobile vendor operations shall be licensed as set forth in this chapter:
- (1) *Seasonal Food Service Establishment.* These are seasonal food services described by the City Health Code as type 45 Class S operations.

The seasonal food service establishment is limited to serving coffee, and snow cones with use of liquid milk, raw fruits, raw vegetables, nuts in the shell, and commercially bottled syrup, sorghum, honey, sweet cider, and other non-time/temperature control for safety foods.

These operations shall be restricted to a maximum annual operation of one hundred eighty (180) consecutive days.

These operations are restricted to commercial, industrial, business districts.

The business license shall specify the approval date and the expiration date. No license may be issued for any length of time longer than one hundred eighty (180) days from the date of approval.

- (2) *Mobile Food Service Establishment.* Mobile food service establishment is a facility that prepares food and is vehicle-mounted (is Department of Transportation road approved, including wheels and axles), is readily moveable and remains at one (1) physical address for no more than twelve (12) hours at one (1) time.

These operations include the sale of packaged foods from a stationary display and all other types of food preparation operations as identified and approved by the Tulsa County Health Department prior to the issuance of a license by the City as provided herein.

These vehicles must physically return to their commissaries daily for Health Department compliance, including but not limited to wastewater disposal, maintenance, cleaning, etc.

These operations must notify the City, in writing, as part of the application for license process, the following information:

- (a) A schedule of times and locations for their operations;
- (b) Location, street address, of their commissary;

These operations are restricted to commercial, industrial, and business zoning districts.

- (3) *Mobile Push Cart Food Services.* "Mobile push cart" means a non-self-propelled food unit that can be manually moved.

These operations shall relocate at intervals not to exceed every four (4) hours if located in public right-of-way.

These services may operate in permitted locations, including, City right-of-way.

These operations performed inside commercial businesses such as hospitals, mall shopping centers, etc. are exempt.

- (c) *Exemptions.* The following activities, businesses and/or persons, as such are commonly known, shall be exempt from coverage of this chapter, but this exemption shall not be construed to limit or restrict the application of other laws and regulations pertaining to such activities, businesses and/or persons:

- (1) Newspaper couriers;
 - (2) Traditional neighborhood lemonade stands;
 - (3) Stands used to sell or distribute flowers, fruit, vegetables, produce or plants grown on the property where the stand is located;
 - (4) Delivery or distribution of food, goods or products ordered or purchased by customers from a source or point of sale other than a mobile vehicle operated for the purpose of soliciting customers while traveling or while located on city streets or property;
 - (5) Delivery or distribution of food by or for any not-for-profit organization, governmental agency or other charitable organization, including without limitation Meals on Wheels and the Food Bank; and
 - (6) Concessionaires as defined in this chapter, except that concession agreements with the City shall include health, sanitation and insurance requirements generally conforming to those established for similar businesses and vendors covered by this chapter.
 - (7) Special events that have been permitted and approved by the Council.
- (d) *License*—Required. It is unlawful for a mobile vendor to engage in sales business within the City except when licensed as a mobile vendor in compliance with the provisions of this chapter. A separate mobile vendor site permit may be required for each location as provided hereinafter.
- (e) *License application process*. Application. Applicants for a license pursuant to this chapter, shall file an application on a form to be furnished by the City, which shall contain the following information:
- (1) The name or names, birth date, and address (street and mailing, if different) of the applicant;
 - (2) Vehicle license number and description of all vehicles from which the applicant proposes to conduct business;
 - (3) Description of the general type of food or non-food items to be sold if applicable;
 - (4) The place or places where the applicant proposes to engage in business for more than thirty (30) minute intervals and a schedule of dates, hours, etc.
 - (5) The identity of the Commissary, if applicable, its proprietor, its street and mailing address and phone number;
 - (6) A document from the Tulsa County Health Department, certifying that the mobile vending business has complied with all applicable state and local Health Department regulations;
 - (7) A verification that the applicant or the applicant's employer is a vendor register with the Oklahoma Tax Commission, or other proof that sales tax has been or is being paid on the items sold or to be sold; or proof that the applicant or the applicant's employer is exempt from the payment of sales tax.

- (8) A written, notarized statement by the legal owner of any private land upon which any outdoor business operation shall be located authorizing the use of the land for the purposes desired by the applicant.
 - (9) The content of any signs to be used and their location.
 - (10) Such other information as the City may require and as requested in said application form.
- (f) *Review and investigation—Issuance or denial.* Upon receipt of an application for a license pursuant to this chapter, the Director shall make or cause to be made any inquiry or investigation that may be necessary to determine whether the applicant is in compliance with the provisions of all applicable laws and ordinances as well as other applicable provisions of this code.

Upon completion of any investigation as provided for by this chapter, the application shall be reviewed to ensure compliance with all requirements.

That the applicant or the applicant's employer is a vendor registered with the Oklahoma Tax Commission for the payment of sales tax, or that he or she has otherwise demonstrated that sales tax has been or is being paid on the items sold, or that the applicant or the applicant's employer is exempt from payment of such tax;

That the applicant or the applicant's employer is aware of the responsibility to collect and pay sales tax, unless tax exempt;

That the business operation described shall not endanger property, public or private; shall not obstruct pedestrian or vehicular traffic and shall not increase risks to public safety;

Applications for a license shall be accompanied by a nonrefundable processing fee (refer to the Manual of Fees).

The annual license fee (refer to the Manual of Fees) shall be due and payable by the applicant at the time the license is issued and may be prorated quarterly.

Within fifteen (15) business days after receipt of the application, the application shall either be approved or disapproved. Grounds for disapproval shall be the following:

- (1) A finding that the application is incomplete;
- (2) Nonpayment of all applicable fees;
- (3) Failure of the applicant to verify that he, she or it, is a vendor registered with the Oklahoma Tax Commission for the payment of sales tax; or that sales tax has been or is being paid on the items sold; or that he, she, or it, is otherwise exempt from payment of sales tax;

- (4) A finding that the application is not in conformance with any other applicable provisions of the Ordinances;
 - (5) The applicant is a person required to be registered pursuant to the Oklahoma Sex Offenders Registration Act (57 OS § 581 et seq.), as amended; and
 - (6) The applicant shall not be subject to any outstanding warrants for arrest.
- (g) *Expiration of license.* A license issued under this chapter shall expire June 30 each year, except for seasonal food service establishment and seasonal outdoor sellers, which shall expire one hundred eighty (180) days from the date of issuance.

Each licensee shall reapply for a license annually. Upon the submission of an updated application and the payment of the annual license fee, the license shall be renewed, provided that he continues to meet the requirements of this chapter.

In the event that the licensee shall cease operation, either voluntarily or involuntarily, before the end of the period for which a license is issued, no part of the license fee shall be refunded.

- (h) *Renewal of license.* The holder of any expiring license, issued under this chapter, who desires a new license, shall file a written application for renewal. The application for renewal shall contain the information required.
- (i) *Exhibition of license - Transfer.* A license issued under this chapter shall be posted conspicuously at the place of business. Licenses issued under this chapter are not transferable.
- (j) *Site permit - Required.* It is unlawful for a mobile vendor licensed herein as a seasonal food service establishment, a mobile food service establishment, a mobile retail food service establishment to engage in sales business within the City except after being issued a site permit in compliance with the provision of this chapter.

A mobile vendor licensed as a seasonal food service establishment, a mobile food service establishment, a mobile retail food service establishment shall submit a site plan depicting the fixed outdoor location desired, including the design and make-up of any structure, vehicle, sign or display to be used while conducting business at such fixed location.

If either a seasonal food service establishment, a mobile food service establishment, a mobile retail food service establishment desires a different fixed outdoor location for conducting business, or desires to otherwise amend the submitted site plan, he shall file an amended site plan and nonrefundable review fee (refer to Manuel of Fees) for review and approval prior to deviating from the approved site plan on file.

Upon the filing of an amended site plan as herein provided, the site plan shall be reviewed to ensure compliance with the provisions of this chapter and all other applicable provisions of this code. If the amended site plan is approved, the business license shall be amended to indicate any new fixed outdoor location for the conduct of the business.

Failure of a seasonal food service establishment, a mobile food service establishment to comply with the original or amended site plan on file with the city shall constitute a violation of this chapter subject to the penalty specified in this chapter.

- (k) *Site permit fee.* Applications for a site permit shall be accompanied by a nonrefundable processing fee (refer to Manual of Fees).
- (l) *Expiration of site permit.* A site permit issued for a fixed location under this chapter shall expire one hundred eighty (180) days from the date of issuance.

Each site permittee shall reapply for a site permit. Upon the submission for review and payment of nonrefundable review fee, the permit shall be renewed, provided continued compliance with the requirements of this chapter.

In the event that the site permittee shall cease operation, either voluntarily or involuntarily, before the end of the period for which a site permit is issued, no part of the fee shall be refunded.

- (m) *Exhibition of site permit - Transfer.* A site permit issued under this chapter shall be posted conspicuously with any additional permission letters required at the place of business. Site permits issued under this chapter are not transferable.
- (n) *Health regulations.* All mobile vendors shall comply with all laws, rules and regulations regarding food handling, and all vehicles, equipment and devices used for the handling, storage, transportation and/or sale of food shall comply with all applicable laws, rules and regulations, as presently worded and as may be amended by law, in addition to any other rules and regulations as may be established by the Tulsa County Health Department.
- (o) *Mobile vendor standards.* All mobile vendors licensed under this chapter shall conform to the following standards unless otherwise approved by the Council:

Geographical Restrictions. No mobile vendor shall sell or vend from his or her vehicle or conveyance when:

- (1) Within one hundred fifty (150) feet of a public or private school grounds during the hours of regular school session, classes or school-related events in said public or private school, except when authorized in writing by said school; or

- (2) Within one hundred fifty (150) feet of the entrance to a business establishment which is open for business and is offering for sale the same or similar product as an item offered for sale by the mobile vendor unless authorized in writing by the stationary business establishment; or
- (3) Within one hundred fifty (150) feet of a restaurant, cafe or eating establishment which is open for business unless authorized in writing by the stationary business establishment; or
- (4) Within one hundred fifty (150) feet of a public park of the City where a City authorized concession stand is located during times other than during the course of a public celebration except as approved by the City; or
- (5) Within one hundred fifty (150) feet of City property where a City authorized concession stand is located during the course of a public celebration when nonprofit organizations are permitted to engage in the sale of merchandise and food at such property; or
- (6) Within one hundred fifty (150) feet of the location for which a special event permit has been issued during the time specified from the start through completion of the special event.
- (7) No mobile vendor shall conduct business so as to violate any ordinances of the City regulating traffic and rights-of-way, as now in effect or hereafter amended.
- (8) No mobile vendor shall obstruct or cause to be obstructed the passage of a sidewalk, street, avenue, alley or any other public place by causing people to congregate at or near the place where food or other items are being sold or offered for sale.
- (9) No customer shall be served on the street side of the mobile unit. All service must be on the curb side when the mobile unit is on or abutting a public street.
- (10) Absolutely no seating shall be provided or permitted as part of a mobile vendor business as contemplated in this chapter.
- (11) No drive thru or drive by customer service shall be provided or permitted as part of a mobile vendor business as contemplated in this chapter.
- (12) All mobile vendors shall provide garbage receptacles for customer use.
- (13) No mobile vendor shall locate his or her vehicle or other conveyance in such a manner as to cause a traffic hazard.
- (14) At the conclusion of business activities at a given location the mobile vendor shall remove the vehicle, all table and chairs, and shall clean all the public way surrounding his or her vehicle of all debris, trash and litter generated by the vendor's business activities.
- (15) All mobile vendors preparing food by cooking, frying or other means shall be equipped with one 20lb type K fire extinguisher and a 10lb minimum rating of 2A-40-BC.
- (16) Applicants for licenses issued pursuant to this chapter should be prepared to meet all additional requirements and conditions to operate in certain public areas of the City such as the Rose District of Main Street, Central Park, Special Events Park, property under the jurisdiction of the City of Broken Arrow Parks Department.

- (17) All electrical connections by mobile vendors shall fully comply with requirements of the National Electrical Code (NEC).
- (p) *Revocation of license.* A license issued pursuant to this chapter may be revoked, in writing, by the Director or his designee for any of the following reasons:
- (1) Any fraud, misrepresentation or false statement contained in the application for license;
 - (2) Any fraud, misrepresentation or false statement made in connection with the selling of products;
 - (3) Any violation of this chapter;
 - (4) Conducting the business licensed under this chapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.
- (q) *Surrender upon expiration or revocation.* When a license issued pursuant to the provisions of this chapter expires, or is revoked, its holder shall surrender it to the Director and the license shall become the property of the City.
- (r) *Appeal.* Notice of Adverse Action. If the Director or his authorized representative proposes to take any action averse to an applicant, licensee or permittee, he shall establish a time, date and place for an administrative hearing and shall notify such person (hereinafter "respondent") of the pending action at the respondent's address contained on his most recent application. The notice shall be served on the respondent personally or by United States Mail, certified, return receipt requested. The notice shall be served or postmarked no more than ten (10) days preceding the date of the administrative hearing and shall:
- (1) Set forth in detail the proposed action and the reasons therefor;
 - (2) Designate any section of this chapter, any statute, ordinance or other authority which requires or supports the proposed action;
 - (3) Set forth the date, time and place of the administrative hearing;
 - (4) Advise the respondent that he may be present at such hearing to provide reasons why the proposed action should not be taken; and
 - (5) Advise the respondent that if he fails to appear at the administrative hearing, action may be taken in his absence.
 - (6) Copies of such notice shall also be sent to the complaining party, if applicable.
 - (7) Administrative Hearing. An administrative hearing shall be held on the date and time and at the place contained in the notice described above.
 - (8) If the respondent appears, he shall be afforded an opportunity to be heard. Following the hearing, the Director may take or refrain from taking the proposed action or may modify the same by placing reasonable conditions on the respondent, or otherwise, according to the provisions of this chapter.

- (9) If the respondent fails to appear, notice of the decision made or action taken shall be given to the respondent and unless appealed to the City Council as hereinafter provided, such decision shall be final and binding ten (10) working days from and after the date of the decision.
 - (10) Notice of the action taken or decision made shall be given by certified mail, return receipt requested or by personal delivery to the respondent, at the address given in the respondent's most recent application.
 - (11) The respondent shall be advised of his right to appeal the action or decision to the City Council.
 - (12) Appeals to the Council. Any person aggrieved by a decision of the Director may file an appeal to the Council by filing a written notice of appeal with the Council Secretary and the Director within ten (10) working days of the date of the decision complained of. Such notice shall specify the grounds for the appeal. A hearing on the appeal shall be heard by the Council not later than thirty (30) days from the date of filing the notice of appeal unless further delay is reasonable. If an appeal is filed, the Director shall notify the complaining party, if applicable.
 - (13) Enforcement Stayed. If an appeal of the Director's decision is made to the Council, enforcement of such decision shall be stayed until the Council has rendered its decision, unless the Director certifies to the Council that a stay would cause imminent danger to life or property.
 - (14) Administrative Costs. Any determination by the Director regarding whether or not an applicant, licensee or permittee has failed to comply with any of the provisions of this chapter may also include the requirement that the applicant, licensee or permittee pay a sum not to exceed Five Hundred Dollars (\$500.00) to defray administrative costs associated with the investigative and administrative hearing process.
- (s) *Violations—Penalties.* It shall be unlawful and a misdemeanor offense for any person, firm, corporation, limited liability company or other entity to violate any of the provisions of this chapter. Any such entity convicted of a violation of this chapter shall be guilty of a misdemeanor offense and shall be punished by a fine of not more than five hundred dollars (\$500.00), excluding costs, fees and assessments, or by imprisonment in the City jail for a period not exceeding six (6) months, or by both such fine and imprisonment. Each day, or portion thereof, during which a violation is committed, continued or permitted shall be deemed a separate offense.

2. GENERAL CORRESPONDENCE / NOTIFICATION



PRESS RELEASE

Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771

Public Hearing on City Budget Scheduled for June 5

Broken Arrow, Okla. (5/25/2017) – The Broken Arrow community will have an opportunity on Monday, June 5 at 6:30 p.m. to comment on the proposed Fiscal Year 2018 (FY18) Budget. The new Fiscal Year begins July 1, 2017 and ends June 30, 2018.

One of the most important responsibilities of the City Council is the adoption of the annual budget and financial plan. Broken Arrow works on a fiscal year (July - June) cycle. The Administration begins preparing the annual budget in January and submits it to the governing body for consideration in May.

The proposed FY18 budget totals \$248.4 million and includes all revenues and expenditures associated with operating the City's General Fund and Utility authority (Broken Arrow Municipal Authority or BAMA). Operational expenses are up approximately 7.5% this year over last year's budget. The budget also includes the Capital Improvement Program, which makes up large ticket items like: maintenance of streets and roads, maintenance and/or new infrastructure, public buildings, parks & recreation facilities, and utility department infrastructure. Highlights of the Capital Improvement Program include the issuance of \$18.4 million of voter-approved 2014 General Obligation bonds for projects and initiatives throughout the City and securing loans in the amount of \$30.1 million for utility projects in our community (water, waste water, and stormwater projects).

The annual financial plan also includes the City's proposed plans of work for the organization. Also, it lists the challenges and opportunities as seen by the Administration for the coming year, to include the fact that Oklahoma municipalities are heavily dependent upon sales tax for general fund operations. Unfortunately, Oklahoma is the last state in the United States that relies solely on sales tax to fund a large portion of operations. History has demonstrated that sales tax is an unreliable source of revenue and extremely difficult to predict year-to-year. This is a continuing concern for City Officials.

The City Council is scheduled to adopt the proposed FY18 budget at the June 15th meeting. Citizens are able to view a copy of the proposed FY18 budget at www.BrokenArrowOK.gov/CITYBUDGET.

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PRESS RELEASE

Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771

BA Fire Chief Completes Fire Service Executive Development Program

Broken Arrow, Okla. (5/26/17) – Chief Jeremy Moore of the Broken Arrow Fire Department is one of among 21 members of the 2016 Fire Service Executive Development Institute (FSEDI) to complete the yearlong program. This is the fourth cohort program sponsored by the International Association of Fire Chiefs (IAFC) and funded by a grant from Motorola Solutions Foundation.

Chief Moore was selected from over 120 applicants from across the United States and Canada for the scholarship educational experience. He was awarded a scholarship which covered all expenses for attending the program. The Fire Service Executive Development Institute is a year-long leadership development program created and implemented by the IAFC to provide new and aspiring chiefs with the tools they need to have successful and productive tenures.

“It was a great honor to participate in the program; the leadership lessons and the relationships developed with other fire service peers was invaluable,” said Moore. “The FSEDI program has already provided opportunities to our community, that a year ago, would not have been possible. The Broken Arrow Fire Department was selected to participate in a grant funded Labor Management training program as a result of relationships cultivated at FSEDI.”

Moore, who has been in the fire service for over 20 years, became Broken Arrow’s Fire Chief in December 2014. He is one of four designated Chief Fire Officers in the State of Oklahoma. Chief Moore is a member of the International Association of Fire Chiefs, the Oklahoma Fire Chief’s Association and Green Country Chiefs Association.

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PRESS RELEASE

Contact: Krista Flasch
Director of Communications
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771

Downtown Residential Development – Draft Guidelines Ready
City to host second community meeting on May 31 to present results

Broken Arrow, Okla. (5/24/2017) – The City of Broken Arrow will hold a community meeting at 6:00 p.m. on Wednesday, May 31 at Central on Main to present preliminary downtown residential design guidelines. At the first community workshop in this process, held in December 2016, participants were invited to share their vision on how the various parts of downtown should develop moving forward. Input from that workshop and additional stakeholder interviews has resulted in the creation of a draft of the Downtown Residential Overlay District (DROD) design standards that can be reviewed here:

www.brokenarrowok.gov/DowntownOverlay.

Broken Arrow’s revitalization of its downtown corridor through public/private partnerships has been a tremendous success, with new commercial and retail development continuing to attract visitors to eat, shop, work and entertain in the Rose District. The City is now focusing its efforts on housing in the areas surrounding the Main Street core. With the help of ADG, a planning consulting firm retained by the City, the zoning ordinance in the downtown areas will be updated through a community process. Some project objectives include:

- Compatible residential infill development
- Promote walkability and high quality urban design to benefit the downtown experience
- Respect established development patterns in the area’s existing neighborhoods

WHAT: Results Presentation
WHEN: Wednesday, May 31
6:00 p.m. – 8:00 p.m.
WHERE: Central on Main, 210 N. Main Street

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PRESS RELEASE

Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771

City to Sell Surplus Equipment in Online Auction, Starting June 2

Broken Arrow, Okla. (5/22/2017) – The City of Broken Arrow will hold an online surplus auction from June 2 – 12.

Bargain hunters interested in obtaining used cars, trucks, mowers, refuse trucks, electronics and more can find a list of items for sale on the City's website, www.brokenarrowok.gov/auction.

Photos and details will be available on the auction site itself upon start of the auction:
<http://www.publicsurplus.com/sms/brokenarrow,ok/list/current?orgid=49348>

Interested bidders may view the items in person before placing a bid. Instructions for scheduling an appointment can be found with the item's detailed information on the auction website. Once the online auction begins, bidders will have 10 working days to participate. The winning bidders must claim their items at the City's warehouse, 1700 W. Detroit Street.

The surplus property and equipment has outlived its usefulness to the City. Because the estimated combined value of the items to be sold is in excess of \$15,000, it had to be declared surplus by the City Council.

Proceeds from the sale of surplus items will be deposited into the General Fund and Broken Arrow Municipal Authority (BAMA) funds, depending on the sold items source funding.

What: Online Surplus Auction

When: 2:00 p.m., Friday, June 2 – 4:00 p.m., Monday, June 12

Where: www.brokenarrowok.gov/auction

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Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771

Swimming Pools Open Monday

Broken Arrow, Okla. (5/25/2017) – The Family Aquatic Center, Nienhuis Aquatic Facility, and Country Aire Pool will open to the public on **Monday, May 29** for the 2017 season.

All City Splash Pads will be operational by Memorial Day weekend. The Splash Pads are free to use and are open from 8:00 a.m. until 8:00 p.m.

SWIMMING POOL HOURS

The Family Aquatic Center, (918) 259-8695, is located at 1400 S. Main Street. The hours are:

- Monday: Closed
- Tuesday – Friday: 1:00 p.m. – 6:00 p.m.
- Saturday: 11:00 a.m. – 7:00 p.m.
- Sunday: 1:00 p.m. – 6:00 p.m.

The Nienhuis Aquatic Facility, (918) 357-3483, is located at 3201 N. 9th Street (55th & Lynn Lane). The hours are:

- Monday – Tuesday: 11:00 a.m. – 7:00 p.m.
- Wednesday: Closed
- Thursday – Saturday: 11:00 a.m. – 7:00 p.m.
- Sunday: 1:00 – 6:00 p.m.

The Country Aire Pool, (918) 259-8696, is located at 100 N. Fir Avenue. The hours for the Country Aire Pool are:

- Monday: 12:00 p.m. – 6:00 p.m.
- Tuesday: Closed
- Wednesday – Saturday: 12:00 p.m. – 6:00 p.m.
- Sunday: 1:00 – 6:00 p.m.

(Continued)

ADMISSION FEES

Admission to the Family Aquatic Center and the Nienhuis Aquatic Center is:

- 0 – 2 years of age: FREE
- Patrons under 48 inches: \$4.00
- Patrons over 48 inches: \$5.00
- Patrons 55 and over: \$4.00

Admission to the Country Aire Pool is:

- 0 – 2 years of age: FREE
- Patrons under 48 inches: \$3.00
- Patrons over 48 inches: \$4.00
- Patrons 55 and over: \$3.00

Pool Punch Passes are on sale now for Broken Arrow residents. Passes may be purchased at the Nienhuis Park Community Center or Central Park Community Center. Passes are \$30 for 10 visits.

SWIM LESSONS

Swim Lessons are back! The YMCA will be offering swim lessons at the Family Aquatic Center for \$45 per person, per session. No YMCA membership is required. Sessions are held Monday – Thursday for ages 3 to 12.

For more information concerning the Country Aire Pool or Swim Lessons, please call (918) 872-9622 or visit <http://ymcatulsa.org/locations/rc-dickenson-family>, or stop by the R.C. Dickenson Family YMCA at 8501 S. Garnett Road.

###



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors

From: Jennifer Hooks, Executive Assistant to the City Manager

Date: May 26, 2017

Re: News Article – Broken Arrow Budget Meeting Tackles
Operational Overages

Please find attached a link and a copy of a news story covering the recent budget meeting.

<http://www.fox23.com/news/broken-arrow-city-budget-meeting-tackles-operational-overages/526535711>

Respectfully submitted,

Jennifer Hooks

Attachment




LIVE

Broken Arrow city budget meeting tackles operational overages

Updated: May 25, 2017 - 6:15 PM



BROKEN ARROW, Okla. - Quick Facts:

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- 
- The City of Broken Arrow opens for public comments on the 2018 budget at 6:30 June 5
 - The proposed budget for Fiscal Year 2018 adds up to \$248.4 million
 - Operational expenses are 7.5 percent over the FY 2017 budget
 - The budget also includes the Capital Improvement Program, which makes up large ticket items like: maintenance of streets and roads, maintenance and/or new infrastructure, public buildings, parks & recreation facilities, and utility department infrastructure
 - The annual financial plan also includes the City's proposed plans of work for the organization.
 - The City Council is scheduled to adopt the proposed FY18 budget at the June 15th meeting. Citizens are able to view a copy of the proposed FY18 budget at www.BrokenArrowOK.gov/CITYBUDGET

LIVE

Trending Now on FOX23



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Jennifer Hooks, Executive Assistant to the City Manager
Date: May 26, 2017
Re: Cox Cable Service Update

From: Allen, Lisa (CCI-Central Region)
Sent: Thursday, May 25, 2017 2:18 PM
Subject: Cox Communications - LFA Notification - Channel Changes

Dear Local Franchising Authority,

On June 27, 2017, Cox will be making the following changes to our TV Lineup.

The following channels will be launching to TV Starter: Beauty IQ, channel 124 and 1124, HSN2, channels 128 and 1128, EVINE Live HD,* channel 1272; Jewelry TV HD,* channel 1088 and Leased Access channel 78 and 1078, and KGEB HD, channel 1023. Cornerstone TV, channels 81 and 1081 will no longer be available on our lineup. Cox Sports TV HD, channel 1335 will be launching to the Sports and Information Pak. Additionally, Daystar, channels 294 and 1294, EWTN, channels 1291 and 1291 will move from the Faith & Values Pak to TV Starter. BYUtv channels 293 and 1293, Family Net channels 290 and 1290, Inspiration and Inspiration HD,* channels 292 & 1292 will move from the Faith & Values Pak to TV Essential .

On July 1, 2017, NBC Universal is eliminating the Esquire & Esquire HD channels, so Cox will be removing channels 114 & 1114 from our Variety Pak lineup.

*Only the SD version of the channel is available on mini boxes. Channels will be available to customers who subscribe to the required TV lineup and receive their service with a compatible Cox digital receiver or CableCARD. For more information about these changes, please visit www.cox.com/channelchanges.

We are truly grateful for the opportunity to serve your community. If you have any questions regarding these changes, please contact me at (405) 286-5061 or Robbie.Squires@cox.com.

Sincerely,

Robbie Squires
Director, Government Affairs
Cox Communications Central Region

3. SPECIAL EVENTS / ACTIVITIES





CITY OF BROKEN ARROW

Parks & Recreation Post Event Report

Event/Program: Spring CO-ED Volleyball Date: 5/22/2017

DETAILS

<i>Location</i>	Nienhuis Park Community Center	<i>Attendance</i>	7 Teams = 56 people
<i>Event Organizer</i>	Jim Reed/ Nienhuis Park Center Supervisor	<i>How long has the event been going?</i>	3rd Season

DESCRIPTION

- 7 Teams played volleyball on Monday nights for 6 weeks, with a double elimination tournament for the top 3 teams on the 7th week, Monday May 22nd, 2017.
- The winner and New Champion Team is: The Summer Tanners!
- The winners received \$20 gift cards for each team member.
- Cost to play was \$120 per team.
- We are planning 2 more seasons this year. (Summer and Fall)

TYPE OF PROMOTIONS USED

- Posters and flyers at Community Centers
- Posted on City Events Calendar
- Posted on Broken Arrow Parks and Recreation Facebook pages
- Posted on Marquees
- City Website
- Posted on the City Municipal Facebook page
- Parks and Rec Informer Newsletter
- Emailed former team captains

Our goals:

Have Fun in a safe and clean environment.

Bring Awareness to Broken Arrow Parks and Recreation facilities and programs.



Photos:





BROKEN ARROW





Freedom's Voice

The Monthly Newsletter of the
Military History Center

112 N. Main ST
Broken Arrow, OK 74012
<http://www.okmhc.org/>



“Promoting Patriotism through the Preservation of Military History”

Volume 5, Number 5

May 2017

Memorial Day

United States Armed Services Days of Observance

The month of May has three significant Armed Services Days of Observance. The most important is Memorial Day on May 29. Others are VE Day on May 8 and National Maritime Day on May 22.

Flag Day and Book Signing – June 10

Saturday, June 10 will be a special day at the MHC. Because Flag Day falls on Wednesday this year, a work day for most people, the MHC will hold its annual Flag Day commemoration on Saturday, June 10.

The day's events will begin with a book signing in the Vietnam War section of the Museum from 11:00 to 1:00. Authors, Charles Sasser and Robert Maras, will be talking about, and selling and signing, copies of their recently released book: *Blood in the Hills, The Story of Khe Sanh, the Most Savage Fight of the Vietnam War*. The book relates the experiences of Mr. Maras, then a PFC in the Marine Corps and participant in the Khe Sanh hill fighting.

The Flag Day commemoration will begin at 1:30 on the MHC's Memorial Flag Plaza. The guest speaker will be Mr. Kevin McDugle, Oklahoma House of Representatives, District Twelve and a Marine Corps veteran of Somalia, Bosnia and Saudi Arabia.

Please set aside time on June 10 for these special events. You won't want to miss them.



**“Here rests in honored glory an American soldier
known but to God”**



“The living have the cause of the dead in trust”.

Osman White, World War II
Australian War Correspondent

History Classic Golf Tournament

On Friday, May 5, the Military History Center and Museum Broken Arrow held their second annual, joint History Classic Golf Tournament fund raiser. It was a perfect golf day with almost cloudless skies, little or no wind, low humidity, with the temperature in the low seventies. Participation was excellent. We are most appreciative of the support of all golfers and sponsors and for the hospitality of Battle Creek Golf Club.



Ben Chavez, Dillon Wasson, BG James Wasson, Dale Wells



Tom Mullen, Dean Carlson, BG Tom Mancino, Bob Eva



Adam Hanson, Emily Austin, Mandi Garcia, Mario Gallegos

Broken Arrow Rooster Days Parade



MHC Board Secretary Peter Plank driving, WWII veteran Frank Rie-singer holding his grandson in the passenger seat and MHC Docent Mitch Reed in the rear seat on the left



Sam Hoch "piloting" the MHC model airplane



The MHC parade float



On April 1, 1945, when the 1st Marine "The Old Breed" Division landed on Okinawa, PFC Albert Earnest Schwab was a flamethrower operator in Headquarters Company, 1st Battalion, 5th Marine Regiment. When his unit was pinned down by heavy machine gun fire on May 7, Schwab scaled the ridge from which the gun was firing and disposed of it and its crew with his flamethrower. Almost immediately, a second machine gun opened fire inflicting more casualties on his fellow marines. Although he had not had time to replenish his supply of flamethrower fuel, PFC Schwab unhesitatingly advanced on the second gun and succeeded in eliminating it, as a final burst from the machine gun delivered fatal wounds to him.

For his selfless actions above and beyond the call of duty, PFC Schwab was posthumously awarded the Medal of Honor. Rear Admiral J. J. "Jocko" Clark, Commander of the Naval Air Basic Training Command, Naval Air Station, Corpus Christi, Texas, presented PFC Schwab's Medal of Honor to his three-year-old son, Steven Albert Schwab, at Boulder Park (now Veterans Park) in Tulsa on Memorial Day, May 30, 1946.

Albert Earnest Schwab was born July 17, 1920, in Washington, DC. His family moved to Tulsa when he was six weeks old. Schwab graduated from Central High School in 1937. He entered the University of Tulsa, but left after one semester to work for an oil company. He entered the Marine Corps on May 12, 1944. After basic training and a ten-day leave, Schwab was sent to the 2nd Training Battalion at Camp Pendleton, California. He was transferred to the 13th Replacement Draft, and on November 12, was shipped to the central Pacific.

PFC Schwab's body was returned to the United States, where it was buried with full military honors at Memorial Park Cemetery in Tulsa, on February 27, 1949. Honors given to the young hero include the Marine Corps' Camp Schwab on Okinawa named for him, American Legion Post 555, Midway City, California renamed in his honor in 2001 and Tulsa's Marine Corps League Detachment 857 named for him.

On June 3, 2011, a statue of PFC Albert E. Schwab, created by David Nunneley of Broken Arrow, was unveiled at Tulsa International Airport. PFC Schwab's family has made a permanent loan of his Medal of Honor to the Tulsa Historical Society, where it's displayed.



PFC Albert E. Schwab Memorial – Tulsa International Airport



Ms. Jo Ann Carlson Berry, sister of PFC Albert E. Schwab, (the little girl depicted in the Memorial) displays his Medal of Honor at Tulsa Historical Society.

Museum Hours and Admission Fee

Tuesday – Friday: 10:00 – 4:00; Saturday: 10:00 – 2:00
Closed Sunday and Monday and major Federal holidays

Adults – \$5.00
Members and Children under 18 – Free

For more information, call (918) 794-2712

www.okmhc.org



Joseph James Clark was born on November 12, 1893, in a log cabin by a creek near Pryor in Indian Territory. Clark began his distinguished naval career as a midshipman in May 1913, when he entered the United States Naval Academy. While at the Academy he was given the nickname “Jocko.” He graduated in 1917 in the accelerated class of 1918. He was the first American Indian (Cherokee) to graduate from the Naval Academy.

Newly commissioned Ensign Clark was assigned his first combat duty as a deck officer aboard the armored cruiser, USS *North Carolina*, on convoy duty in the Atlantic. In 1921, Clark was assigned his first command, the destroyer, USS *Brooks*. On March 25, 1925, Clark earned his pilot's wings at Pensacola, Naval Air Station, Florida. He became a strong advocate, and an accomplished specialist, of naval air.

In May 1941, Commander Clark was assigned to the aircraft carrier, USS *Yorktown*, as executive officer. While aboard *Yorktown*, on January 2, 1942, he was promoted to Captain. Clark later commanded an aircraft carrier, the second-named *Yorktown*. (The first *Yorktown* on which Clark served was sunk at the Battle of Midway, in June 1942.)

On April 13, 1944, Fast Carrier Task Force 58, commanded by Vice Admiral Marc Mitscher, was ordered to provide support for General Douglas MacArthur's planned landing at Hollandia and Aitape on the northwest coast of New Guinea by launching air strikes against Japanese installations in the Caroline Islands. The Task force was divided into three groups, and Captain Clark was given command of Task Group 58.1. Clark's next combat assignment was the assault on Saipan, Tinian and Guam in the Marianas, where his Task Force participated in the Battle of the Philippine Sea. That was followed in 1945 with Task Force 58's participation in the battles of Iwo Jima and Okinawa.

Admiral Jocko Clark continued his illustrious career in the Navy until he retired as a four-star admiral, in December 1953. He died at St. Albans Naval Hospital, New York on July 13, 1971. He is buried in Arlington National Cemetery.

On May 9, 1980, the United States Navy accepted delivery of its newest guided missile frigate, USS *Clark*, named for Admiral Clark. USS *Clark* remained in service until March 14, 2000, when she was decommissioned.



On October 8, 1918, Harold Leo Turner was a Corporal in Co. F, 142nd Infantry Regiment, 36th Infantry Division (Texas-Oklahoma National Guard in World War I). Near St. Etienne, France, with his platoon blocked by a powerful German machine gun position, “Cpl. Turner rushed forward with fixed bayonet and charged the position alone, capturing the strongpoint with a complement of fifty Germans and one machinegun. His remarkable display of courage and fearlessness was instrumental in destroying the strongpoint, the fire from which had blocked the advance of his company.” For his heroic actions above and beyond the call of duty, CPL Turner received the Medal of Honor on May 3, 1919.

Harold Leo Turner was born on May 5, 1898, at Aurora, Missouri. He entered the Army at Seminole, Oklahoma, where he was living at the time. CPL Turner died on March 12, 1938, and is buried in Little Cemetery at Seminole.

Turner and Samuel M. Sampler, featured in last month's newsletter, were in the same regiment, but different companies. Both received Medals of Honor for similar heroic actions in the same battle, Mont Blanc Ridge, on the same day – October 8, 1918 – during the Meuse-Argonne Offensive

Support the Military History Center

We believe the MHC provides a valuable service to the local community, especially to veterans and students, by “Promoting Patriotism through the Preservation of Military History”. We invite you to join us in promoting patriotism and recognizing the sacrifices made by our veterans to keep America free.

For more information, please contact the Military History Center at (918) 794-2712 to learn how you can be a supporter, or click on the link below to go to the MHC website at www.okmhc.org/donate/.

Monetary donations, as well as gifts in kind, are tax deductible, subject to IRS regulations.

A Young Marine Goes to War



PVT William T. Morgan – 1942

William T. “Billy” Morgan was born at Bushyhead (Rogers County), Oklahoma, on December 24, 1924. He was a graduate of Bushyhead High School. After graduation, he worked in Tulsa for a short time before enlisting in the Marine Corps at Oklahoma City, in September 1942.

By early 1943, he was assigned to Co. B, 1st Battalion, 18th Marine Regiment. The 18th was a composite regiment of battalions with different tasks. The 1st Battalion was an engineer battalion. The 18th was attached to the 2nd Marine “The Silent Second” Division from September 1942 until August 1944, when the regiment was deactivated.

The 2nd Division first saw action in the Guadalcanal Campaign, but Morgan was still in basic training when the Guadalcanal operation began. In January 1943, the 2nd Division was relieved from the Guadalcanal operation and sent to Wellington, New Zealand for rest, recuperation, resupply and replacements. That would have been when Morgan joined the 18th Regiment. While in New Zealand, the 2nd Division planned and trained for their next battle, Tarawa. Two weeks, or so, before leaving New Zealand, the Division received its flamethrowers. Whether Morgan was assigned the job as a flamethrower operator or volunteered is unknowable. In any case, the flamethrower operators had no time for training in New Zealand. They learned how to operate the devices from the sterns of the troopships on the way to Tarawa. The 2nd Division began embarking from New Zealand, on November 1, 1943.

Tarawa is a triangular shaped coral atoll less than eighty miles north of the equator, within the Gilbert Islands, a British colony in 1943. The most important island in the atoll is Betio (bay she ō’), about a mile and a half long and about a half-mile wide at its widest point, less than one square mile. The Japanese occupied Tarawa Atoll and other islands in the Gilberts in early 1942. They established their headquarters, an all-weather landing strip and strong defenses on and around Betio. It was garrisoned with 4,000 elite Japanese marines. As was typical of Japanese hubris, they believed the island was impregnable. The Japanese commander on Betio boasted that the Americans couldn’t take the island with a million men in 500 years. Eight-

een thousand United States Marines took it in seventy-six hours, although with invaluable help from naval gunnery and naval air support. Mop-up required several more days.

Tarawa was the first Allied offensive land battle in the Central Pacific Theater. The Marines began landing on Betio early Saturday morning, November 20, 1943. What many believed would be a walk-through, because of the intensive naval and air bombardment, became a vicious three-day battle, the bloodiest in Marine Corps history up to that time. Morgan reported (most likely in a letter home) that he was involved in the destruction of twenty-three Japanese pillboxes (fortified bunkers). The Marine engineers used explosives and flamethrowers to complete the destruction. These were the two methods commonly used to destroy pillboxes, often in combination.



Two flamethrower operators attacking a Japanese pillbox on Betio

The 2nd Division marines re-boarded their troop transports on December 4 and headed for Hawaii for another round of rest, recuperation, resupply and replacements. They would have little of the first two, as they would be preparing for their next battle. They were sent to a new camp – Camp Tarawa – still under construction when they arrived on the big island of Hawaii. This time the 2nd Division’s mission was Saipan and then Tinian, the heart of Japan’s inner defense ring.

Marines of the 1st Battalion, 18th Regiment were tasked with loading large LSTs (Landing Ships, Tank) with everything necessary for the upcoming beach assaults and the battle to wrest the islands from the Japanese. This included vehicles, tanks, amtracs (amphibious tracked landing vehicles) and artillery, ammunition for every type of weapon assigned to the 2nd Division, gasoline, including highly flammable 100 octane aviation gasoline, food, medical supplies and so on.

Altogether, there were thirty-four LSTs to be loaded. They were moored closely together in Pearl Harbor’s West Loch. At 3:08 p.m. on Sunday, May 21, 1944, an explosion rocked the deck of LST 353. A chain reaction of explosions immediately followed. Over the next twenty-four hours, six LSTs sank, and several more were severely damaged. In all, 163 men were

killed and 396 wounded. Among the bodies that could not be found after it was all over was PFC Billy Morgan's. He was just nineteen years old.

The West Loch Disaster, as it came to be called, was classified so the Japanese might not become aware of the preparations for the Marianas Islands operation. The government being the government, it remained classified until 1962. Billy Morgan's family was notified that he was missing at sea and presumed dead.¹

His name is inscribed on the Tablets in the Courts of the Missing at the National Memorial Cemetery of the Pacific at Honolulu. He was posthumously awarded a Purple Heart, Combat Action Ribbon, Navy Presidential Unit Citation, American Campaign Medal, Asiatic/Pacific Campaign Medal with one Battle Star and World War II Victory Medal.

Admiral Kelly Turner convened a board of inquiry, which determined that a mortar round had been "mishandled" by Army personnel on LST 353, initiating the disaster. The 27th Infantry Division (New York National Guard) would also participate in the battle for Saipan. Some of their men were loading LSTs assigned to their Division. "Mishandled" suggests carelessness. Since there were no survivors on that LST, no one knows exactly what happened. It's just as likely that someone accidentally, not carelessly, dropped a mortar round. In any case, the result was disastrous.



With LSTs on fire in the background, Marine Corps amtracs, fully loaded with fuel and ammunition, await to be loaded



Navy fire boats fighting the West Loch fire

We are grateful to Billy Morgan's niece, Ms. Julia Couch of Tulsa, who donated his framed photograph to the MHC. With the meager information she had about her uncle, we were able to research his story and learn something about the young hero's time in the Marine Corps and the true nature of his death.

Click on the link to view Navy film of the West Loch Disaster: <https://archive.org/details/NPC-4194>

This Month's Featured Exhibit



This month's featured exhibit showcases various World War II communications equipment. On the right is a fully operational World War II Signal Corps BD-96 field switchboard. On the display stand in front of the switchboard is a World War II TA-312 P/T field telephone. The telephone was usually connected to the switchboard with WD-1 wire. It was battery powered and very reliable. (Items donated by Don Hughes)

On the right side on the top shelf of the display case is a World War II Hallicrafter S-20 Sky Champion radio with head-set. It is a single conversion, eight-tube general coverage receiver that covers 540Hz to 44MHz in four bands. The radio was completely restored to working condition by Andy Anderson, a noted Tulsa ham radio enthusiast. (Donated by Donnie Anderson) The World War II EE-8 field telephone on the top shelf was donated by Marjorie Breidenbach. On the left side of the middle shelf is a 1944 Army Signal Corps crystal set donated by Ted Gardner.

Displayed on the left side of the bottom shelf are three radios taken from downed Japanese aircraft. There are several other objects of interest in the exhibit, including a Signal Corps F-358-Q receiver, a chest microphone, field telegraph key, reproductions of two World War II photographs above the display case showing the Hallicrafter radio in operation and other communications items.

¹ Billy Morgan's family never knew the true circumstances of his death until we researched it and informed them.

Merrill's Marauders



Lt. William Z. Duncan (left) and another American serviceman hired a Burmese man to take them by canoe to scrounge for food while they were serving in Burma during World War II.

Merrill's Marauders, named for their first commander, Brigadier General Frank Merrill, were officially the 5307th Composite Unit (Provisional), code-named, Unit Galahad. The Marauders were conceived, organized and trained as a long-range penetration, special operations, jungle warfare unit. Its purpose was to penetrate into Burma behind Japanese lines to disrupt their communications and logistics and to aid in recapturing the important Burmese town of Myitkyina (*mitch chin a*), which the Marauders shortened to "Mitch".

The Marauders began operations with 2,997 men, of whom 250 remained in India as a rear echelon operations and support unit. The long-range penetration force was a regiment, organized into three battalions. They began their movement into Burma in February 1944. They traveled light. Their heaviest weapons were 60 mm mortars, bazookas (shoulder fired rocket launchers) and .30 caliber machine guns. They used mules to transport the heavier weapons, ammunition, extra food and medical supplies. The mules served a dual purpose. When they were no longer needed for transportation, they became food. While in Burma, the Marauders were usually outnumbered by units from the crack Japanese 18th Division, but they always inflicted many more casualties than they suffered. The Marauders were guided by native Kachin scouts and used mobility and surprise. They harassed supply and communication lines, shot up patrols, blew up bridges and assaulted Japanese rear areas, in one case cutting off the Japanese rearguard at Maing-kwan.



Marauders taking a break along a trail near Nhpum Ga, Burma

On May 17, the Marauders, with only about 1,300 remaining, along with two Chinese regiments, attacked the airfield at Myitkyina. The attack completely surprised the Japanese, who had no idea their enemy was nearby in such force. The airfield was captured, but the attack force was too small to root out the Japanese from the heavily defended town. In this, their final mission, the Marauders suffered 272 killed and 955 wounded. 980 men had already been evacuated for wounds, illness and disease. Some of these men later died from their wounds as well as cerebral malaria, amoebic dysentery, and/or scrub typhus. During their operations, under some of the most forbidding terrain and conditions on earth, the Marauders participated in five major battles and thirty minor ones. Only 200 Marauders were evacuated from Myitkyina under their own power. One of them was 1st Lt. William Z. Duncan.

Duncan was born on August 20, 1920, in a tent near Wetumka, Oklahoma, where his parents, "wildcatters", were drilling for oil. Duncan was proud of his birth circumstances and said he was six years-old before he ever lived in a house. "If you guys hadn't lived in a tent the first six years of your life, you haven't experienced anything," he used to tell his four boys, said son, Jim Duncan. William Duncan was an educator. He began teaching in Tahlequah while still attending Northeastern State College. World War II interrupted his education. He didn't receive his bachelor's degree until 1946. He received his master's degree from the University of Oklahoma in 1951.

Duncan spent forty-four years as an educator, retiring from Tulsa Public Schools in 1986 as principal of McKinley Elementary School. To his students, he was "Burma Bill". William Z. Duncan died on November 12, 2008. He is buried in Greenlawn Cemetery at Checotah, Oklahoma.

During a February 2007 interview with the *Tulsa World*, Duncan told the interviewer: "I was only afraid one time – when they shot at me – and I stayed afraid until I went home." He went on to tell the interviewer that the Japanese were not the only danger: "The campaign took the men into remote areas and brought them face-to-face with Bengal tigers, monkeys, snakes (Burmese pythons) big enough to swallow a pig, schools of piranhas and the occasional head hunter, who would decapitate people and shrink their heads."

For his service in Burma, LT Duncan received a Bronze Star, Purple Heart, Asiatic-Pacific Campaign Ribbon with two battle stars and Combat Infantryman's Badge.



William Duncan viewing his World War II photo album with his son, Bill




PFC Norman T. Hixenbaugh – 1943

Norman “Bud” Hixenbaugh was born at McKeesport, Pennsylvania, on February 7, 1923. He was inducted into the U.S. Army, on February 27, 1943. He was trained as a medic and departed from the United States for India on April 23, 1944. There, he was assigned to the 2nd Battalion, 5307th Composite Unit (Merrill’s Marauders).

He went with the Marauders into Burma where he was wounded by shrapnel. When he was evacuated to hospital at Kunming, China, he was also afflicted with malaria and two forms of dysentery. While in Burma, he witnessed the death of his best friend, who was killed by friendly fire from aerial bombardment. Hixenbaugh was still at Kunming when the war ended. He made his way into India, where he managed to associate himself with an engineer unit and returned to the United States aboard ship via the Suez Canal. He ended the war as a Sergeant with a Purple Heart, CBI Theater Service Medal with four battle stars, and other decorations. SGT Hixenbaugh was discharged from the Army, on December 23, 1945.

He eventually became employed in the aero-space industry. In 1962, he was transferred to Tulsa with North American Aviation (now Boeing) to work on various components of NASA spacecraft. Shortly after arriving in Tulsa, he met and married Annette. Norman Hixenbaugh retired in 1989. He died on November 14, 1994. (Photos and biographical information are courtesy of Annette Hixenbaugh.)

5307th Composite Unit (Provisional)

On August 10, 1944, the surviving Marauders were consolidated into the 475th Infantry, which continued service in northern Burma until February 1945. On June 21, 1954, the 475th Infantry was re-designated the 75th Infantry, thus Merrill's Marauders is the lineal ancestor of the 75th Infantry Regiment, from which descended the 75th Ranger Regiment, today's Army Ranger regiment.

VE Day – May 8, 1945



VE Day celebration in Times Square

Victory in Europe Day, or simply VE Day, marks the end of World War II in Europe – May 8, 1945. World War II was the largest and costliest war in history, both materially and in human lives. It began in Europe on September 1, 1939, with the German invasion of Poland. The United States officially entered the war on December 7, 1941, when Japan attacked Pearl Harbor. Current opinion among most historians of the war suggests that up to seventy-five million people died as the result of the war. The exact number can never be known. American war dead was approximately 407,000 – including 6,456 Oklahomans, among them, Marine Corps PFCs Albert Ernest Schwab and William T. Morgan.



Statue of Liberty darkened during the war, was re-lit on VE Day

National Maritime Day



SS *Jeremiah O'Brien* is one of two remaining fully functional Liberty ships of the 2,710 built and launched during World War II. *Jeremiah O'Brien* is the last unaltered Liberty ship and remains historically accurate. She is also the last surviving ship of the Normandy D-Day armada. *Jeremiah O'Brien* is moored at Pier 45, Fisherman's Wharf at San Francisco, as the National Liberty Ship Memorial.

Oklahoma Merchant Mariner

In World War II, Merchant Marine seaman Kenneth Jerry Pride had ships shot out from under him twice, once in the Atlantic and once in the Pacific, and was a prisoner of war for three years of both Germany and Japan.

Pride was born on January 2, 1922, at Altamonte, Kansas. His family moved to Seminole, Oklahoma, where his father worked in an oil field. His father died when Pride was eleven years old, and his family struggled to survive. The young boy was on the streets of Seminole by age fourteen working at odd jobs to help his family. He joined the Civilian Conservation Corps at age eighteen, where he was paid \$30 a month. He later accepted an offer to train for seamanship, which led to his entry into the Merchant Marine in 1941.

In 1942, Pride shipped out on the Merchant Marine vessel, *American Leader*, to the Persian Gulf where the crew unloaded military cargo for the Russians and then loaded rubber, latex and other goods for the return trip to the United States. On September 10, 1942, when *American Leader* was three days out of Cape Town, South Africa, she was confronted in the Atlantic by the German surface raider, *Michel*. German surface raiders were gunships disguised as freighters. "We got shelled and torpedoed by the German raider. They sunk (*sic*) us about 10 p.m.", Pride recalled of *American Leader's* sinking. According to most accounts, eleven of the fifty-eight crew members aboard *American Leader* were killed. *Michel* returned two hours after the sinking to pick up Pride and the other forty-six survivors.

The German ship then went south around the tip of South America into the Pacific, where Pride and the others were transferred to a German supply ship and taken to Java, the

principal island of Japanese occupied Indonesia. There, the Germans turned their prisoners over to the Japanese.

Over time, Pride and the other POWs were moved to various locations. On June 10, 1944, he was aboard the Japanese freighter, *Tamahoka Maru*, headed for Japan. The ship was one of the Japanese freighters known as "hell ships." The Japanese stuffed as many prisoners as they could into the ships and refused to mark them as POW ships. *Tamahoka Maru* was torpedoed off Nagasaki by USS *Tang*, whose commander had no idea the Japanese freighter was carrying POWs. 560 of the 772 POWs on board perished. Pride survived because of a twist of fate. Pride said that before the attack, he and a buddy were in the cargo space below deck when two Dutchmen on top asked if anyone would trade deck spots with them. Pride and his buddy obliged and went topside. "Everybody down in the hull was killed. They just didn't have a chance. A torpedo went right into the hull," Pride said. Pride's buddy was also killed. Pride and the other survivors were plucked out of the water by the Japanese. On a postcard received by a sister, Pride wrote: "I am now a prisoner in Japan. My health is OK." At one point, the Pride family was told that he was presumably dead. Pride kept the death notice among his wartime memorabilia. He and the other POWs were released after Japan surrendered.

When he finally made it to San Francisco on a Navy transport in 1945, Pride said he and two of his buddies were given \$5 each, a change of clothes and some ration coupons. He was told he would have to make it from San Francisco to Oklahoma on his own. Pride noted that the U.S. government at that time didn't classify the World War II Merchant Marine as a full partner of the U.S. armed forces, and the merchant mariners weren't entitled to mustering-out pay despite what they had been through. "They essentially put that gangplank down and waved us boys goodbye," he said. While Pride and his two buddies were standing on a San Francisco street, a car pulled up and a woman asked: "Are you boys seamen?" "We told her we were," Pride said, "and she said come with me, and I will take you out of here, and she was from the USO." The woman contacted U.S. Lines, the mariners' employer in New York. The firm purchased train tickets for the trio to New York, where they received three years' back pay.

Pride located to Tulsa and later moved to Broken Arrow. He worked for American Airlines for thirty-five years, retiring in 1980. Seaman Pride died on December 18, 2006. He is buried in Floral Haven Memorial Gardens in Broken Arrow. (No photograph of Seaman Pride was found.)

Editor: Kenneth Pride's story is excerpted from an interview by Rob Martindale, Tulsa *World Senior Writer* – published February 28, 2005.



“Lest We Forget”



Netherlands American Cemetery and Memorial – Margraten, Netherlands

Netherlands American Cemetery and Memorial lies in the village of Margraten, located six miles east of Maastricht. It contains 8,301 graves of men who fell in Operation Market-Garden and other fighting during the liberation of the Netherlands, and elsewhere. Among the interred is Major General Maurice Rose (Colorado), commander of 3rd Armored Division, killed near Paderborn, Germany, on March 30, 1945. General Rose was reconnoitering his front when his jeep unexpectedly encountered a German unit, also scouting the area. He was the highest ranking American killed by enemy action in the European Theater. The Wall of the Missing is engraved with the names of 1,722 men whose bodies had not been recovered when the cemetery was constructed. Rosettes have been placed by the names of those that have since been recovered and identified.

Unique to the cemetery is its connection with the Dutch people. Since 1945, members of the local community have adopted the grave sites of the fallen. They bring flowers to the cemetery and research the lives of the service members as a way to honor their sacrifice. The Foundation for Adopting Graves at the American Cemetery Margraten manages the program.

Freedom is not free.



THANK YOU