

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

Council Rules of Decorum limit citizen comments on agenda items and public hearings to five (5) minutes and general comments for non-agenda items to three (3) minutes. Any person desiring to address the Council during such period is required to sign in with the City Clerk prior to the Council meeting between 5:00 p.m. and 5:15 p.m. on the third floor of City Hall or anytime between 8:00 a.m. and 5:00 p.m. in the Office of the City Clerk. They shall provide their name, address and specify the agenda item they wish to address. Remarks shall be directed to the matter being considered and the speaker is allowed to speak only one time. If written materials are to be submitted twelve (12) copies should be made available, and may not be returned.

AGENDA
MUSKOGEE CITY COUNCIL
MARCH 12, 2018

REGULAR SESSION - 5:30 P.M., 3RD FLOOR, COUNCIL CHAMBERS MUNICIPAL BUILDING,
229 W. OKMULGEE, MUSKOGEE, OKLAHOMA

INVOCATION - MAYOR BOB COBURN

FLAG SALUTE - MAYOR BOB COBURN

ROLL CALL - MAYOR BOB COBURN

APPROVAL OF MINUTES: SPECIAL CALL CITY COUNCIL FEBRUARY 20, 2018, CITY
COUNCIL REGULAR SESSION FEBRUARY 26, 2018.

CONSENT AGENDA

The following items are considered to be routine by the City Council and will not be read aloud. The Consent Agenda will be enacted with one motion and should discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and considered separately prior to the Regular Agenda.

1. Approval of claims for all City departments February 15, 2018 through February 28, 2018.
2. Approval of a contract with Midwest Employers for excess workers compensation insurance in the amount of \$85,101.00, or take any other necessary action. (Roy D. Tucker)
3. Approval of a Preliminary and Final Plat of Sooner Addition, consisting of two (2) lots on 2.83 acres, located on the north side of Harris Road, east of Country Club Road, or take other necessary action. (Gary D. Garvin)

A tract of land in the SW/4 SE/4 SW/4 of Section 8, T15N, R19E of the I.B.&M., Muskogee County, State of Oklahoma, said tract of land being more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 8, thence N88°48'09"E a distance of 1407.17 feet to the Point of Beginning; thence continuing N88°48'09"E a distance of 60.54 feet; thence N1°39'57"W a distance of 172.51 feet; thence N88°48'09"E a distance of 85.00 feet; thence N1°34'35"W a distance of 488.97 feet; thence S88°43'34"W a distance of 231.30 feet; thence S1°39'57"E a distance of 488.67 feet; thence N88°48'09"E a distance of 85.00 feet; thence S1°39'57"E a distance of 172.51 feet to the Point of Beginning. Containing 2.83 Acres, more or less.

4. Approval of amended Council Policy 1-2, or take other necessary action. (Roy D. Tucker)
5. Approval of a contract with Cowan Group Engineering for the design of Water System Project A, Tank Mixing and Project B, Water Distribution Improvements or take other necessary action. (Greg Riley)
6. Approval of the appointment of Jaime Stout to serve on the War Memorial Trust Authority, commensurate with her term on the City Council, replacing Councilor James Gulley, or take other necessary action. (Councilor Janey Boydston)
7. Approval of the appointment of Stacy Alexander to serve a four (4) year term on the Parks and Recreation Board, beginning April 1, 2018, and ending March 31, 2022, replacing Edwynna Walker, or take other necessary action. (Councilor Patrick Cale)
8. Approval of the appointment of Justin Blake O'Neal to serve a three (3) year term on the Historic Preservation Commission, beginning March 1, 2018, and ending February 28, 2021, replacing Doug Buse, or take other necessary action. (Mayor Bob Coburn)

REGULAR AGENDA

9. Consider approval of Ordinance No. 4042-A amending the Muskogee Code of Ordinances, Chapter 2, Administration, Article II, Municipal Government Organization, Section 2-29 titled, "Council Participation Guidelines and Rules of Decorum;" Modifying meeting schedule; Providing for Repealer, Severability and Setting an Effective Date, or take other necessary action. (Roy D. Tucker)
10. Consider and take possible action on a resolution supporting Marsy's Law for Oklahoma, SQ 794, or take other necessary action (Councilor Marlon Coleman).
11. Consider approval of the appointment of Jefferson Crane, to serve a four (4) year term on the Parks and Recreation Board, beginning April 1, 2018, and ending March 31, 2022, replacing Jim Eaton, or take other necessary action. (Councilor Wayne Johnson)

12. Consider approval of the appointment of Joshua Cotton to the Chamber of Commerce Committee for Convention and Tourism Board, to serve the remainder of the term vacated by Holly Rosser-Miller, ending on April 30, 2019 or take other necessary action. (Councilor Ivory Vann)
13. Consider approval of the appointment of Pamela Hale to the Chamber of Commerce Committee for Convention and Tourism Board, to serve a two year term, beginning April 1, 2018 and ending March 30, 2020, succeeding Mike martin, or take other necessary action. (Mayor Bob Coburn)

RECOGNIZE CITIZENS WISHING TO SPEAK TO THE MAYOR AND COUNCIL.

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15. Consider an Executive Session to discuss and take possible action on the following:
 - A. Pursuant to Section 307 B.7, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the requested Disability Retirement from the Oklahoma Municipal Retirement fund for Mark Bolding, and if necessary take action in open session. (Kelly Plunkett)
 - B. Pursuant to Section 307B.2, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss negotiations with the American Federation of State, County and Municipal Employees, Local #2465, and if necessary, take appropriate action in open session. (Kelly Plunkett)

ADJOURN

Regular City Council

Meeting Date: 03/12/2018
Initiator: Ashley Wallace, Office Adm 1
Department: City Clerk
Staff Information Source:

Information**AGENDA ITEM TITLE:**

APPROVAL OF MINUTES: SPECIAL CALL CITY COUNCIL FEBRUARY 20, 2018, CITY COUNCIL REGULAR SESSION FEBRUARY 26, 2018.

BACKGROUND:**RECOMMENDED ACTION:**

Fiscal Impact**Attachments**

02-20-2018 spccmin
02-26-2018 ccmin

MINUTES

OF THE COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A SPECIAL CALL SESSION, IN THE COUNCIL CHAMBERS OF CITY HALL MONDAY, FEBRUARY 20, 2018

The Council of the City of Muskogee, Oklahoma, met in a Special Call Session in Council Chambers of City Hall, Monday, February 20, 2018, at 5:30 p.m., with Mayor Coburn presiding.

Meeting was called to order by Mayor John R. Coburn and the City Clerk called the roll as follows:

Present: John R. Coburn, Mayor; James Gulley, Deputy Mayor; Janey Boydston, Councilmember; Patrick Cale, Councilmember; Marlon Coleman, Councilmember; Dan Hall, Councilmember; Wayne Johnson, Councilmember; Ivory Vann, Councilmember

Absent: Derrick Reed, Councilmember

Staff Mike Miller, City Manager; Mike Stewart, Assistant City Manager; Roy Tucker, City

Present: Attorney; Tammy L. Tracy, City Clerk; Gary Garvin, City Planner; Greg Riley, Public Works Director; Matthew Beese, Assistant City Attorney; Rex Eskridge, Police Chief

- 1 Consider approval to receive the certified election results from the Secretary of the Muskogee County Election Board for the 2018 City Council and Mayoral race pursuant to City Council Resolution No. 2707 and State election laws, or take other necessary action. (Roy D. Tucker)

City Attorney Roy D. Tucker stated State election laws require that the County will need to provide the results of the election certified to the City since the election was managed by the County. The reason there has been an agenda item added is to ask for approval is to create an official record of the election results. Mr. Tucker stated in the Mayoral race there were fifteen (15) precincts with a count of 2,992 votes cast; 1,531 votes for Bob Coburn and 1,461 votes for Earl Wayne Divelbiss. The Ward II election with four (4) precincts, 973 votes were cast; 557 votes for Jaime Lynn Stout and 416 votes for Stacy Lynn Alexander. The Ward III election has six (6) precincts, 578 votes were cast; 142 votes for D. Boots, 324 votes for Ivory Lewis Vann, and 112 votes for Randall K. Howard.

Motion was made by Councilmember Patrick Cale, seconded by Councilmember Dan Hall to approve election results from the Secretary of the Muskogee County Election Board for the 2018 City Council and Mayoral race pursuant to City Council Resolution No. 2707 and State election laws.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Ivory Vann

Carried - Unanimously

JOHN R. COBURN, MAYOR

TAMMY L. TRACY, CITY CLERK

MINUTES

OF THE COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN REGULAR SESSION, IN THE COUNCIL CHAMBERS OF CITY HALL MONDAY, FEBRUARY 26, 2018

The Council of the City of Muskogee, Oklahoma, met in Regular Session in Council Chambers of City Hall, Monday, February 26, 2018, at 5:30 p.m., with Mayor Coburn presiding.

Invocation was given by Councilmember Marlon Coleman

Flag Salute was led by Mayor Bob Coburn

Meeting was called to order by Mayor John R. Coburn and the City Clerk called the roll as follows:

Present: Mayor John R. Coburn; Deputy Mayor James Gulley; Councilmember Janey Boydston; Councilmember Patrick Cale; Councilmember Marlon Coleman; Councilmember Dan Hall; Councilmember Wayne Johnson; Councilmember Derrick Reed; Councilmember Ivory Vann

Staff Mike Miller, City Manager; Mike Stewart, Assistant City Manager; Roy Tucker, City

Present: Attorney; Tammy L. Tracy, City Clerk; Gary Garvin, City Planner; Greg Riley, Public Works Director; Matthew Beese, Assistant City Attorney; Donnie Wimbely, Purchasing Manager; Mark Wilkerson, Parks & Recreation Director; Michael O'Dell, Fire Chief; Kelly Plunkett, Human Resources Director; Rex Eskridge, Police Chief; Marci Gilliam, Strategic Financial Analyst; Reggie Cotton, Deputy Police Chief; Rex Eskridge, Police Chief; George Kingston, Assistant Director Utility Services

APPROVAL OF MINUTES: CITY COUNCIL REGULAR SESSION FEBRUARY 12, 2018

Motion was made by Councilmember Wayne Johnson, seconded by Councilmember Janey Boydston to approve Regular Session City Council Minutes of February 12, 2018.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Derrick Reed, Councilmember Ivory Vann

Carried - Unanimously

CONSENT AGENDA

Motion was made by Councilmember Janey Boydston, seconded by Councilmember Dan Hall to approve Consent Agenda.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Derrick Reed, Councilmember Ivory Vann

Carried - Unanimously

The following items are considered to be routine by the City Council and will not be read aloud. The Consent Agenda will be enacted with one motion and should discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and considered separately prior to the Regular Agenda.

- 1 Approval of claims for all City departments February 01, 2018 through February 14, 2018.
- 2 Consider approval of a Resolution No. 2712 of the City Council of Muskogee amending Appendix A of the Muskogee Code of Ordinances, fees of determination and assessment of cost administration and dilapidation for Code Enforcement abatement, or take other necessary action.
- 3 Approval of the appointment of Jack Mark Hughes to serve a three (3) year term on the War Memorial Trust Authority, beginning March 1, 2018, and ending February 28, 2021, replacing Kim Crissler, or take other necessary action. (Councilor Patrick Cale)
- 4 Approval to receive donated funds for the months of December 2017, in the amount of \$2,588.60 and January 2018, in the amount of \$242.00 for a total of \$2,830.60 for the City's Animal Shelter Sponsorship Program as per the attached list, or take necessary action. (Rex Eskridge)

REGULAR AGENDA

- 5 Discuss and take action to accept the audit for fiscal year 2016-2017 performed by CBEW Professional Group, or take other necessary action. (Jean Kingston)

Chuck Crooks with CBEW Professional Group presented the audit for fiscal year 2016-2017.

City Manager Mike Miller stated this audit is an important part of the City being accountable to the public in regards to how money is spent. The City takes the audit very seriously and is happy to have a firm such as CBEW Professional Group to do the detailed and diligent work.

Motion was made by Councilmember Janey Boydston, seconded by Deputy Mayor James Gulley to approve audit for fiscal year 2016-2017 performed by CBEW Professional Group.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Derrick Reed, Councilmember Ivory Vann

Carried - Unanimously

- 6 Consider approval of a Memorandum of Understanding between the City of Muskogee and Muscogee (Creek) Nation for a partnership for potential future roads projects, or take other necessary action. (Mike Miller)

City Manager Mike Miller stated the City of Muskogee meets regularly with representatives of the Muscogee (Creek) Nation to find ways to partner and better serve our shared community. One of those ways is working together on street projects. The MCN has identified Honor Heights Boulevard as a street which they would like to add to their inventory, which makes it eligible to be included for funding by MCN in the future. Under the MOU, the City agrees to work with MCN in partnership on any future project and maintain it once it is done.

Bacone College participated in this program a few years ago, and all their on-campus roads were resurfaced through this program. Staff has met with MCN's Transportation Director Kurk Carson and field technician Mose Tinsley and have developed a good professional relationship. MCN cannot identify funding for a project until a road is placed in their inventory, so this MOU is the first step in the process.

Motion was made by Deputy Mayor James Gulley, seconded by Councilmember Patrick Cale to approve Memorandum of Understanding between the City of Muskogee and Muscogee (Creek) Nation for a partnership for potential future roads projects.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Derrick Reed, Councilmember Ivory Vann

Carried - Unanimously

RECOGNIZE CITIZENS WISHING TO SPEAK TO THE MAYOR AND COUNCIL.

Council Rules of Decorum limit citizen comments to three (3) minutes. Any person desiring to speak is required to sign-in with the City Clerk, provide their name, address, and the particular issue they wish to address. Under Oklahoma law, the Council Members are prohibited from discussing or taking any action on items not on today's agenda. If written materials are to be submitted to the Council twelve (12) copies should be made available, and may not be returned.

Stephen Ezell, 6121 S. 6th Street, East, stated there is a ditch located close to his home that is overgrown with brush and makes it difficult for people to see oncoming traffic when pulling out of their driveways. He would like for the City to address and maintain the area because he feels that it is dangerous and can eventually become fatal.

7 Consider an Executive Session to discuss and take possible action on the following:

Motion was made by Deputy Mayor James Gulley, seconded by Councilmember Janey Boydston to approve the Executive Session.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Derrick Reed, Councilmember Ivory Vann

Carried - Unanimously

- A Pursuant to Section 307 B.1 Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the employment, and evaluate the performance of City Manager, Mike Miller, and if necessary, take appropriate action in open session. (Councilor Wayne Johnson)
- B Pursuant to Section 307 B.1 Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the employment, and evaluate the performance of City Attorney, Roy D. Tucker, and if necessary, take appropriate action in open session. (Councilor Wayne Johnson)
- C Pursuant to Section 307 B.1 Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the employment, and evaluate the performance of City Clerk, Tammy L. Tracy, and if necessary, take appropriate action in open session. (Councilor Wayne Johnson)
- D Pursuant to Section 307 C.10, Title 25, Oklahoma Statutes, consider convening in Executive Session for the purpose of conferring on matters pertaining to Economic Development in the Northeast quadrant of the City, and if necessary, take appropriate action in open session, including possible approval of an Assignment and Assumption of Improvement Agreement and Assignment and Assumption of Contract of Sale of Real Estate. (Gary D. Garvin)

City Council reconvened at 7:00 p.m.

(No Action Taken): Pursuant to Section 307 B.1 Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the employment, and evaluate the performance of City Manager, Mike Miller, and if necessary, take appropriate action in open session. (Councilor Wayne Johnson)

(No Action Taken): Pursuant to Section 307 B.1 Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the employment, and evaluate the performance of City Attorney, Roy D. Tucker, and if necessary, take appropriate action in open session. (Councilor Wayne Johnson)

(No Action Taken): Pursuant to Section 307 B.1 Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the employment, and evaluate the performance of City Clerk, Tammy L. Tracy, and if necessary, take appropriate action in open session. (Councilor Wayne Johnson)

Mayor Bob Coburn left during Executive Session at 6:50 p.m.

Pursuant to Section 307 C.10, Title 25, Oklahoma Statutes, consider convening in Executive Session for the purpose of conferring on matters pertaining to Economic Development in the Northeast quadrant of the City, and if necessary, take appropriate action in open session, including possible approval of an Assignment and Assumption of Improvement Agreement and Assignment and Assumption of Contract of Sale of Real Estate. (Gary D. Garvin)

Motion was made by Councilmember Wayne Johnson, seconded by Councilmember Dan Hall to approve an Assignment and Assumption of Improvement Agreement and Assignment and Assumption of Contract of Sale of Real Estate.

AYE: Deputy Mayor James Gulley, Councilmembers; Dan Hall, Marlon Coleman, Janey Boydston, Wayne Johnson, Patrick Cale, Ivory Vann, Derrick Reed
Carried-Unanimously

ADJOURN

JOHN R. COBURN, MAYOR

TAMMY L. TRACY, CITY CLERK

Regular City Council

1.

Meeting Date: 03/12/2018

Initiator: Donnie Wimbley, Purchasing Director

Department: Purchasing

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of claims for all City departments February 15, 2018 through February 28, 2018.

BACKGROUND:

Claims List for all City Departments.

RECOMMENDED ACTION:

Approve of the claims for all City Departments February 15, 2018 through February 28, 2018.

Fiscal Impact

Attachments

Claims List

CITY OF MUSKOGEE CLAIMS
2.15.18 TO 2.28.18

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
197036	121	MCLAURIN, LILLIE B	2/15/2018	30.52
197037	121	ROWLAND, ROBERT	2/15/2018	12.56
197038	121	SAPIENZA, CORY	2/15/2018	49.52
197039	121	TITSWORTH, TIMOTHY L	2/15/2018	25.67
197040	121	WILLIAMS, ANNETTE	2/15/2018	53.70
197041	1319	A-MAX SIGNS	2/16/2018	748.74
197042	1003	ABBOTT-IPCO	2/16/2018	531.66
197043	2	ACCURATE LABS & TRAINING CENTE	2/16/2018	1,637.37
197044	155	ACECO RENTAL AND SALES	2/16/2018	797.00
197045	2713	ACTION GROUP STAFFING	2/16/2018	929.81
197046	2461	ADVANCE AUTO PARTS 6477111100	2/16/2018	301.66
197047	1369	ALL-STATE ELECTRIC MOTORS INC	2/16/2018	161.90
197048	3653	AMERICAN LAW ENFORCEMENT RAC	2/16/2018	1,950.00
197049	5166	ANIMAL MEDICAL CENTER #15597	2/16/2018	1,880.95
197050	3976	AT&T #918 A04-0694 003 3	2/16/2018	760.00
197051	4267	AT&T #918 147-0140 002 4	2/16/2018	1,012.00
197052	11	B & J OIL CO INC	2/16/2018	593.35
197053	162	B & M OIL COMPANY INC	2/16/2018	16,923.97
197054	4361	BANCFIRST	2/16/2018	13,125.00
197055	871	BAYSINGER POLICE SUPPLY	2/16/2018	103.99
197056	780	BG PRODUCTS INC	2/16/2018	6,103.50
197057	2072	BRAINERD CHEMICAL COMPANY INC	2/16/2018	9,522.00
197058	259	BRENNTAG SOUTHWEST INC	2/16/2018	255.00
197059	3836	BRITE COMPUTERS	2/16/2018	1,550.00
197060	3238	BROKEN ARROW ELECTRIC	2/16/2018	39.22
197061	2696	BROWNELLS, INC	2/16/2018	25.47
197062	5138	C & C SUPPLY AND SERVICE CO.	2/16/2018	100.00
197063	578	CAGLE AUTO CRUSHERS & SALVAGE	2/16/2018	20.00
197064	294	CDW GOVERNMENT INC	2/16/2018	192.60
197065	3640	CHARBONNEAU, BILLY JO	2/16/2018	36.00
197066	3626	CLARK EQUIPMENT	2/16/2018	235.00
197067	3994	CLUBCOM LLC	2/16/2018	1,200.00
197068	3066	COMMUNITY CARE EAP	2/16/2018	323.05
197069	2292	CORE & MAIN LP	2/16/2018	8,208.60
197070	4418	CROP PRODUCTION SERVICES	2/16/2018	840.00
197071	26	DELL MARKETING LP	2/16/2018	683.93
197072	650	DIRECT TRAFFIC CONTROL INC	2/16/2018	565.11
197073	3991	DIRT WORK DONE RIGHT	2/16/2018	10,506.25
197074	170	EAST CENTRAL ELECTRIC	2/16/2018	728.40

CITY OF MUSKOGEE CLAIMS
2.15.18 TO 2.28.18

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
197075	4862	SARAH EATON	2/16/2018	108.00
197076	953	EXPRESS EMPLOYMENT PROFESSION	2/16/2018	2,409.99
197077	29	FASTENAL COMPANY	2/16/2018	912.72
197078	4555	FRANKIE STAR FIELDS	2/16/2018	2,200.00
197079	5308	MEGAN FILANDA	2/16/2018	36.00
197080	133	FIVE STAR OFFICE SUPPLY	2/16/2018	5.91
197081	3509	FLEETPRIDE INC	2/16/2018	2.86
197082	5335	FORREST SHOEMAKER AC INC. DBA	2/16/2018	2,848.00
197083	5247	NIKYA GIVENS	2/16/2018	216.00
197084	34	GRAINGER	2/16/2018	282.20
197085	2764	GRISSOMS LLC	2/16/2018	644.19
197086	337	HACH COMPANY	2/16/2018	918.06
197087	181	HIX AIR CONDITIONING SERVICE	2/16/2018	1,024.00
197088	377	HOFFMAN PRINTING CO INC	2/16/2018	89.50
197089	42	HOGLE COMPANY	2/16/2018	952.35
197090	1414	HOMELAND STORES INC	2/16/2018	288.36
197091	3105	HONOR HEIGHTS VET CLINIC #6530	2/16/2018	525.89
197092	4902	IMPERIAL LLC	2/16/2018	301.70
197093	2899	INTERSTATE ELECTRIC CORPORATIO	2/16/2018	4,694.00
197094	47	THE J & E CORPORATION	2/16/2018	144.95
197095	112	J&E SUPPLY & FASTENER CO	2/16/2018	13.02
197096	1732	J P COOKE CO.	2/16/2018	62.74
197097	5103	JACK HOOPES	2/16/2018	3.29
197098	779	JOHN DEERE FINANCIAL F.S.B.	2/16/2018	149.94
197099	983	JOHNSON'S SERVICE COMPANY	2/16/2018	982.20
197100	2551	KEMP STONE	2/16/2018	4,157.70
197101	5348	KENNESAW STATE UNIVERSITY RESE	2/16/2018	65.00
197102	3185	LABOR LAW CENTER INC	2/16/2018	838.60
197103	53	LAKE REGION ELECTRIC COOPERATI	2/16/2018	603.89
197104	4742	KAREN LAUDERDALE	2/16/2018	72.00
197105	399	LOCKE SUPPLY CO	2/16/2018	1,029.08
197106	56	LOWES	2/16/2018	2,931.52
197107	5316	MARKETING TOOLS LLC	2/16/2018	1,033.00
197108	5332	MAZZIO'S LLC	2/16/2018	73.85
197109	5344	MOORE SYSTEMS, LLC (DRIVEN DIG	2/16/2018	149.00
197110	921	MOTION INDUSTRIES INC	2/16/2018	84.47
197111	508	MUNICIPAL CODE CORPORATION	2/16/2018	375.03
197112	1992	MUNICIPALH2O.COM	2/16/2018	500.00
197113	110	MUSKOGEE CHAMBER OF COMMERCE	2/16/2018	428.00
197114	195	MUSKOGEE COUNTY CLERK	2/16/2018	767.00

CITY OF MUSKOGEE CLAIMS
2.15.18 TO 2.28.18

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
197115	63	MUSKOGEE DAILY PHOENIX	2/16/2018	123.42
197116	341	MUSKOGEE LOCK & KEY	2/16/2018	1,510.00
197117	1696	MUSKOGEE READY MIX LLC	2/16/2018	6,301.75
197118	197	MUSKOGEE YOUTH SERVICES	2/16/2018	2,462.72
197119	1061	NAFECO INC	2/16/2018	200.00
197120	1944	OFFICE CONNECTIONS LLC	2/16/2018	66.53
197121	114	OFFICE DEPOT	2/16/2018	97.75
197122	2108	OKLAHOMA CHILLER CORPORATION	2/16/2018	1,125.09
197123	521	OKLAHOMA CORRECTIONAL INDUST	2/16/2018	14,056.25
197124	348	OKLAHOMA DEPARTMENT OF AGRIC	2/16/2018	20.00
197125	67	OKLAHOMA NATURAL GAS	2/16/2018	2,843.06
197126	529	ONE SOURCE MANAGED SVCS	2/16/2018	1,567.35
197127	2763	ONE SOURCE WATER LLC	2/16/2018	50.50
197128	70	OREILLY AUTO PARTS	2/16/2018	1,126.61
197129	2820	OVERHEAD DOOR SOLUTIONS LLC	2/16/2018	202.00
197130	3745	P & H SUPPLY INC	2/16/2018	1,593.70
197131	73	PATE INDUSTRIAL SUPPLY INC	2/16/2018	80.84
197132	3959	PERSONNEL EVALUATION INC	2/16/2018	80.00
197133	2154	PITNEY BOWES GLOBAL FINANCIAL	2/16/2018	2,000.00
197134	4795	PREMIER TRUCK GROUP	2/16/2018	771.41
197135	1594	R J THOMAS MFG CO INC	2/16/2018	1,329.00
197136	2523	RAILROAD MANAGEMENT COMPAN'	2/16/2018	214.01
197137	4538	RETAIL ATTRACTIONS LLC	2/16/2018	4,000.00
197138	1865	RICHEY'S MUFFLER, BRAKES & MOR	2/16/2018	162.49
197139	149	ROSSON WHEEL SERVICE	2/16/2018	50.00
197140	1058	ROY'S UPHOLSTERY	2/16/2018	125.00
197141	84	SADLER PAPER COMPANY	2/16/2018	79.04
197142	1103	SANDERS NURSERY & DISTRIBUTION	2/16/2018	441.00
197143	209	SIGNS FOR THE TIMES	2/16/2018	92.00
197144	3739	SLAPE, INETTE	2/16/2018	72.00
197145	92	STUART C IRBY CO	2/16/2018	151.22
197146	39	SUNGARD PUBLIC SECTOR INC	2/16/2018	4,175.00
197147	93	SUPERIOR LINEN SERVICE INC	2/16/2018	141.90
197148	3628	TEXAS ASSOC OF EMERGENCY VEHIC	2/16/2018	300.00
197149	117	TAMMY TRACY	2/16/2018	7.50
197150	94	TECHNICAL PROGRAMMING SERVICE	2/16/2018	2,708.77
197151	362	TENDER TOUCH AUTO WASH INC	2/16/2018	737.00
197152	4183	TONY'S TIRE SERVICE INC	2/16/2018	150.00
197153	3636	TYLER TECHNOLOGIES INC	2/16/2018	30,056.00
197154	97	UNIFIRST HOLDINGS LP	2/16/2018	1,087.35

CITY OF MUSKOGEE CLAIMS
2.15.18 TO 2.28.18

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
197155	2325	UNITED FORD FLEET & COMMERCIAL	2/16/2018	7.08
197156	61	US TREASURY - CREDIT TO	2/16/2018	900.00
197157	796	UTILITY SUPPLY CO	2/16/2018	5,312.80
197158	3972	VANCE BROTHERS INC	2/16/2018	125,353.17
197159	215	WASTE MANAGEMENT OF OKLAHOM	2/16/2018	19,336.59
197160	717	WAYMAN, CINDY	2/16/2018	254.00
197161	309	WEST GROUP	2/16/2018	766.94
197162	1128	WHITTINGHILL DISPOSAL SERVICE	2/16/2018	3,509.00
197163	4901	LAURA WICKIZER	2/16/2018	54.00
197164	121	BRANDT, WILL	2/21/2018	50.16
197165	121	CAVIN, LARRY W	2/21/2018	7.75
197166	121	EASY PARTNERS II LLC	2/21/2018	42.58
197167	121	HUGHES, HELEN PAULINE	2/21/2018	27.93
197168	121	JOHNSON, CYNTHIA	2/21/2018	76.28
197169	121	NEWPORT, JOAN T	2/21/2018	26.87
197170	121	PETTIT, JARROD	2/21/2018	41.28
197171	121	SPURLOCK, DENNIS	2/21/2018	58.69
197172	121	SULLIVAN PROPERTIES	2/21/2018	52.58
197173	121	VARGA, SHERRY	2/21/2018	45.72
197174	121	WISE, TYLER D	2/21/2018	100.00
197175	4468	BLUECROSS/BLUE SHIELD OF OK	2/22/2018	37,738.06
197176	2	ACCURATE LABS & TRAINING CENTE	2/23/2018	400.00
197177	155	ACECO RENTAL AND SALES	2/23/2018	1,356.15
197178	2713	ACTION GROUP STAFFING	2/23/2018	6,484.58
197179	2461	ADVANCE AUTO PARTS 6477111100:	2/23/2018	12.52
197180	2801	ADVANCED TRAINING SYSTEMS, INC	2/23/2018	1,570.00
197181	5355	ALERT MEDIA, INC. DBA ALERTMED	2/23/2018	2,850.00
197182	1911	AMERICAN MUNICIPAL SERVICES	2/23/2018	349.34
197183	52	AUFFENBERG CHEVROLET CADILLAC	2/23/2018	513.91
197184	3746	B & R ELECTRIC SERVICE INC	2/23/2018	1,525.00
197185	2072	BRAINERD CHEMICAL COMPANY INC	2/23/2018	4,698.00
197186	259	BRENNTAG SOUTHWEST INC	2/23/2018	3,594.00
197187	3238	BROKEN ARROW ELECTRIC	2/23/2018	490.78
197188	3089	CAMPBELL PET COMPANY	2/23/2018	305.71
197189	3365	CHUPP IMPLEMENT COMPANY	2/23/2018	99.20
197190	4933	CINTAS CORPORATION #2	2/23/2018	140.25
197191	522	CORPORATE TO CASUAL SCREEN PRI	2/23/2018	622.00
197192	3154	CREATIVE APPAREL AND MORE INC	2/23/2018	1,291.30
197193	3024	DAVID THOMPSON	2/23/2018	12.00
197194	4311	DAVID'S DISCOUNT TIRES INC	2/23/2018	208.48

CITY OF MUSKOGEE CLAIMS
2.15.18 TO 2.28.18

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
197195	25	DEALERS ELECTRICAL SUPPLY	2/23/2018	153.78
197196	3991	DIRT WORK DONE RIGHT	2/23/2018	4,800.00
197197	3024	DYLAN SIMMONS	2/23/2018	89.00
197198	953	EXPRESS EMPLOYMENT PROFESSION	2/23/2018	545.60
197199	29	FASTENAL COMPANY	2/23/2018	331.87
197200	5308	MEGAN FILANDA	2/23/2018	234.00
197201	133	FIVE STAR OFFICE SUPPLY	2/23/2018	24.99
197202	4644	ANDRAE FREEMAN	2/23/2018	400.00
197203	34	GRAINGER	2/23/2018	236.54
197204	4996	H & G PAVING CONSTRUCTORS, INC	2/23/2018	12,181.50
197205	344	HARCROS CHEMICALS INC	2/23/2018	403.75
197206	40	HARRISON TIRE & SUPPLY	2/23/2018	33.00
197207	3024	HEIDI MASTERSON	2/23/2018	19.00
197208	42	HOGLE COMPANY	2/23/2018	585.35
197209	289	HOLLOWAY UPDIKE AND BELLEN INC	2/23/2018	23,375.00
197210	1414	HOMELAND STORES INC	2/23/2018	129.35
197211	4902	IMPERIAL LLC	2/23/2018	64.20
197212	5103	JACK HOOPES	2/23/2018	35.12
197213	186	JAMES HODGE FORD-LINCOLN-MERC	2/23/2018	41.13
197214	4362	KBC CONSTRUCTION INC	2/23/2018	52,525.40
197215	3024	KEN YATES	2/23/2018	12.00
197216	3128	LA QUINTA INN & SUITE- MIDWEST	2/23/2018	368.00
197217	125	LANDON GANN	2/23/2018	100.00
197218	1133	THE LIFEGUARD STORE	2/23/2018	165.24
197219	5132	LACEY LOMAX	2/23/2018	14.00
197220	5343	BOBBY G. LONG	2/23/2018	2,500.00
197221	964	LOVE BOTTLING CO - #111902	2/23/2018	16.80
197222	56	LOWES	2/23/2018	0.00
197223	56	LOWES	2/23/2018	2,869.37
197224	3757	MHC KENWORTH - TULSA	2/23/2018	386.59
197225	5344	MOORE SYSTEMS, LLC (DRIVEN DIG	2/23/2018	298.00
197226	5195	MUSKOGEE STAFFING SOLUTIONS, L	2/23/2018	236.25
197227	110	MUSKOGEE CHAMBER OF COMMERCE	2/23/2018	5,000.00
197228	110	MUSKOGEE CHAMBER OF COMMERCE	2/23/2018	51,541.66
197229	195	MUSKOGEE COUNTY CLERK	2/23/2018	13.00
197230	341	MUSKOGEE LOCK & KEY	2/23/2018	49.00
197231	5182	NATIONAL SAFETY COUNCIL	2/23/2018	40.00
197232	4754	NEWTON, BRYCE DBA	2/23/2018	1,370.00
197233	3024	NICK FRAZEE	2/23/2018	12.00
197234	1944	OFFICE CONNECTIONS LLC	2/23/2018	341.23

CITY OF MUSKOGEE CLAIMS
2.15.18 TO 2.28.18

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
197235	114	OFFICE DEPOT	2/23/2018	826.91
197236	2108	OKLAHOMA CHILLER CORPORATION	2/23/2018	4,491.56
197237	510	OKLAHOMA CONSTRUCTION IND BO	2/23/2018	200.00
197238	521	OKLAHOMA CORRECTIONAL INDUST	2/23/2018	5,683.20
197239	67	OKLAHOMA NATURAL GAS	2/23/2018	5,053.59
197240	239	OKLAHOMA TAX COMMISSION	2/23/2018	43.50
197241	529	ONE SOURCE MANAGED SVCS	2/23/2018	3,979.44
197242	2763	ONE SOURCE WATER LLC	2/23/2018	193.00
197243	70	OREILLY AUTO PARTS	2/23/2018	1,062.68
197244	73	PATE INDUSTRIAL SUPPLY INC	2/23/2018	60.04
197245	4795	PREMIER TRUCK GROUP	2/23/2018	82.11
197246	4610	PRIME AUTOMOTIVE WAREHOUSE LI	2/23/2018	310.50
197247	206	PUBLIC AGENCY TRAINING COUNCIL	2/23/2018	295.00
197248	5263	MARYAH REAVIS	2/23/2018	42.00
197249	3420	RIVERSIDE AUTOPLEX OF MUSKOGEE	2/23/2018	454.88
197250	3311	ROBERTS SALVAGE INC	2/23/2018	143.00
197251	149	ROSSON WHEEL SERVICE	2/23/2018	50.00
197252	84	SADLER PAPER COMPANY	2/23/2018	548.14
197253	3024	SCOTT CROW	2/23/2018	104.00
197254	116	SECURITY ALARMS CO	2/23/2018	150.00
197255	2433	SIGNAL TEK, INC	2/23/2018	1,125.00
197256	2018	STATE-BY-STATE GARDENING	2/23/2018	260.00
197257	2104	SUDDENLINK	2/23/2018	8,368.08
197258	1861	SUEZ WTS ANALYTICAL INSTRUMENT	2/23/2018	396.65
197259	3102	TIGER NATURAL GAS INC	2/23/2018	8,182.94
197260	3024	TIM DOERNER	2/23/2018	12.00
197261	3024	TYLER GRIFFITH	2/23/2018	78.00
197262	97	UNIFIRST HOLDINGS LP	2/23/2018	918.23
197263	2398	UNIQUE DRY CLEANERS	2/23/2018	249.40
197264	572	USA BLUEBOOK	2/23/2018	299.00
197265	717	WAYMAN, CINDY	2/23/2018	126.00
197266	99	WHEELER METALS	2/23/2018	5,073.44
197267	121	WALKER, BRANDON J	2/23/2018	446.79
197268	2154	PITNEY BOWES GLOBAL FINANCIAL	2/23/2018	89.26
197269	3952	BANK OF AMERICA	2/26/2018	0.00
197270	3952	BANK OF AMERICA	2/26/2018	6,090.79
197271	5272	BURLEY, BRANDON DBA LAZY B FLO	2/26/2018	564.13
197272	4468	BLUECROSS/BLUE SHIELD OF OK	2/26/2018	37,816.98
197273	121	BOSWELL, STEPHANIE D	2/28/2018	20.84
197274	121	CAPPARELLO III, CARMINE	2/28/2018	31.09

CITY OF MUSKOGEE CLAIMS
2.15.18 TO 2.28.18

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
197275	121	CONARD, STACY	2/28/2018	0.74
197276	121	DRYWATER, SUSIE	2/28/2018	7.38
197277	121	FRIX, EDICE ANN	2/28/2018	90.00
197278	121	HENSLEY, MICHELLE D	2/28/2018	33.14
197279	121	HOLLOWAY UPDIKE & BELLEN, INC.	2/28/2018	135.15
197280	121	JACKSON PROPERTIES	2/28/2018	132.03
197281	121	JOHNSON, ERIKA L	2/28/2018	19.25
197282	121	LIN, YU	2/28/2018	60.00
197283	121	LUSCOMB, SAMANTHA	2/28/2018	55.36
197284	121	MACKEY, PENNY M	2/28/2018	0.01
197285	121	MEYERS, DAN	2/28/2018	42.59
197286	121	MRE MUSK HOUSING PARTNERS	2/28/2018	24.75
197287	121	SHANKS, JOSHUA W	2/28/2018	38.63
197288	121	SPURLOCK, DENNIS	2/28/2018	38.15
197289	121	STACY, MARK	2/28/2018	31.49
197290	121	SULLIVAN PROPERTIES	2/28/2018	50.92

Regular City Council

2.

Meeting Date: 03/12/2018

Submitted For: Roy Tucker, City Attorney

Initiator: Leslie Arnold,
Attorney Secretary

Department: City Attorney

Staff Information Source: City Attorney

Information

AGENDA ITEM TITLE:

Approval of a contract with Midwest Employers for excess workers compensation insurance in the amount of \$85,101.00, or take any other necessary action. (Roy D. Tucker)

BACKGROUND:

The current excess policy expires March 15, 2018 with Safety National Casualty Company, and has a premium of .4432 per \$100 of payroll and a \$500,000 self-insured retention (sort of like a deductible per incident). The options are as follows:

Safety National:

Expiring policy Period 3-15-17 to 3-15-18
Self Insured Retention \$500,000 to all employees
Specific Liability Statutory Limits
Employers Liability \$1,000,000
Prem per \$100 payroll 0.4432
Deposit Prem \$92,791

Option 1 Renewal policy Period 3-15-18 to 3-15-19
Self Insured Retention \$500,000 to all employees
Specific Liability Statutory Limits
Employers Liability \$1,000,000
Prem per \$100 payroll 0.4171
Deposit Prem \$89,080

Option 2 Renewal policy Period 3-15-18 to 3-15-19 (two year option)
Self Insured Retention \$500,000 to all employees
Specific Liability Statutory Limits
Employers Liability \$1,000,000
Prem per \$100 payroll 0.4171
Deposit Prem \$89,080

Midwest Employers Casualty Corporation

Option 3 policy Period 3-15-18 to 3-15-19
Self Insured Retention \$500,000 to all employees
Specific Liability Statutory Limits
Employers Liability \$1,000,000

Prem per \$100 payroll 0.3985
Deposit Prem \$85,101

Option 4 policy Period 3-15-18 to 3-15-19 (2 year option)
Self Insured Retention \$500,000 to all employees
Specific Liability Statutory Limits
Employers Liability \$1,000,000
Prem per \$100 payroll 0.3985
Deposit Prem \$85,101

Option 5 policy Period 3-15-18 to 3-15-19
Self Insured Retention \$550,000 to all employees
Specific Liability Statutory Limits
Employers Liability \$1,000,000
Prem per \$100 payroll 0.377
Deposit Prem \$80,510

New York Marine and General Insurance

Option 6 policy Period 3-15-18 to 3-15-19
Self Insured Retention \$500,000 to all employees
Specific Liability Statutory Limits
Employers Liability \$1,000,000
Prem per \$100 payroll 0.325
Deposit Prem \$69,908

RECOMMENDED ACTION:

Approve a contract with Midwest Employers Casualty Corporation for excess workers compensation insurance in the amount of \$85,101.00.

Fiscal Impact

Attachments

Renewal Spreadsheet

City of

Workers' Compensation Excess Insurance Renew

	Safety National (Expiring Policy)	Safety National (Renewal Quote)	Safety National (2 year option) Option 2
<u>Specific:</u>			
Specific Limit	Statutory	Statutory	Statutory
Specific Retention	\$500,000	500,000	500,000
<u>Employers Liability</u>			
Employers Liability Limit	1,000,000	1,000,000	1,000,000
Employers Liability Retention	500,000	500,000	500,000
<u>Rating Basis</u>			
Estimated Annual Payroll	20,936,689	21,355,422	21,355,422
Length of policy period	1 year	1 year	2 year
Rate per \$100 payroll or % of normal premium	0.4432	0.4171	0.4171
<u>Premium</u>			
Estimated Manual Premium	949,524	821,068	821,068
Total Estimated Policy Premium	92,791	89,080	178,160
Policy Period Minimum Premium	83,512	80,172	160,344
Total Deposit Premium Due	92,791	89,080	89,080

Terrorism Risk Insurance Act of 2002 is included in the above quotes

Statutory coverage is an unlimited amount - as much as it takes over the life of the claim

New York Marine & General Insurance - \$750K SIR for fire, police and first responders (all others at \$5

Muskogee

val options for Policy Period 3/15/2018 to 3/15/2019

Midwest Employers Casualty Corporation Option 3	Midwest Employers Casualty Corporation (2 year option) Option 4	Midwest Employers Casualty Corporation Option 5	New York Marine & General Insurance Co. Option 6
Statutory	Statutory	Statutory	Statutory
500,000	500,000	550,000	500,000 all others
			750,000 fire / police
1,000,000	1,000,000	1,000,000	1,000,000
500,000	500,000	550,000	500,000
			750,000 fire / police
21,355,422	21,355,422	21,355,422	21,355,422
1 year	2 year	1 year	1 year
0.3985	0.3985	0.377	0.325
973,582	973,582	973,582	885,046
85,101	170,202	80,510	69,908
76,591	153,182	72,459	62,917
85,101	85,101	80,510	69,908

00K)

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Regular City Council

3.

Meeting Date: 03/12/2018

Initiator: Gary Garvin, Planning Director

Information

AGENDA ITEM TITLE:

Approval of a Preliminary and Final Plat of Sooner Addition, consisting of two (2) lots on 2.83 acres, located on the north side of Harris Road, east of Country Club Road, or take other necessary action.
(Gary D. Garvin)

LEGAL DESCRIPTION:

A tract of land in the SW/4 SE/4 SW/4 of Section 8, T15N, R19E of the I.B.&M., Muskogee County, State of Oklahoma, said tract of land being more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 8, thence N88°48'09"E a distance of 1407.17 feet to the Point of Beginning; thence continuing N88°48'09"E a distance of 60.54 feet; thence N1°39'57"W a distance of 172.51 feet; thence N88°48'09"E a distance of 85.00 feet; thence N1°34'35"W a distance of 488.97 feet; thence S88°43'34"W a distance of 231.30 feet; thence S1°39'57"E a distance of 488.67 feet; thence N88°48'09"E a distance of 85.00 feet; thence S1°39'57"E a distance of 172.51 feet to the Point of Beginning. Containing 2.83 Acres, more or less.

BACKGROUND:

The applicants, Randy and Cindy Garrouette, have indicated the property is being platted into two (2) lots on 2.83 acres to allow the property to be developed residentially. The applicant is proposing to build two (2) single-family dwellings on the property. Subdivision Review Committee reviewed the Preliminary and Final Plats, and recommended approval with conditions (all conditions have been complied with).

RECOMMENDED STAFF ACTION:

Approve the Preliminary and Final Plat of Sooner Addition.

Fiscal Impact

Attachments

Preliminary & Final Plat - Sooner Addition

**PRELIMINARY
PLAT
OF**

A tract of land in the SW $1/4$ SE $1/4$ SW $1/4$ of Section 6, T15N, R16E of the LB.644, Malheur County, State of Idaho, and tract of land being more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 6, thence N68°45'09"E a distance of 1407.17 feet to the Point of Beginning; thence continuing N45°48'09"E a distance of 80.54 feet; thence N17°35'57"W a distance of 172.51 feet; thence N68°45'09"E a distance of 85.00 feet; thence N13°43'55"W a distance of 468.97 feet; thence S68°45'34"W a distance of 231.50 feet; thence S17°35'57"E a distance of 468.97 feet; thence N68°45'09"E a distance of 85.00 feet; thence S17°35'57"E a distance of 172.51 feet to the Point of Beginning. Containing 2.83 Acres, more or less.



EASEMENT
 U/E = UTILITY EASEMENT
 S/B = BUILDING SETBACK
 R/W = RIGHT-OF-WAY
 5 SANITARY SEWER MAIN/COLE
 SS
 SANITARY SEWER LINE
 WATER LINE

PREPARED BY:

CA 94040
400 Empire Bl., Ste. C
Berkeley, California 94701
(415) 863-7700

50 0 50 100
SCALE IN FEET

STATE OF OKLAHOMA)
COUNTY OF MUSKOGEE,

KNOW ALL MEN BY THESE PRESENTS, that we, JOSHUA RANDALL GARROUTE and RANDY & CINDY GARROUTE, husband and wife hereby certify that we are the Owners of the and the person or persons having any right, title or interests to the following described tract of land, to-wit:

A tract of land in SW/4 SE/4 SW/4 of Section 4, T15N, R10E of the LB, Allamakee County, State of Iowa, containing 160.00 acres, more or less, is described as follows: Commencing at the SW corner of Section 4, thence N88°46'09"E a distance of 1407.17 feet to the Point of Beginning; thence continuing N68°46'09"E a distance of 80.54 feet; thence N13°36'57"W a distance of 1722.51 feet; thence N88°46'09"E a distance of 85.00 feet; thence N13°36'57"W a distance of 468.67 feet; thence S88°45'34"W a distance of 231.50 feet; thence S13°36'57"E a distance of 468.67 feet; thence N88°46'09"E a distance of 85.00 feet; thence S13°36'57"E a distance of 1722.51 feet to the Point of Beginning. Containing 2.43 Acres, more or less.

We further certify that we have caused said tract of land to be platted into lots and have caused this plat to be made of said tract showing accurate dimension of lots and streets. We hereby designate said tract of land as **SDOMER ADDITION** and dedicate to public use all utility easements and streets as shown hereon.

RANDY GARROUETTE **CANDY GARROUETTE**

JOSHUA RANDALL CARROUTTE

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared JOSHUA RABDALL CARROUTTE AND RANDY & CANDY CARROUTTE, to me known to be the identical persons who executed the foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the purposes set forth.

WITNESS my hand and seal this _____ day of _____, 2012.

Notary Public

CERTIFICATE OF SURVEY

KNOW ALL MEN BY THESE PRESENTS, that I, Tony Robinson, a resident of the State of Oklahoma, do hereby certify that I have carefully and accurately surveyed and platted into lots the above described property and that this plat meets the minimum standards for these and correct representation thereof, I further certify that this plat meets the minimum standards for these practices of land surveying.

WITNESS my hand and seal this _____ day of _____, 2018.

PRELIMINARY

Tony Robison, Land Surveyor 1986

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared Tony Robison, who is known to be the identical person who executed the foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the purposes therein set forth.

WITNESS my hand and seal this _____ day of _____, 2018.

Notary Public

My Commission expires:

TREASURER'S CERTIFICATE

I hereby certify that as to all real estate involved in the plot, all taxes have been paid for 2017 as reflected by the current tax roll and that there are no taxes due for prior years, and security has been provided for 2016 taxes not as yet certified to me.

County Treasurer

CERTIFICATE OF COUNTY CLERK

This plot has been filed in the office of the County Clerk, Muskegon County, Oklahoma, this _____ day of _____, 2018. Book _____ Page _____

County Clerk

APPROVED: City of Muskogee

Data —

Meyer

City Clerk

1. RANDY CARROLL, hereby agree that no transfer of deed or building permits will be transacted until all street and utility improvements have been completed and accepted by the City of Muskegon or appropriate financial guarantees as required by Section 19-143.d of the Subdivision regulations have been submitted and accepted.

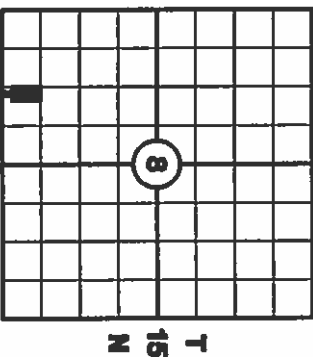
RANDY GARROUITE

DISCUSSION

According to the U.S. Department of Housing & Urban Development Insurance Rate Map, Parcel Number 40101C0115F, Effective Date February 4, 2011. The subject property is located in Zone "X". Areas determined to be outside the 0.2% annual chance floodplain.

If over an acre of land is disturbed an Oklahoma Department of Environmental Quality OKD10 permit will need to be obtained.

R 19 E



LOCATION MAP

NOT TO SCALE

LONG

ESSENTIAL

U/E - UTILITY EASEMENT

S/B - BUILDING SETBACK

R/W - RIGHT-OF-WAY

PREPARED FOR RANDY & CINDY CARROTTES
3709 COUNTRY CLUB CT.
MUSKOGEE, OKLA. 74403

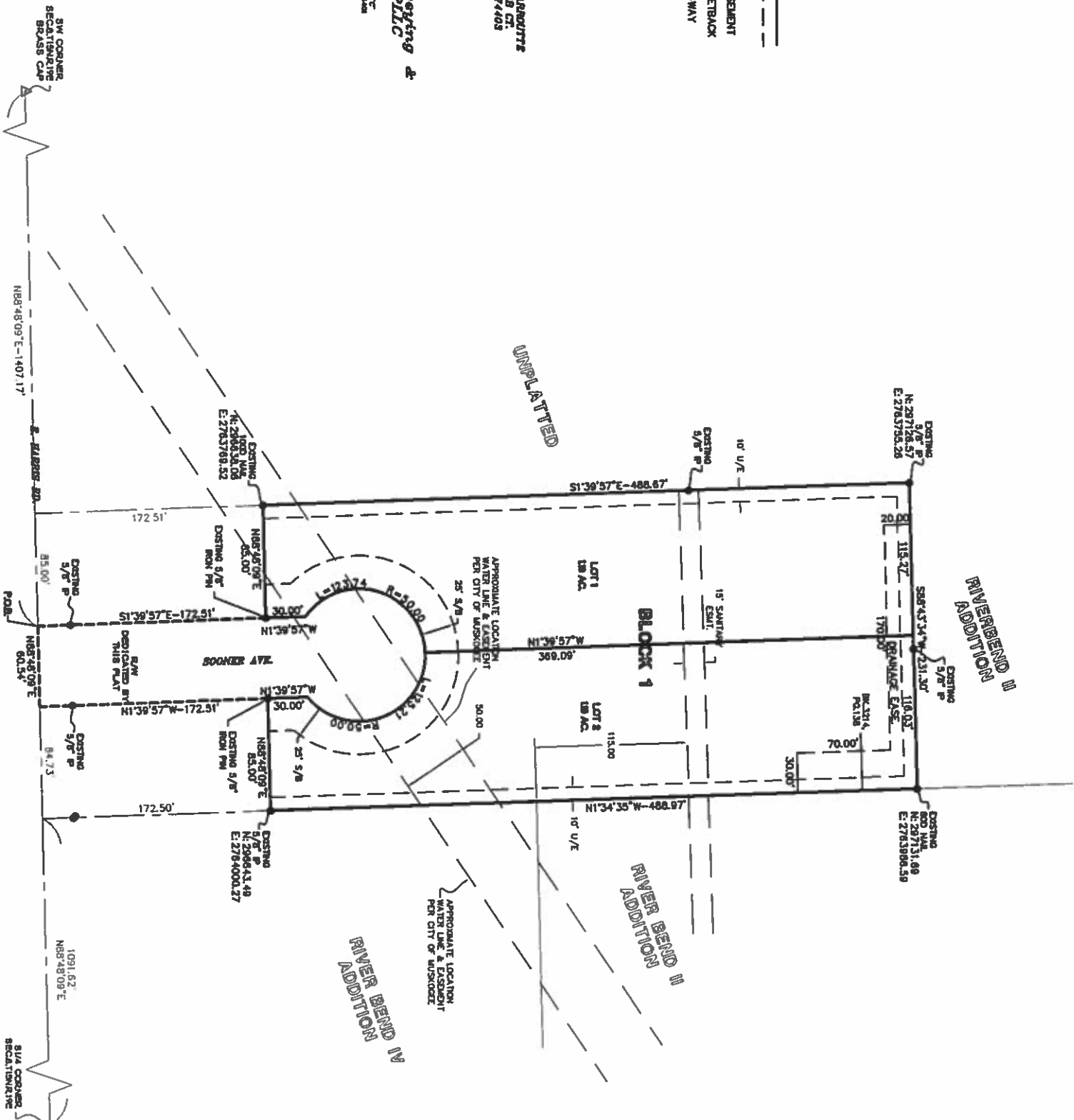
PREPARED BY

Heartland Surveying & Mapping, PLLC
CA 40400
303 Burgett R. Sta. C
Madison, Minnesota 53703
(608) 686-7799

OFFSITE CONTROL
H-60
N264785.650
E2766013.950

HORIZONTAL DATUM IS NAD 83(93)
OKLAHOMA STATE PLANE COORDINATE
SYSTEM, NORTH ZONE.

**FINAL
PLAT
OF
SOONER ADDITION
IN THE SW/4 SECTION 8, T15N, R19E, I.B.&M., CITY OF MUSKOGEE,
MUSKOGEE COUNTY, STATE OF OKLAHOMA**



STATE OF OKLAHOMA)
COUNTY OF MUSKOGEE]

KNOW ALL MEN BY THESE PRESENTS, that we, JOSHUA RANDALL GARROULTE AND RANDY & GNDY GARROULTE, Husband and wife hereby certify that we are the Owners of the and the person or persons holding any right, title or interests to the following described tract of land, to-wit:

A tract of land in SW 1/4 SE 1/4 SW 1/4 of Section 9, 34N, R16E of the LB-AM, Multitoppe County, State of Oklahoma, said tract of land being more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 8, thence N08°45'00"E a distance of 1407.11 feet to the Point of Beginning; thence containing N68°45'09"E a distance of 402.54 feet; thence S68°45'54"W a distance of 468.67 feet; thence N13°58'37"W a distance of 1722.51 feet; thence N13°54'35"W a distance of 468.67 feet; thence S68°45'54"W a distance of 468.67 feet; thence N13°58'37"W a distance of 1722.51 feet to the Point of Beginning; Containing 2.63 Acres, more or less.

We further certify that we have caused said tract of lot and have caused this plat to be made of said tract showing accurate dimension of lots and streets. We hereby designate said tract of lot and dedicate to public use of utility easements and streets as shown hereon.

RANDY GARROUETTE **CANDY GARROUETTE**

JOSHUA RANDALL GARROUTTE

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared JOSHUA RANDALL CARBUTTE AND RANDY R. CHOTY CARBUTTE, to me known to be the identical persons who executed the foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the purposes set forth.

WITNESS my hand and seal this _____ day of _____, 2018.

Notary Public

My Commission expires: _____

CERTIFICATE OF SURVEY

KNOW ALL MEN BY THESE PRESENTS, that I, Tony Robison, a resident of the State of Oklahoma, do hereby certify that I have carefully and accurately surveyed and plotted into lots the above described property and that this plot is in a true and correct representation thereof, I further certify that this plot meets the minimum standards for the practice of land surveying.

WITNESS my hand and seal this _____ day of _____, 2016.

PRELIMINARY

Tony Robison, Land Surveyor 1686

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared Tony Robleson to me known to be the identical person who executed the foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the purpose therein set forth.

WITNESS my hand and seal this _____ day of _____, 2018.

My Commission expires: _____

Notary Public _____

TREASURER'S CERTIFICATE

I hereby certify that as to all real estate involved in the plot, all taxes have been paid for 2017 as reflected by the current tax roll and that there are no taxes due for prior years, and security has been provided for 2018 taxes not as yet certified to me.

This plot has been filed in the office of the County Clerk, Multnomah County, Oregon, this _____ day of _____, 2018. Book _____ Page _____

County Clerk

APPROVED: City of Muskogee

Date _____

City Client

I, RANDY GARRONE, hereby agree that no transfer of deed or building permits will be transacted until all aesthetic and utility improvements have been completed and accepted by the City of Mankato or appropriate financial guarantees as required by Section 18-14.1d of the Subdivision regulations have been submitted and accepted.

UNIT 1

According to the U.S. Department of Housing & Urban Development Insurance Rate Map, Parcel Number 40701C0115F, Effective Date February 4, 2011. The subject property is located in Zone "X", Areas determined to be outside the 0.2% annual chance floodplain.

If cover on acres of land is disturbed on Oklahoma Department of Environmental Quality (ODEQ) permit will need to be obtained.

Regular City Council

4.

Meeting Date: 03/12/2018

Submitted For: Roy Tucker, City Attorney

Initiator: Roy Tucker, City Attorney

Department: City Attorney

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of amended Council Policy 1-2, or take other necessary action. (Roy D. Tucker)

BACKGROUND:

Several months ago, City Council modified the meeting schedule, changing Public Works and Finance meeting times to 5:30 P.M. from 4:00 P.M. the first and third Mondays of the Month, and Council meetings to 5:30 P.M. from 7:00 P.M. on the second and fourth Mondays of the month. City Council Policy 1-2 (effective 2013) was not amended at the same time City Code 2-20 was modified. This proposed policy corrects this, and further includes the fifteen minute pre-meeting cutoff for speakers.

RECOMMENDED ACTION:

Approve Council Policy 1-2

Fiscal Impact

Attachments

Proposed Council Policy 1-2

Policy 1-2 COUNCIL RULES OF PROCEDURE

COUNCIL POLICY NO. 1-2

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: CITY COUNCIL RULES OF PROCEDURE

PURPOSE: To provide for orderly conduct of meetings of the Muskogee City Council.

BACKGROUND: Muskogee City Charter, Section 2:12 (c), provides that the City Council may determine its own rules. Rules are hereby established.

POLICY/PROCEDURES: Rules of procedure are attached hereto as exhibit "A" and addresses the following issues, are hereby adopted.

1. Time of Meetings
2. Agenda
3. Presiding Officer
4. Quorum
5. Conduct of Meetings
 - A. Discussion
 - B. Motions
 - C. Roll Call Votes
 - D. Number of votes required
 - E. Public Hearing
 - F. Staff Attendance
6. Journal (minutes)
7. Citizen Participation

The Citizen Participation Guidelines and Rules of Decorum, Ordinance No. 3908-A, dated March __, 2018, to be codified at Section 2-29 of the Muskogee Code of Ordinances, Exhibit "B".
8. Robert Rules of Order

REFERENCES: Muskogee City Charter

EFFECTIVE: March ____, 2018. This policy supersedes prior Policy 1-2 dated January 1, 2013 and February 23, 2009.

RESPONSIBLE DEPARTMENT: City Clerk

JOHN R. COBURN, MAYOR

(seal)

ATTEST:

TAMMY L. TRACY, City Clerk

APPROVED as to form and legality this _____ day of _____, 2018.

Roy D. Tucker
City Attorney

Exhibit “A”

COUNCIL RULES OF PROCEDURE

COUNCIL POLICY 1-2

RULES OF PROCEDURE

MUSKOGEE CITY COUNCIL

1. TIME OF MEETINGS

Regular meetings of the Council shall be held in council chambers, on the second and fourth Monday of each month beginning at 5:30 p.m. Section 2-20 Muskogee Code of Ordinance. Special meetings of the Council shall be called in accordance with the provisions of City Code and the Oklahoma Open Meetings Act, Title 25, Oklahoma Statutes, Section 301, et seq.

All meetings, regular and special, shall be open to the public, and no person shall be barred unless he is disorderly or refuses to obey the order of the presiding officer, who may order the Chief of Police or any attending police officer to eject any such person. There shall be at least one police officer present at each Council meeting. The Council may meet in executive session only as authorized by the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes, Section 301, et seq.

2. AGENDA

A. PREPARATION OF THE AGENDA.

An agenda for each meeting of the Council shall be prepared by the City Clerk in conjunction with the City Manager to ensure that City business is conducted in an efficient manner. No item shall be voted on without having been placed on the agenda, unless it meets the definition of “New business” as defined by the Oklahoma Open meeting Act, 25, O.S. 311 A(9), and which must be acted upon before the next regularly scheduled meeting and could not have been foreseen prior to the issuance of the agenda.

B. AGENDA ITEMS

1. All agenda items shall be provided to the City Clerk in the format approved by the City Clerk in either hard copy or electronically.
2. Agenda items submitted to the City Clerk shall be submitted by noon on the Wednesday prior to the Council meeting at which the item is to be considered. At discretion of the City Clerk, the City Clerk may elect to

add items to the agenda if necessary in accordance with the subsections below.

- a. Addendums to the Council's agenda will not be accepted by the City Clerk and posted unless it is of an urgent nature requiring immediate consideration and the subject matter of the addendum must be acted on prior to the next regularly scheduled meeting of the Council.
- b. Agenda items may only be submitted for placement on the agenda by the Mayor, a member of the Council, the City Manager, the City Attorney, the City Clerk, or Department Director with the approval of the City Manager. Agenda items submitted by other individuals or organizations shall not be accepted by the City Clerk.
- c. Citizens wishing to have an item placed on the agenda must have the item sponsored by and placed on the agenda by the Mayor or a member of the City Council.

3. PRESIDING OFFICER

The presiding officer for each meeting shall be the Mayor, or in his absence, the Deputy Mayor. If both the Mayor and Deputy Mayor are absent, the City Clerk or Deputy City Clerk shall call the meeting to order and a temporary hearing officer shall be elected by the members of the Council who are present. Upon the arrival of the Mayor or the Deputy Mayor, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the Council. The presiding officer shall preserve order and decorum at all meetings of the Council, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote.

4. QUORUM

A quorum authorized to conduct business shall consist of a majority of all members of the Council (5). Less than a quorum of members may only act to adjourn a meeting. Charter Section 2:12(d), City code Section 1-2 definitions.

5. CONDUCT OF MEETINGS

A. PUBLIC COMMENT PERIOD

Maximum Time: 3:00 minutes

Public comment period will only be held during regularly scheduled meetings of the Public Works Committee and City Council prior to an executive session or absent executive session, as the last item on the agenda. Any persons desiring to address the Council during the public comment period shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the issue they wish to address and secure permission from the presiding officer. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting. Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned. Generally, matters presented which require further investigation or information shall be referred to staff, and if Council determines that action is required, the item may be placed on a future agenda. Council members will not comment on remarks made during the public comment period. *See 25 OKLA. STAT. §311(B)(1).*

B. DISCUSSION OF AGENDA ITEMS

- 1. City Manager and/or City Staff:** After the presiding officer calls the particular agenda item for consideration, the City Manager and/or staff shall present any matters in addition to the printed commentary which may be pertinent to the item.
- 2. DURING PUBLIC HEARING (WHEN SET AS REQUIRED BY STATE LAW AND MUNICIPAL CHARTER OR SPECIFICALLY SET ON MOTION OF THE COUNCIL) OR DURING AGENDA ITEM COMMENT**

Maximum Speaking Time: 5:00 minutes followed by a maximum of 5:00 minutes for Council Member questions of speaker

Any persons desiring to address the Council during the public hearing for an agenda item or agenda item comment shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the agenda item they wish to address and secure permission from the presiding officer. Remarks shall be directed to the matter being considered. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting, or by the motion of a Council member and affirmative vote of the Council. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone and give their name and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak one time only on any one subject. All remarks shall be addressed to the Council as a whole and not to any individual member. No person other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the

Council, without permission of the presiding officer. Each speaker is only entitled to the time for which they have signed up and may not reserve or transfer their time to any other speaker. If the speaker fails to follow the rules of decorum the presiding officer may terminate the remainder of the speakers allotted time.

The Council may ask questions of the speaker for the purpose of clarification but shall not enter into a debate of the issue. Council will refrain from asking questions of the speaker until the conclusion of the speaker's presentation. Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned.

3. DURING SET AGENDA PRESENTATION

Maximum Time will be set by the sponsoring Council Member not to exceed 30:00 minutes

Citizens may request a Council member place an item on the agenda for discussion. If the matter is placed on the agenda, the issue will be introduced by the sponsoring Council member and upon the conclusion of the introduction the presiding officer will recognize the Citizen making the presentation. Interaction by Council members with the presenter and use of electronic media and visual aids is allowed.

Council Members: After the staff and public have presented their views, the City Manager, presiding officer and Council shall proceed to discuss the merits of the issue; this portion of the discussion shall be limited to the City Manager, presiding officer and Council unless the presiding officer or Council determines additional information is needed from the staff or public at that time. Members should only speak after recognition from the presiding officer, and recognition shall not be withheld. If the freedom of debate on an issue will be enhanced the presiding officer shall have the authority to waive this provision.

C. MOTIONS

After preliminary discussion of an agenda item, the presiding officer shall call the matter for determination by the Council.

1. Main Motion: Any Council Member desiring to offer a motion may do so.
2. Seconding Motions: Any Council Member desiring to second motions may do so.
3. Lack of Motion or Second: If no member offers a motion, the presiding officer shall again call for motions; if no motion is presented after the second calling, the presiding officer shall declare the item fails for lack of motion. Similarly, if no one seconds

another member's motion, the presiding officer shall declare that the motion fails for lack of a second.

4. Discussion of Motions: Upon a motion having been offered and seconded, the presiding officer shall state the motion and submit it for further discussion by the Council if desired. Debate shall be limited to the merits of the agenda item.
5. Amendments to Motions: A member may move to amend the motion, which shall require a second. An amendment must be germane to the main motion. To avoid confusion, a third amendment shall not be permitted; however, a member may, in the course of debate on the amendment, announce that if the amendment fails, he intends to introduce another amendment and may briefly state the nature and content thereof.
6. Reconsider: A member may move to reconsider a vote on an item. The motion is in order only during the meeting where the original action was made and mover must have voted with the majority.
7. Ordinances: All proposed ordinances shall be in writing and furnished to each Council Member. An ordinance may be considered and debated at the meeting at which it was introduced but it shall not be finally adopted at that meeting except on the affirmative vote of at least six (6) members of the Council. Emergency ordinances are ordinances which, in the judgment of Council, are necessary for the immediate preservation of public peace, health or safety. The declaration of Emergency shall be by separate motion and shall require six (6) affirmative votes for approval.
8. After allowing a reasonable but not unduly lengthy time for debate of the motion, the presiding officer shall put the question to a vote.

Charter, Sec. 2:13, Ordinance in general

D. ROLL CALL VOTES

The clerk shall call the roll of Council Members present, and record each vote. Council members may vote "aye", "nay", or "abstain". A Council Member who refuses to vote or passes shall be recorded as voting "aye" unless that member has a conflict of interest and states in the record the grounds for disqualification. In such an instance, the Council member with a conflict of interest shall be recorded as voting "nay." The presiding officer will announce the vote or he shall request the clerk to announce the vote. Amendments shall be voted on prior to the main motion, with secondary amendments voted on prior to primary amendments.

Charter Sec. 2:12

E. NUMBER OF VOTES REQUIRED

A number less than five may adjourn a meeting, however, all other actions of the Council shall require five (5) or more affirmative votes for passage. Exception—ordinances, see subsection B7 above.

Charter Sec. 2:12 (d)

F. PUBLIC HEARING

When the agenda item requires a public hearing, the presiding officer shall request staff comment, allow for questions by the council, open the public hearing, and close the public hearing.

G. STAFF ATTENDANCE

The City Manager, City Clerk, and City Attorney (or their assistants) shall attend all regular and special Council meetings, unless excused by the Council. Attendance of other City Personnel shall be required only when there are agenda items which affect their particular responsibility.

Charter Sec. 2:08

H. JOURNAL (MINUTES)

Minutes of each meeting of the Council shall be prepared by the Clerk and submitted to a subsequent Council meeting for approval. The minutes shall summarize the Council's deliberations and record the action of the Council on each item. The Clerk shall maintain a record of the approved minutes.

Charter Sec. 2:08

I. CITIZENS PARTICIPATION

Citizen participation shall be governed by the "Citizen Participation Guidelines and Rules of Decorum", Ordinance No. 4042-A, codified at Section 2-29 of the Muskogee Code of Ordinances and is attached to this policy as Exhibit "B" (effective 30 days from publication). Any person desiring to speak shall enter their name on the sign in sheet provided by the City Clerk and secure permission from the presiding officer, City Code Sec. 2-29 (d)(1).

J. ROBERT'S RULES OF ORDER

Except as otherwise provided by ordinance or these rules, the most recent edition of Robert's Rules of Order, shall govern the proceedings. City Code Sec. 2-20 (g)

EXHIBIT "B"

ORDINANCE NO. 4042-A

AN ORDINANCE AMENDING THE MUSKOGEE CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE II, MUNICIPAL GOVERNMENT ORGANIZATION, SECTION 2-29 TITLED, "COUNCIL PARTICIPATION GUIDELINES AND RULES OF DECORUM;" EXPANDING PUBLIC PARTICIPATION OPPORTUNITIES AT COUNCIL AND COMMITTEE MEETINGS OF THE COUNCIL; MODIFYING MEETING SCHEDULE; PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Muskogee City Council recognizes the value of and wants to encourage the open discussion of all points of view regarding issues which come before it; and

WHEREAS, it is not the intent of the Muskogee City Council to unreasonably impede a citizen's right to freedom of speech or right to participate in a City Council Meeting; and

WHEREAS, the Muskogee City Council realizes it must maintain order and proper decorum to conduct its meetings and provide an atmosphere which invites the public to participate in its meetings; and

WHEREAS, disruptive, monopolizing, unruly, insulting, or disrespectful behavior towards Councilors, speakers, or others is not constructive discourse and hampers the free and meaningful exchange of ideas; and

WHEREAS, this ordinance sets forth the parameters of acceptable behavior and is meant to encourage and enhance citizen participation.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA THAT ARTICLE II OF THE MUSKOGEE CITY CODE BE AND THE SAME IS HEREBY AMENDED SECTION 2-29 TO READ AS FOLLOWS:

Section 1. That Sec. 2-29. - Citizen participation guidelines and rules of decorum is hereby amended to read as follows:

- (a) *[Purpose.]* The City of Muskogee values your opinion and invites you to address the city council on any matter of interest to you or your community. Towards that end, the governing body seeks to be available and approachable for citizen input. Rules of decorum exist that are used to govern time, place and manner of expression to ensure orderly conduct of business and responsiveness to your concern.
- (b) *Basic requirements.*
 - (1) While the council is in session, all persons are charged with preserving order and decorum. While civic participation and debate are welcome and encouraged, derogatory personal, impertinent, or slanderous remarks, or becoming unduly boisterous is not.
 - (2) Every person desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under consideration, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:
 - a. We may disagree, but we will be respectful of one another.
 - b. All comments will be directed to the issue at hand.
 - c. Personal attacks shall be avoided.
 - d. Display of placards, banners and signs by the public must not exceed 2 ft. X 3 ft. in size and shall not be permitted if same block or interfere with the ability of others to observe the proceedings.
 - e. Obscene and inappropriate language shall be avoided
 - f. Each person's opinions and ideas are valuable and their right to present them shall be respected
 - (3) Where applicable, these rules shall apply to all City Council, Public Works, Finance Meetings and any other bodies comprised solely of elected council members. Where applicable, these rules shall apply to all Municipal Committee meetings, with the committee chairperson serving as the presiding officer.
- (c) *Duties of presiding officer.* The Mayor (or in the Mayor's absence, the Deputy Mayor) shall be the presiding officer of the council. In the absence of the mayor

and the Deputy Mayor, the city clerk or deputy city clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the council who are present. Upon the arrival of the mayor or the Deputy-Mayor, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the council. The presiding officer shall preserve order and decorum at all meetings of the council, announce the council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the council as a whole shall decide the question by majority vote.

(d) *Addressing council from floor.*

1. **DURING PUBLIC COMMENT PERIOD**

Maximum Time: 3:00 minutes

Public comment period will only be held during regularly scheduled meetings of the Public Works Committee and City Council prior to an executive session or absent executive session, as the last item on the agenda. Any persons desiring to address the Council during the public comment period shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the issue they wish to address and secure permission from the presiding officer. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone, give their name, and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak only one time on any one subject. Any remarks shall be addressed to the Council as a whole and not to any individual member. Each speaker is only entitled to the time for which he or she has signed up and may not reserve or transfer his or her time to any other speaker. If a speaker fails to follow the rules of decorum, the presiding officer may terminate the remainder of the speaker's allotted time.

Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned. Generally, matters presented which require further investigation or

information shall be referred to staff, and if Council determines that action is required, the item may be placed on a future agenda. Council members will not comment on remarks made during the public comment period.

2. DURING PUBLIC HEARING (WHEN SET AS REQUIRED BY STATE LAW AND MUNICIPAL CHARTER OR SPECIFICALLY SET ON MOTION OF THE COUNCIL) OR DURING AGENDA ITEM COMMENT

Maximum Speaking Time: 5:00 minutes followed by a maximum of 5:00 minutes for Council Member questions of speaker

Any persons desiring to address the Council during the public hearing for an agenda item or agenda item comment shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the agenda item they wish to address and secure permission from the presiding officer. Remarks shall be directed to the matter being considered. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting, or by the motion of a Council member and affirmative vote of the Council. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone and give their name and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak one time only on any one subject. All remarks shall be addressed to the Council as a whole and not to any individual member. No person other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer. Each speaker is only entitled to the time for which they have signed up and may not reserve or transfer their time to any other speaker. If the speaker fails to follow the rules of decorum the presiding officer may terminate the remainder of the speakers allotted time.

The Council may ask questions of the speaker for the purpose of clarification but shall not enter into a debate of the issue. Council will

refrain from asking questions of the speaker until the conclusion of the speaker's presentation. Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned.

3. **DURING SET AGENDA PRESENTATION**

Maximum Time will be set by the sponsoring Council Member not to exceed 30:00 minutes

Citizens may request a Council member place an item on the agenda for discussion. If the matter is placed on the agenda, the issue will be introduced by the sponsoring Council member and upon the conclusion of the introduction the presiding officer will recognize the Citizen making the presentation. Interaction by Council members with the presenter and use of electronic media and visual aids is allowed.

(e) *Electronic media, visual aids and special accommodations.*

Use of Electronic media and visual aids is limited to presentations of agenda items and shall not be used during public hearing, agenda comment or public comment periods. Any person wishing to make use of audio or visual records during the course of their presentation to Council, or requiring special accommodations such as use of City equipment, alteration of the layout of Council chambers, or staff assistance, shall notify the City Clerk with such request at least 3 business days prior to the scheduled meeting time. The decision to grant or deny such requests shall be at the sole discretion of the presiding officer.

The foregoing shall not apply to accommodations required as a result of blindness, deafness or other physical disability.

(f) *Enforcement.*

1. The chief of police (or representative) shall act as ex-officio sergeant-at-arms of the council. The police chief shall carry out all orders

and instructions of the presiding officer for the purpose of maintaining order and decorum in the council chambers.

2. Upon instructions of the presiding officer it shall be the duty of the sergeant-at-arms or any police officer present to remove from the council chambers any person in the audience who uses boisterous or profane language, or language tending to bring the council or any council member into contempt, or any person who interrupts and refuses to keep quiet or take a seat when requested to do so by the presiding officer, refuses to abide by the rules of decorum or otherwise disrupts the proceedings of the council.

3. Any such individual removed from the meeting shall be required to leave the public property upon which the meeting is held, including any adjacent parking lots, and not re-enter thereon for three hours after the meeting is adjourned.

SECTION 2: REPEALER. All ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

SECTION 3: SEVERABILITY. Should any part, section, subsection, sentence, provision, clause or phrase hereof be held invalid, void, or unconstitutional for any reason, such holding shall not render invalid, void or unconstitutional any other section, subsection, sentence, provision, clause, or phrase of this ordinance, and the same are deemed severable for this purpose.

SECTION 4: EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its publication as provided by law.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS _____ Day of March, 2018.

JOHN R. COBURN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

APPROVED as to form and legality this _____ day of March, 2018.

ROY D. TUCKER, CITY ATTORNEY

Regular City Council**5.**

Meeting Date: 03/12/2018

Submitted For: Greg Riley, Public Works Initiator: Greg Riley, Public Works Director

Department: Public Works

Staff Information Source: Greg Riley, Public Works Director; George Kingston, Assistant Public Works Director; Tim Ward, Cowan Group

Information**AGENDA ITEM TITLE:**

Approval of a contract with Cowan Group Engineering for the design of Water System Project A, Tank Mixing and Project B, Water Distribution Improvements or take other necessary action. (Greg Riley)

BACKGROUND:

In 2017 Cowan Group Engineering completed a water model for the City of Muskogee. This model identified problems within the system that need correction and allowed us to develop solutions for these problems. One objective was to replace the two 24" water mains that feed the central part of the city. We were able to model different options to determine the best solution for replacement. The best solution is to install a new 30" line to replace these lines on an alignment that follows the bicycle trail to the Honor Heights area which replaces the two 24" lines and feeds the tank in a more efficient way resulting in a significant decrease in water age. This solution also saves a significant amount of money over replacing the two lines in place.

There is \$18 million remaining to be used with OWRB after the sewer system loan that was approved last year. They are requesting an initial approved project with a plan for all the projects to be completed with the loan money. The initial project will be the Phase A Tank Mixing project that can be completed in a short time frame along with the planning for the other future projects. Once this project and plan are presented, we will secure the remaining loan money for the much needed water system improvements. The money for this contract will be funded out of MMA and is reimbursable through the loan money being requested.

RECOMMENDED ACTION:

Approve contract with Cowan Group Engineering in the amount of \$534,400 for the design of Project A, Tank Mixing Design and Project B, Water Distribution Improvements.

Fiscal Impact**Attachments**Cowan Contract

February 14, 2018

Mike Stewart
Assistant City Manager
Muskogee Municipal Authority
229 W. Okmulgee Street
PO Box 1927
Muskogee, OK 74402

RE: Project A: Tank Mixing Design
Project B: Water Distribution Improvements
Muskogee, OK

Dear Mr. Stewart:

Pursuant to our meeting and conversations with the Oklahoma Department of Environmental Quality (ODEQ) and the Oklahoma Water Resources Board (OWRB), Cowan Group Engineering, LLC (CGE) (Consultant) appreciates your interest in our professional services and welcomes the opportunity to present a proposal to you for engineering services for the subject projects. The following outlines general project data and detailed scope of services for the subject projects:

GENERAL PROJECT DATA

Our proposal for services is based on the following site data:

- Project A Name – Tank Mixing Design
- Project A Location – City of Muskogee, OK (See Attachment “A”)
- Project B Name – Water Distribution Improvements
- Project B Location – City of Muskogee, OK (See Attachment “A1”)
- Project Owner – Muskogee Municipal Authority (Owner or City)
- Project A & B Type – Water

GENERAL CORRESPONDENCE & MEETINGS

- Owner to provide water storage tank drawings, water line drawings, pump information, GIS shape files
- Owner to deliver to Consultant all record drawings, land surveys, sketches in electronic format
- General correspondence & meetings with Owner

BASIC SCOPE OF SERVICES

Project A: Tank Mixing Design

The basic scope of services includes the planning, design, construction administration, inspection and permitting documents for improvements on two (2) ground storage tanks, located at Honor Heights and Radio Hill. The scope is to add a tank aeration and mixing system to each tank for removal of disinfection by-products, reduce stratification and provide consistent water quality throughout the tank. Consultant shall provide construction drawings and specifications for the improvements and bid the project to allow the Owner

to receive funding from the Drinking Water State Revolving Loan fund for improvements outlined in the approved Muskogee Capital Improvement Plan.

Project B: Water Distribution Improvements

The basic scope of services includes the planning, design, construction administration, inspection and permitting documents for approximately 17,000 linear feet of 30-inch water line, 13,000 linear feet of 8-inch and 2000 linear feet of 12-inch water line to serve areas once served by the two 24-inch transmission lines to be decommissioned once construction is completed. The 8-inch and 12-inch water lines are described below:

Item No.	Location	Diameter (in)	Approx. Length
1	Doering St between Helena Dr. and E. Harris	8	550
2	Doering and E. Harris west to complete loop	12	1500
3	N. Country Club Drive between E. Harris and Kimberlea Park	8	750
4	Kimberlea Park between N. Country Club Drive and Robin Lane	8	900
5	N. Country Club Drive and Severs Ave east to serve Muskogee Club House	8	1100
6	Severs St. between Robin St. and St. Andrews Ct.	8	600
7	E. Shawnee Rd. between. York St. and Old Bacone Rd.	8	2200
8	N. York St and Shawnee Expressway to serve Curtis Shopping Mall	12	500
9	Old Bacone Rd and York St east to complete loop	8	644
10	N. Main between Kaad St and W Shawnee	8	2000
11	Summit St. between North St. and Enid Ave Loop	8	2500
12	Mill St. between Kaad St. and Kinsley St.	8	1867

Design includes connection(s) to the existing water lines, relocation of existing water and wastewater lines in conflict with proposed water lines, abandonment of existing water lines, state highway crossing, and all appurtenances. Below is a more detail project scope and tasks for Projects A and B:

PROJECT A – TANK MIXING DESIGN

Task A1 – Concept Report and Preliminary Design

- Coordinate and attend one (1) project kick-off meeting with Owner.
- Gather and review existing conditions and record drawings.
- Field reconnaissance to inspect existing conditions.
- Prepare Environmental Categorical Exclusion request for Project A, Honor Heights and Radio Hill Ground Storage Tanks and submit to the Oklahoma Water Resources Board for approval.

- Solicit proposals from tank mixing equipment manufacturers.
- Prepare conceptual tank modification plans as necessary.
- Prepare conceptual construction cost estimate.
- Prepare conceptual design report and submit to Owner for review and comment.
- Attend (1) reviewing meeting for tank mixing manufacturer selection and secure Owner approval.
- Concur with Owner approval and initiate the preparation of preliminary drawings.
- Prepare preliminary plan submittal.
- Develop tank mixing performance specification.
- Develop technical specifications for tank modifications.
- Prepare preliminary construction cost estimate.
- Prepare and deliver three (3) hard copies (11x17) and preliminary contract documents and electronic PDF format.
- Attend one (1) review meeting with Owner.

Task A2 – Final Design

- Concur and incorporate Owner comments from Preliminary Design.
- Prepare final construction drawings and specifications to be approved and permitted by the Oklahoma Department of Environmental Quality.
- Prepare final construction drawings, contract documents, and project cost estimate. Drawings shall include, but not limited to the final construction drawing sheets:
 - Cover Sheet
 - Pay Quantities and Notes
 - Summary Sheets
 - Proposed Tank Mixing Design Plans
 - Proposed Tank Modification Plans
 - Standard Details
 - Special Details
 - Erosion Control
 - Construction Phasing
- Prepare and submit construction drawings and contract documents along with ODEQ reports, permits and applications, including but not limited to:
 - ODEQ Construction Permit Application
- Prepare final quantities and construction cost estimate.
- Deliver three (3) hard copy drawings (11x17) and contract documents, and electronic PDF.
- Attend one (1) review meeting with Owner and project team.
- Incorporate comments into Bidding Documents.

Task A3 – Bidding

- Finalize the construction drawings and contract documents into one (1) bid package.
- Coordinate bid advertisement and attend pre-bid meeting.
- Prepare bid tabulations and review with Owner and make recommendation.
- Assist in preparation of agreement with selected Contractor for Owner/Contractor execution.
- Issue Notice to Proceed to Contractor with Owner approval.

PROJECT B – WATER DISTRIBUTION IMPROVEMENTS

Task B1 – Planning and Land Survey

- Coordinate and attend one (1) project kick-off meeting with Owner.
- Gather and review existing conditions and record drawings.
- Field reconnaissance to inspect existing conditions.
- Refine proposed alignment of 30-inch water line from Scenario 2B of the approved City of Muskogee Water Model dated November 2017.
- Prepare Environmental Categorical Exclusion request for Project B, proposed 30-inch water line alignment and submit to the Oklahoma Water Resources Board for approval.
- Contact public agencies in writing having potential environmental jurisdiction along the proposed alignment, receive comments, and report results back to the City.
- Gather current legal deeds, rights-of-way, and easements along the proposed 30-inch water line alignment.
- Scope includes horizontal control, vertical control, land ties according to the Oklahoma State Plane coordinate system and City of Muskogee land control. Provide primary and secondary project control based on available NGS monumentation and/or ties to NGS CORS/OPUS. Project horizontal datum will be NAD1983 projected on Oklahoma State Plane Coordinates North Zone.
- Topographic Survey. Field survey of topographic features including: buildings, roads, railroads, drainage features, bridges, culverts, fences, driveways, poles, sidewalks, edge of tree groupings, fire hydrants, manholes, catch basins, existing utilities, etc. Locate above-ground natural and man-made features, including fences, drainage structures and trees greater than 8-inches in diameter. Existing underground utilities will be shown based upon available records and Call-Okie locates.
- Research and secure property ownerships, and easements.
- Final survey shall include a grid of ground points along with break lines will be collected for the purpose of creating a digital terrain model (DTM). Provide contours at 1-foot intervals from the DTM data.
- Scope includes geo-referencing the project according to the Sponsor's GIS mapping and layering system.
- Set and identify ten (10) bench marks relative to NAVD 88 for vertical control.
- Contact and locate each privately-owned utility.
- Coordinate underground piping locations and provide a detailed drawing for each pipe to include, but not limited to depth, size, type, surveyed location of findings.
- Identify utility conflicts with respect to water and wastewater lines.
- Attend (1) reviewing meeting for final alignment and secure Owner approval.

Task B2 - Preliminary Design

- Concur with final alignment approval, initiate remaining land survey tasks and preliminary drawings.
- Coordinate state highway crossing and requirements.
- Conduct or cause to be conducted a Subsurface Exploration and Evaluation of insitu soil conditions and corresponding engineering properties associated with the project.

- Drill a minimum of ten (10) bores associated with project. Each hole will be filled with sand and/or like kind of surface material upon completion.
 - Locate soil borings (one (1) trip for all borings).
- Obtain geotechnical and structural recommendations in accordance with standard engineering practices and minimum requirements.
- Submit Geotechnical Exploration and Evaluation Report to Owner for review and approval.
- Prepare legal descriptions and exhibits for proposed easements/right-of-way (as required).
- Incorporate Owner comments and prepare plan and profile sheets of proposed preliminary alignment, including:
 - Proposed 30-inch water line and appurtenances.
 - Details for reconnection of water lines to the water distribution system due to the abandonment of the existing two (2) 24-inch water lines.
 - Details for relocation of existing water and sanitary sewer utilities due to the proposed 30-inch water line alignment.
- Prepare preliminary construction cost estimate.
- Coordinate and distribute drawings to utilities.
- Coordinate and conduct one (1) utility meeting.
- Prepare and deliver three (3) hard copies (11x17) and preliminary contract documents and electronic PDF format.
- Attend one (1) review meeting with Owner.

Task B3 – Final Design

- Concur and incorporate Owner comments from Preliminary Design.
- Analyze locations of existing private utilities and note areas of conflict.
- Contact private utility companies and provide plans, list specific conflicts.
- Coordinate and organize a meeting with private utilities to address relocations.
- Prepare final construction drawings and specifications to be approved and permitted by the Oklahoma Department of Environmental Quality.
- Prepare final construction drawings, contract documents, project cost estimate. Drawings shall include, but not limited to the final construction drawing sheets:
 - Cover Sheet
 - Pay Quantities and Notes
 - Survey Data
 - Summary Sheets
 - Proposed 30-inch Waterline Plan and Profiles
 - Abandonment of Existing 24-inch Water Lines
 - Reconnection of Water Lines from Abandoned 24-inch Water Lines
 - Relocation of Water and Sanitary Sewer Lines
 - Standard Details
 - Special Details
 - Erosion Control
 - Construction Phasing
- Prepare necessary drawings and permit applications for the Oklahoma Department of Transportation.

- Prepare and submit construction drawings and contract documents along with ODEQ reports, permits and applications, including, but not limited to:
 - Form 626-WER: Water Distribution Engineering Report Form
 - ODEQ Construction Permit Application
- Prepare legal descriptions and exhibits.
- Submit proposed easements and/or permanent right-of-way documents to Owner.
- Prepare pay quantities and specifications for one (1) base bid.
- Prepare final quantities and construction cost estimate.
- Deliver three (3) hard copy drawings (11x17) and contract documents, and electronic PDF.
- Attend one (1) review meeting with Owner and project team.
- Incorporate comments into Bidding Documents.

Task B4 – Bidding

- Finalize the construction drawings and contract documents into one (1) bid package.
- Coordinate bid advertisement.
- Attend pre-bid meeting.
- Prepare bid tabulations and review with Owner and make recommendation.
- Assist in preparation of agreement with selected Contractor for Owner/Contractor execution.
- Issue Notice to Proceed to Contractor with Owner approval.

Construction Administration (To Be Determined)

Consultant shall provide Construction Administration services for the Project(s) and will be considered additional services. The scope and Consultant fee will be negotiated through an amendment to this agreement.

Resident Project Representative (To Be Determined)

Consultant shall provide daily Resident Project Representative (RPR) services for the project(s) and will be considered additional services. The scope and Consultant fee will be negotiated through an amendment to this agreement.

ADDITIONAL SERVICES

Services associated with the agreed Scope of Services that cannot be completely defined at the time of execution of this agreement shall be considered additional services. The fee structure for additional services shall be based on time and expense effort unless otherwise negotiated prior to services being rendered. See Attachment "B". Additional services may include the following, but not limited to:

- Construction Administration services
- Construction Resident Project Representative
- Title examination
- Right-of-way or easement acquisition
- Construction, right-of-way, and easement staking
- Underground utility locating (daylighting) on both public and private property

EXCLUDED SERVICES

Other services that are not associated with the agreed Scope of Services shall be considered excluded services. Excluded services may include the following, but not limited to:

- Special studies required for project funding including but not limited to archaeological survey, American Burying Beetle survey
- Preparation of an Environmental Information Document (EID)
- Aerial topography
- Water flows or metering
- OWRB water rights updates or revisions
- Phase I environmental study and clearance
- Permit fees for city, county, or state
- FEMA floodplain modeling
- Construction materials testing

BASE CONTRACT FEE STRUCTURE (as outlined above)

ITEM	DESCRIPTION	FEE
	Basic Scope of Services – PROJECT A	
A1	Concept Report and Preliminary Design	\$20,800
A2	Final Design	\$8,100
A3	Bidding	\$3,800
	Subtotal – PROJECT A	\$32,700
	Basic Scope of Services – PROJECT B	
B1	Planning and Land Survey	\$74,400
B2	Preliminary Design	\$270,000
B3	Final Design	\$135,200
B4	Bidding	21,800
	Subtotal – PROJECT B	\$501,700
	TOTAL– PROJECTS A & B	\$534,400
	Construction Administration	TBD
	Resident Project Representative	TBD

SCHEDULE

Schedules shall be coordinated with Owner, and/or as described:

PROJECT A

- Concept Report and Preliminary Design 12 weeks from NTP
- Final Design 16 weeks from NTP
- Bidding 20 weeks from NTP

PROJECT B

- | | |
|----------------------------|-------------------|
| • Planning and Land Survey | 12 weeks from NTP |
| • Preliminary Design | 20 weeks from NTP |
| • Final Design | 36 weeks from NTP |
| • Bidding | 44 weeks from NTP |

REIMBURSABLE EXPENSES

The following expenses shall be considered as reimbursable expenses:

- Travel expenses to include lodging, transportation & meals
- Shipping and postage
- Plotting and reproduction for progress meetings, presentations and submittals
- Large format scans (11" x 17" and larger documents)
- Large format colored plots (11" x 17" and larger documents)
- Board mounted presentation graphics

COMPENSATION

PROJECT A

For BASIC CONTRACT engineering design services performed under this agreement, the Owner shall pay the Consultant **a lump sum amount of \$32,700.00** including reimbursable expenses as defined in the TOTAL BASE CONTRACT FEE STRUCTURE.

PROJECT B

For BASIC CONTRACT engineering design services performed under this agreement, the Owner shall pay the Consultant **a lump sum amount of \$501,700.00** including reimbursable expenses as defined in the TOTAL BASE CONTRACT FEE STRUCTURE.

The combined **TOTAL BASE CONTRACT FEE** for Projects A and B shall be **a total lump sum amount of \$534,400.00** including reimbursable expenses. If you concur with this proposal, please sign and date this letter, then return stating your approval for Cowan Group Engineering to begin work on this project. This proposal will become void after 60-days from the date submitted.

ATTACHMENTS

As a supplement to this proposal please find the following documents:

- **Attachments "A & A1"** – Project Locations
- **Attachment "B"** – CGE 2018 Hourly Rate Schedule

TERMS AND CONDITIONS

See Cowan Group Engineering, LLC's Mandatory STANDARD TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES at <http://www.cowangroup.co/terms-conditions>.

Should you have any questions, please do not hesitate to contact Mr. Tim Ward at 405.463.3369.

Sincerely,

COWAN GROUP ENGINEERING, LLC



Jeff Cowan, P.E.

Principal

Cc: file

NOTICE TO PROCEED

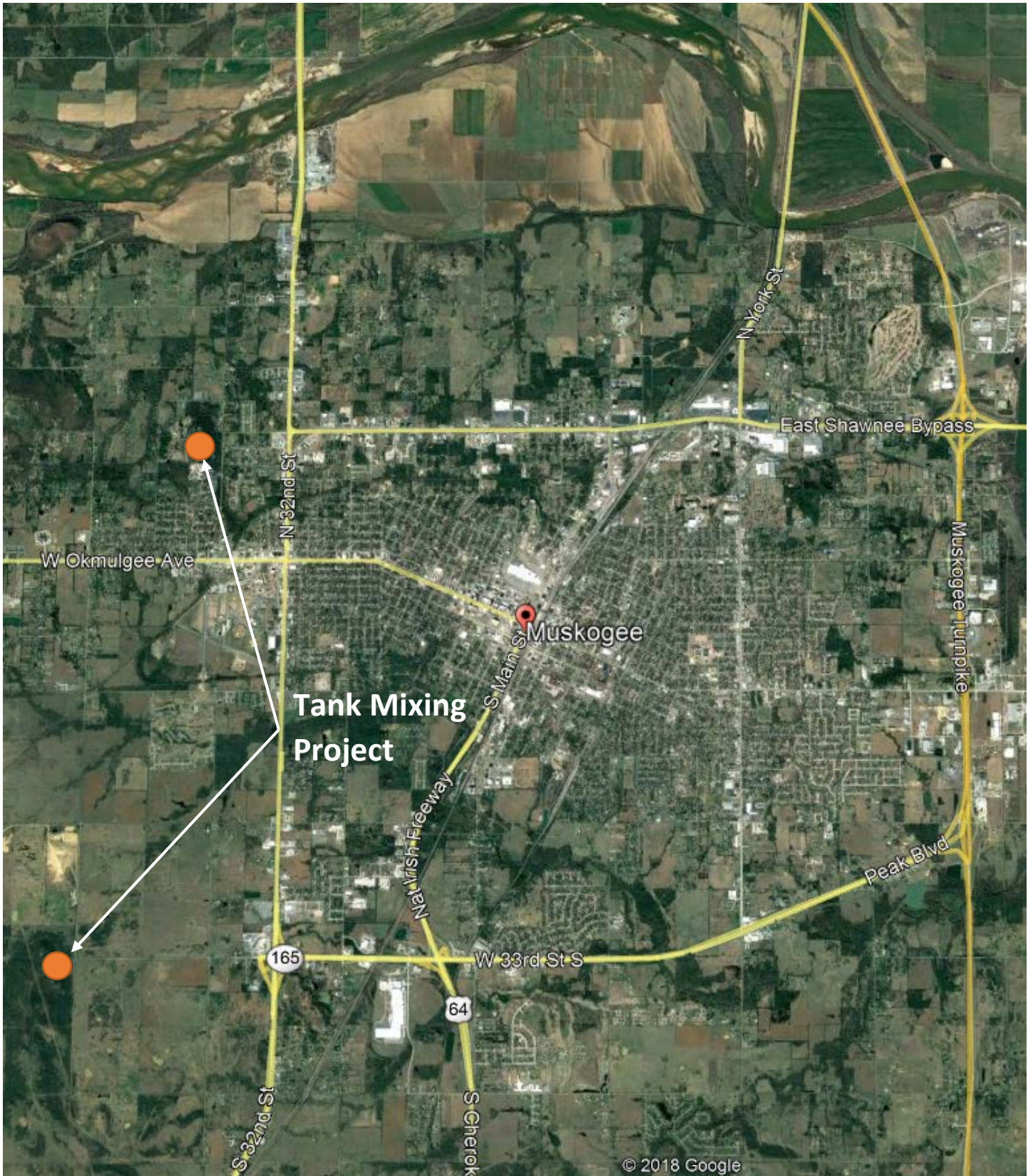
The above proposal is understood and accepted. By accepting this proposal, you are also agreeing to Cowan Group Engineering, LLC GENERAL CONDITIONS (PROFESSIONAL SERVICES).

By: _____
(Signature)

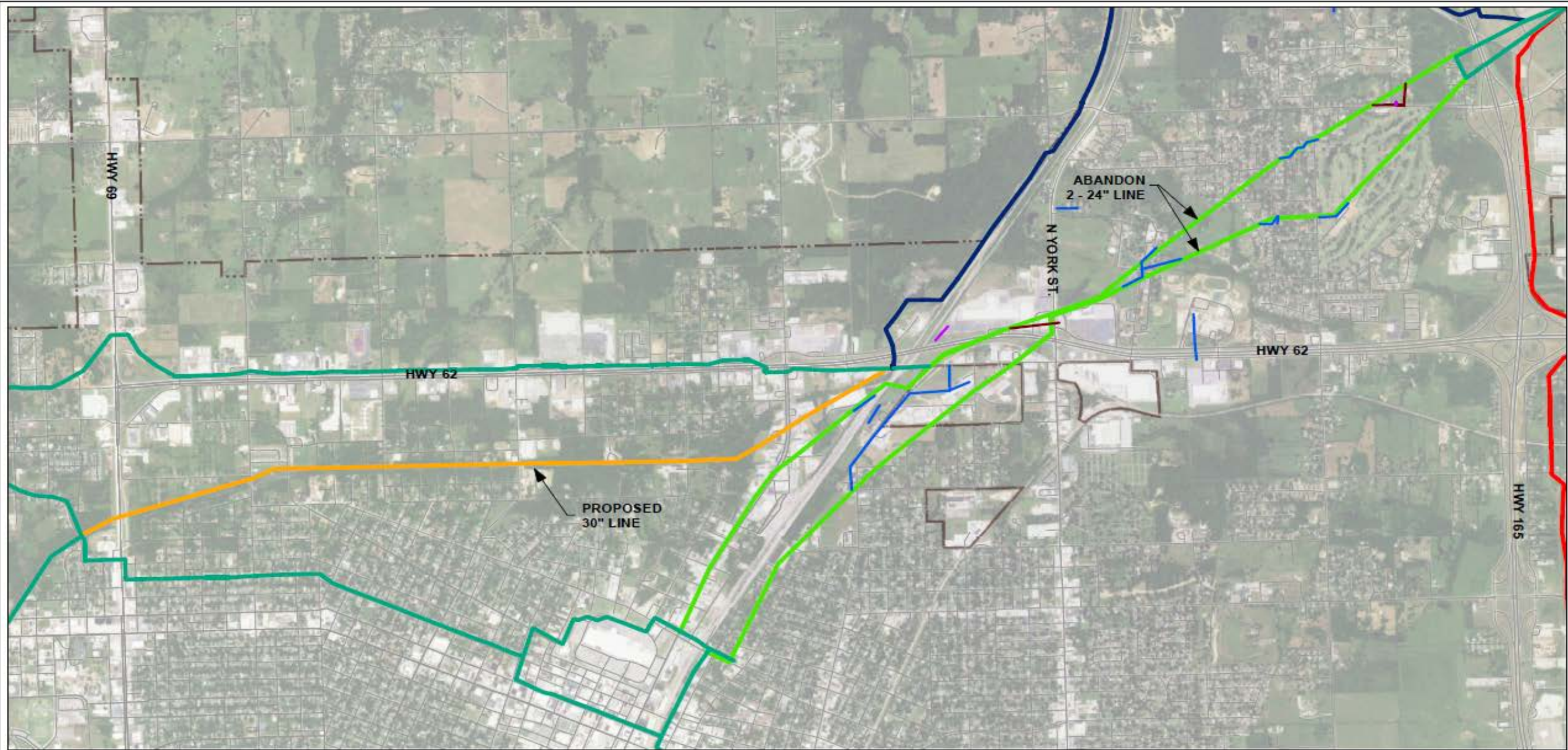
For: _____
(Organization)

Date: _____

ATTACHMENT "A"



ATTACHMENT "A1"



MUSKOGEE WATER DISTRIBUTION MODEL
SCENARIO 2B: WEST MUSKOGEE ALIGNMENT
CONCEPTUAL PLAN



MAP DATE: **OCTOBER, 2017**
PREPARED BY: COWAN GROUP ENGINEERING, LLC

WATER LINES

- 6" LOOP
- 8" LOOP
- 12" LOOP
- 24" LOOP
- TO BE ABANDONED
- PROPOSED 30" LINE
- EXISTING 24" LINE
- EXISTING 30" LINE
- EXISTING 42" LINE

WATER MODEL ELEMENTS

- PUMP
- RESERVOIR
- TANK

OTHER

- MUSKOGEE CITY LIMITS



CITY OF MUSKOGEE

SHEET NO: **SCENARIO 2B**

ATTACHMENT “B”



2018 Professional Hourly Rates

Professional Services

Principal	\$215.00
Associate	\$171.00
Client Manager	\$164.00
Project Manager	\$161.00
Project Engineer III	\$148.00
Project Engineer II	\$140.00
Project Engineer I	\$130.00
Engineer Level II	\$117.00
Engineer Level I	\$107.00
Engineering Technician II	\$101.00
Engineering Technician I	\$93.00
CAD Technician	\$84.00
Survey Manager	\$135.00
Survey Crew	\$167.00
Survey Crew - Scanner	\$257.00
Construction Services Administrator	\$125.00
Resident Project Representative II	\$99.00
Resident Project Representative I	\$92.00
Administrative	\$95.00
Clerical	\$67.00
Intern	\$45.00

Expenses:

Xerox Copies Letter or Legal	\$0.15 per copy
Xerox Copies Ledger	\$0.25 per copy
Plot Prints	\$0.75 per S.F.
Color/Mylar Plot Prints	\$1.75 per S.F.
Mileage	IRS Allowable

The rates and expenses described may be revised annually

Regular City Council

6.

Meeting Date: 03/12/2018
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the appointment of Jaime Stout to serve on the War Memorial Trust Authority, commensurate with her term on the City Council, replacing Councilor James Gulley, or take other necessary action. (Councilor Janey Boydston)

BACKGROUND:

The appointment of Ms. Stout is to fill the vacancy of Councilor James Gulley.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

7.

Meeting Date: 03/12/2018
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the appointment of Stacy Alexander to serve a four (4) year term on the Parks and Recreation Board, beginning April 1, 2018, and ending March 31, 2022, replacing Edwynna Walker, or take other necessary action. (Councilor Patrick Cale)

BACKGROUND:

The appointment of Ms. Stacy Alexander is to fill the vacancy of Edwynna Walker. Ms. Alexander's term will be for a period of four (4) years.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

Attachments

Stacy Alexander Board Application

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION**CITY OF MUSKOGEE
CITY COUNCIL****APPLICATION FOR CITY COUNCIL APPOINTMENT TO A BOARD
OR COMMISSION****Application Instructions:**

- Complete the entire application form (copies of the form are acceptable).
- Applicants are strongly encouraged to attach a current resume or biography.
- Specifically list the names of the boards or commissions to which you are applying (multiple selections are allowed). Paperwork cannot be appropriately processed unless specific boards or commissions are listed.
- Return application along with your resume to:
Office of the City Clerk, 229 W. Okmulgee, Muskogee, OK 74403 or by fax 918-684-6395.
- This form can be obtained electronically at <http://www.cityofmuskogee.com>, or by calling the City Clerk's Office at: (918) 684-6270.

Board(s) or Commission(s) for which you would like to be considered:

The Parks Board

Your Full

Legal Name: Stacy Alexander

Your

Preferred Name:

Business Name:

Home Address: 3410 Dakota AveJob Title/Employment Date: RealtorCity Zip: 74403Business Address: BelmaxWard: 1 (2) 3 42408 Old Shawnee

Home Phone:

Business Phone:

Cell Phone: 918-689-2323

Fax:

Home Email:

Business Email: stacyalexander@suddenlinkmail.comAre you registered to vote in City of Muskogee Elections? Yes NoAre you a citizen of the United States? Yes No**Personal Information:***The Mayor and Council desire a broad representation of backgrounds on boards and commissions.***Education (high school, name and location of college or university, year graduated, and degree):**Muskogee High
Oklahoma State University (3 years)

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION**Current employment (job description, employment date, supervisor):**

Realtor with Remax of Muskogee for last
27 years

Previous employment or experience:**Professional Licenses Held (if applicable):**

Realtor

Professional References (name, title, contact phone number):

Shirley Hilton, Lender 918-231-7777
Johnny Teehee 918-681-0608
Angela Jackson 918-868-7433

Memberships in professional or civic organizations (please include offices held and dates of terms):

Muskogee Education Foundation - 9 years
Crime Stoppers
MAC (Muskogee Area Cycling)
MPS School Board

Military Service Record (including awards, decorations, etc.):

NIA

Have you ever been elected or appointed to any public office, board or commission in the City of Muskogee?

No ☒ Yes (If yes, please list with dates served)

Muskogee Public School Board 2006-2013
Muskogee Board of Realtors

Do you currently hold a public office? Public offices include elected or appointed officials of a municipality (it does not have to be Muskogee it could be any town or city), elected or appointed official of any county or the state or federal government, are a trustee of a public trust, are employed by any entity as a police officer, fire fighter, deputy sheriff, assistant district attorney or similar position or the member of a school board or appointed official of a school system or any other public or similar position.

NO

Do you have any financial or other interests that might present a conflict of interest, or the appearance of such a conflict, if you were to be appointed to the position for which you have applied?

☒ No Yes (If yes, please explain)

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

Please list any special interests or characteristics which might be important to serve on a Board or Commission:

I am a member of Muskogee Area Cycling -
I use the trails alot - city streets for cycling -
I love the outdoors - gardening, etc

RELEASE OF INFORMATION

I authorize the use of any information contained in the APPOINTMENTS APPLICATION to verify my statements made in the Application. I authorize my past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation and previous education or employment record. I release all such persons from any liability or damages on account of having furnished such information. I consent to such investigations as Pam Bates, City Clerk or her authorized representatives may make regarding law enforcement records and my general background.

I certify under penalty of perjury under the laws of the State of Oklahoma, that the above information is true, complete and correct to the best of my knowledge.


Signature of Nominee

Date

Submitted by the Mayor for approval by the City Council this _____ day of _____, 20____

Signature of Sponsor

Regular City Council

8.

Meeting Date: 03/12/2018
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the appointment of Justin Blake O'Neal to serve a three (3) year term on the Historic Preservation Commission, beginning March 1, 2018, and ending February 28, 2021, replacing Doug Buse, or take other necessary action. (Mayor Bob Coburn)

BACKGROUND:

The appointment of Mr. Justin O'Neal will fill the vacancy of Doug Buse. Mr. O'Neal's term will be for a period of three (3) years.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

Attachments

Justin O'Neal Board Application

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION



**CITY OF MUSKOGEE
CITY COUNCIL**

**APPLICATION FOR CITY COUNCIL APPOINTMENT TO A BOARD
OR COMMISSION**

Application Instructions:

- Complete the entire application form (copies of the form are acceptable).
- Applicants are strongly encouraged to attach a current resume or biography.
- Specifically list the names of the boards or commissions to which you are applying (multiple selections are allowed). Paperwork cannot be appropriately processed unless specific boards or commissions are listed.
- Return application along with your resume to:
Office of the City Clerk, 229 W. Okmulgee, Muskogee, OK 74403 or by fax 918-684-6395.
- This form can be obtained electronically at <http://www.cityofmuskogee.com>, or by calling the City Clerk's Office at: (918) 684-6270.

Board(s) or Commission(s) for which you would like to be considered:

Historic Preservation Commission

Your Full
Legal Name: Justin Blake O'Neal

Your
Preferred Name: Justin O'Neal

Business Name: Greater Muskogee Area Chamber of Commerce & Tourism

Home Address: 1222 W Okmulgee Ave

Job Title/Employment Date: Marketing Coordinator

City Zip: Muskogee, OK 74401

Business Address: 310 W Broadway

Ward: 1 2 3 4

Muskogee, OK 74401

Home Phone: _____

Business Phone: 918-682-2401

Cell Phone: 918-781-3609

Fax: 918-682-2403

Home Email: _____

Business Email: justin@muskogeechamber.org

Are you registered to vote in City of Muskogee Elections?

Yes Yes No

Are you a citizen of the United States?

Yes No

Personal Information:

The Mayor and Council desire a broad representation of backgrounds on boards and commissions.

Education (high school, name and location of college or university, year graduated, and degree):

Hilldale Public Schools Class of 2008

Northeastern State University Tahlequah; Bachelors Degree 2014

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

Current employment (job description, employment date, supervisor):

Greater Muskogee Area Chamber of Commerce & Tourism

Marketing Coordinator; I organize all marketing and public relation efforts for the Chamber of Commerce and the Department of Tourism

Hire: June 22, 2017 Supervisor: DJ Thompson

Previous employment or experience:

Richards & Southern Inc.; Goodlettsville TN; April 2015 - May 2017

Slash Publicity; Nashville, TN; March 2015 - October 2015

Muskogee County Council of Youth Services; Muskogee, OK; October 2013 - January 2015

Muskogee Creek Nation Casino; Muskogee; February 2012 - October 2013

Oklahoma Music Hall of Fame & Museum; May 2008 - February 2012

Professional Licenses Held (if applicable):

Professional References (name, title, contact phone number):

Treasure McKenzie; Director of Bridges out of Poverty; 918-616-6710

Tyler Allen; Muskogee Fire Department; 918-869-7627

Memberships in professional or civic organizations (please include offices held and dates of terms):

Muskogee Exchange Club; Chili Cook-Off, Friday Night Chair

Military Service Record (including awards, decorations, etc.):

Have you ever been elected or appointed to any public office, board or commission in the City of Muskogee? ☒ No Yes (If yes, please list with dates served)

NO

Do you currently hold a public office? Public offices include elected or appointed officials of a municipality (it does not have to be Muskogee it could be any town or city), elected or appointed official of any county or the state or federal government, are a trustee of a public trust, are employed by any entity as a police officer, fire fighter, deputy sheriff, assistant district attorney or similar position or the member of a school board or appointed official of a school system or any other public or similar position.

N/A

Do you have any financial or other interests that might present a conflict of interest, or the appearance of such a conflict, if you were to be appointed to the position for which you have applied? ☒ No Yes (If yes, please explain)

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

NO

Please list any special interests or characteristics which might be important to serve on a Board or Commission:

I have a strong love for History, more specifically Muskogee History. I would like to see our city grow, with keeping the roots intact.

RELEASE OF INFORMATION

I authorize the use of any information contained in the **APPOINTMENTS APPLICATION** to verify my statements made in the Application. I authorize my past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation and previous education or employment record. I release all such persons from any liability or damages on account of having furnished such information. I consent to such investigations as Pam Bates, City Clerk or her authorized representatives may make regarding law enforcement records and my general background.

I certify under penalty of perjury under the laws of the State of Oklahoma, that the above information is true, complete and correct to the best of my knowledge.


Signature of Nominee

2-25-18
Date

Submitted by the Mayor for approval by the City Council this 25 day of February, 2018


Signature of Sponsor

Justin O'Neal

Biography



Justin is responsible for assisting with the implementation and execution of the GMACC and Muskogee Tourism marketing plans. Justin leads strategies for both earned and paid media in print, radio, television and online campaigns, web site design and maintenance, creation of print materials, press releases, all forms of social media, managing the REAL OKIE brand and the REAL OKIE store.

Justin is a Muskogee native, and attended Hilddale High School before studying Mass Communications at Northeastern State University. In 2008 Justin began his career at the Oklahoma Music Hall of Fame & Museum, as Social Media Coordinator. Since then, Justin has worked in various roles including; Marketing Director at the Muskogee County Council of Youth Services, and Marketing Coordinator at the Muskogee Creek Nation Casino: Muskogee. He has served as District Secretary for the National Exchange Club, and he was also received the 2014 Ambassador of the Year Award for the Muskogee Chamber of Commerce.

In addition to his prior work here in Muskogee, Justin utilized his talents in Nashville, TN, working with country music acts Ricky Skaggs, Kenny Chesney, George Strait, as well as Oklahoma's own, Carrie Underwood and The Swon Brothers.

Regular City Council**9.**

Meeting Date: 03/12/2018

Submitted For: Roy Tucker, City Attorney

Initiator: Roy Tucker, City Attorney

Department: City Attorney

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of Ordinance No. 4042-A amending the Muskogee Code of Ordinances, Chapter 2, Administration, Article II, Municipal Government Organization, Section 2-29 titled, "Council Participation Guidelines and Rules of Decorum;" Modifying meeting schedule; Providing for Repealer, Severability and Setting an Effective Date, or take other necessary action. (Roy D. Tucker)

BACKGROUND:

Several months ago, City Council modified the meeting schedule, changing Public Works and Finance meeting times to 5:30 P.M. from 4:00 P.M. the first and third Mondays of the Month, and Council meetings to 5:30 P.M. from 7:00 P.M. on the second and fourth Mondays of the month. City Council Policy 1-2 (effective 2013) was not amended at the same time City Code 2-20 was modified. In reviewing the Policy, there were several items of clarification that were needed in the instant ordinance, which is attached as an exhibit to Council Policy 1-2. Specifically, the following items were modified:

- correcting the maximum speaking time for public hearing and agenda item comments to five minutes, rather than the two minutes listed in the ordinance;
- referencing the sign up time cutoff within the ordinance, rather than solely on the sign up form;
- correcting punctuation and grammatical mistakes.

RECOMMENDED ACTION:

Approve the Ordinance.

Fiscal Impact**Attachments**

4042-A ORD 03-12-2018 Council rules of decorum

ORDINANCE NO. 4042-A

AN ORDINANCE AMENDING THE MUSKOGEE CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE II, MUNICIPAL GOVERNMENT ORGANIZATION, SECTION 2-29 TITLED, "COUNCIL PARTICIPATION GUIDELINES AND RULES OF DECORUM"; MODIFYING MEETING SCHEDULE; PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Muskogee City Council recognizes the value of and wants to encourage the open discussion of all points of view regarding issues which come before it; and

WHEREAS, it is not the intent of the Muskogee City Council to unreasonably impede a citizen's right to freedom of speech or right to participate in a City Council Meeting; and

WHEREAS, the Muskogee City Council realizes it must maintain order and proper decorum to conduct its meetings and provide an atmosphere which invites the public to participate in its meetings; and

WHEREAS, disruptive, monopolizing, unruly, insulting, or disrespectful behavior towards Councilors, speakers, or others is not constructive discourse and hampers the free and meaningful exchange of ideas; and

WHEREAS, this ordinance sets forth the parameters of acceptable behavior and is meant to encourage and enhance citizen participation.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA THAT ARTICLE II OF THE MUSKOGEE CITY CODE BE AND THE SAME IS HEREBY AMENDED SECTION 2-29 TO READ AS FOLLOWS:

Section 1. That Sec. 2-29. - Citizen participation guidelines and rules of decorum is hereby amended to read as follows:

- (a) *[Purpose.]* The City of Muskogee values your opinion and invites you to address the city council on any matter of interest to you or your community. Towards that end, the governing body seeks to be available and approachable for citizen input. Rules of decorum exist that are used to govern time, place and manner of expression to ensure orderly conduct of business and responsiveness to your concern.
- (b) *Basic requirements.*

- (1) While the council is in session, all persons are charged with preserving order and decorum. While civic participation and debate are welcome and encouraged, derogatory personal, impertinent, or slanderous remarks, or becoming unduly boisterous is not.
 - (2) Every person desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under consideration, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:
 - a. We may disagree, but we will be respectful of one another.
 - b. All comments will be directed to the issue at hand.
 - c. Personal attacks shall be avoided.
 - d. Display of placards, banners and signs by the public must not exceed 2 ft. X 3 ft. in size and shall not be permitted if same block or interfere with the ability of others to observe the proceedings.
 - e. Obscene and inappropriate language shall be avoided
 - f. Each person's opinions and ideas are valuable and their right to present them shall be respected
 - (3) Where applicable, these rules shall apply to all City Council, Public Works, Finance Meetings and any other bodies comprised solely of elected council members. Where applicable, these rules shall apply to all Municipal Committee meetings, with the committee chairperson serving as the presiding officer.
- (c) *Duties of presiding officer.* The Mayor (or in the Mayor's absence, the Deputy Mayor) shall be the presiding officer of the council. In the absence of the mayor and the Deputy Mayor, the city clerk or deputy city clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the council who are present. Upon the arrival of the mayor or the Deputy-Mayor, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the council. The presiding officer shall preserve order and decorum at all meetings of the council, announce the council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the council as a whole shall decide the question by majority vote.

- (d) *Addressing council from floor.*

1. **DURING PUBLIC COMMENT PERIOD**

Maximum Time: 3:00 minutes

Public comment period will only be held during regularly scheduled meetings of the Public Works Committee and City Council prior to an executive session or absent executive session, as the last item on the agenda. Any persons desiring to address the Council during the public comment period shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the issue they wish to address and secure permission from the presiding officer. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone, give their name, and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak only one time on any one subject. Any remarks shall be addressed to the Council as a whole and not to any individual member. Each speaker is only entitled to the time for which he or she has signed up and may not reserve or transfer his or her time to any other speaker. If a speaker fails to follow the rules of decorum, the presiding officer may terminate the remainder of the speaker's allotted time.

Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned. Generally, matters presented which require further investigation or information shall be referred to staff, and if Council determines that action is required, the item may be placed on a future agenda. Council members will not comment on remarks made during the public comment period.

2. **DURING PUBLIC HEARING (WHEN SET AS REQUIRED BY STATE LAW AND MUNICIPAL CHARTER OR SPECIFICALLY SET ON MOTION OF THE COUNCIL) OR DURING AGENDA ITEM COMMENT**

Maximum Speaking Time: 5:00 minutes followed by a maximum of 5:00 minutes for Council Member questions of speaker

Any persons desiring to address the Council during the public hearing for an agenda item or agenda item comment shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the agenda item they wish to address and secure permission from the presiding officer. Remarks shall be directed to the matter being considered. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting, or by the motion of a Council member and affirmative vote of the Council. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone and give their name and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak one time only on any one subject. All remarks shall be addressed to the Council as a whole and not to any individual member. No person other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer. Each speaker is only entitled to the time for which they have signed up and may not reserve or transfer their time to any other speaker. If the speaker fails to follow the rules of decorum the presiding officer may terminate the remainder of the speakers allotted time.

The Council may ask questions of the speaker for the purpose of clarification but shall not enter into a debate of the issue. Council will refrain from asking questions of the speaker until the conclusion of the speaker's presentation. Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned.

3. DURING SET AGENDA PRESENTATION

Maximum Time will be set by the sponsoring Council Member not to exceed 30:00 minutes

Citizens may request a Council member place an item on the agenda for discussion. If the matter is placed on the agenda, the issue will be introduced by the sponsoring Council member and upon the conclusion of the introduction the presiding officer will recognize the Citizen making the presentation. Interaction by Council members with the presenter and use of electronic media and visual aids is allowed.

(e) *Electronic media, visual aids and special accommodations.*

Use of Electronic media and visual aids is limited to presentations of agenda items and shall not be used during public hearing, agenda comment or public comment periods. Any person wishing to make use of audio or visual records during the course of their presentation to Council, or requiring special accommodations such as use of City equipment, alteration of the layout of Council chambers, or staff assistance, shall notify the City Clerk with such request at least 3 business days prior to the scheduled meeting time. The decision to grant or deny such requests shall be at the sole discretion of the presiding officer.

The foregoing shall not apply to accommodations required as a result a disability as defined by the Americans with Disabilities Act of 1990, as amended.

(f) *Enforcement.*

1. The chief of police (or representative) shall act as ex-officio sergeant-at-arms of the council. The police chief shall carry out all orders and instructions of the presiding officer for the purpose of maintaining order and decorum in the council chambers.

2. Upon instructions of the presiding officer it shall be the duty of the sergeant-at-arms or any police officer present to remove from the council chambers any person in the audience who uses boisterous or profane language, or language tending to bring the council or any council member into contempt, or any person who interrupts and refuses to keep quiet or take a seat when requested to do so by the presiding officer, refuses to abide by the rules of decorum or otherwise disrupts the proceedings of the council.

3. Any such individual removed from the meeting shall be required to leave the public property upon which the meeting is held, including any

adjacent parking lots, and not re-enter thereon for three hours after the meeting is adjourned.

SECTION 2: REPEALER. All ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

SECTION 3: SEVERABILITY. Should any part, section, subsection, sentence, provision, clause or phrase hereof be held invalid, void, or unconstitutional for any reason, such holding shall not render invalid, void or unconstitutional any other section, subsection, sentence, provision, clause, or phrase of this ordinance, and the same are deemed severable for this purpose.

SECTION 4: EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its publication as provided by law.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS _____ Day of March, 2018.

JOHN R. COBURN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

APPROVED as to form and legality this _____ day of March, 2018.

ROY D. TUCKER, CITY ATTORNEY

Regular City Council

10.

Meeting Date: 03/12/2018

Submitted For: Mike Miller, City Manager

Initiator: Mike Miller, City Manager

Department: City Manager

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider and take possible action on a resolution supporting Marsy's Law for Oklahoma, SQ 794, or take other necessary action (Councilor Marlon Coleman).

BACKGROUND:

Marsy's Law for Oklahoma SQ 794 is intended to give crime victims equal constitutional standing during criminal investigations, in court, and during the pardon and parole process and to make sure that if crime victims do not receive equal treatment they have recourse with the courts.

RECOMMENDED ACTION:

Request staff to prepare a resolution of support for the mayor's signature.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council**11.**

Meeting Date: 03/12/2018
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of the appointment of Jefferson Crane, to serve a four (4) year term on the Parks and Recreation Board, beginning April 1, 2018, and ending March 31, 2022, replacing Jim Eaton, or take other necessary action. (Councilor Wayne Johnson)

BACKGROUND:

The appointment of Mr. Jefferson Crane is to fill the vacancy of Mr. Jim Eaton. Mr. Jefferson's term will be for a period of four (4) years.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact**Attachments**

Jefferson Crane

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION



**CITY OF MUSKOGEE
CITY COUNCIL**

**APPLICATION FOR CITY COUNCIL APPOINTMENT TO A BOARD
OR COMMISSION**

Application Instructions:

- Complete the entire application form (copies of the form are acceptable).
- Applicants are strongly encouraged to attach a current resume or biography.
- Specifically list the names of the boards or commissions to which you are applying (multiple selections are allowed). Paperwork cannot be appropriately processed unless specific boards or commissions are listed.
- Return application along with your resume to:
Office of the City Clerk, 229 W. Okmulgee, Muskogee, OK 74403 or by fax 918-684-6395.
- This form can be obtained electronically at <http://www.cityofmuskogee.com>, or by calling the City Clerk's Office at: (918) 684-6270.

Board(s) or Commission(s) for which you would like to be considered:

Your Full Legal Name: _____ Your Preferred Name: _____

Business Name: _____ Home Address: _____

Job Title/Employment Date: _____ City Zip: _____

Business Address: _____ Ward: 1 2 3 4

_____ Home Phone: _____

Business Phone: _____ Cell Phone: _____

Fax: _____ Home Email: _____

Business Email: _____

Are you registered to vote in City of Muskogee Elections? Yes ☒ No

Are you a citizen of the United States? Yes ☒ No

Personal Information:

The Mayor and Council desire a broad representation of backgrounds on boards and commissions.

Education (high school, name and location of college or university, year graduated, and degree):

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

Current employment (job description, employment date, supervisor):

Previous employment or experience:

Professional Licenses Held (if applicable):

Professional References (name, title, contact phone number):

Memberships in professional or civic organizations (please include offices held and dates of terms):

Military Service Record (including awards, decorations, etc.):

Have you ever been elected or appointed to any public office, board or commission in the City of Muskogee? No ☒ Yes (If yes, please list with dates served)

Do you currently hold a public office? Public offices include elected or appointed officials of a municipality (it does not have to be Muskogee it could be any town or city), elected or appointed official of any county or the state or federal government, are a trustee of a public trust, are employed by any entity as a police officer, fire fighter, deputy sheriff, assistant district attorney or similar position or the member of a school board or appointed official of a school system or any other public or similar position.

Do you have any financial or other interests that might present a conflict of interest, or the appearance of such a conflict, if you were to be appointed to the position for which you have applied? No ☒ Yes (If yes, please explain)

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

Please list any special interests or characteristics which might be important to serve on a Board or Commission:

RELEASE OF INFORMATION

I authorize the use of any information contained in the **APPOINTMENTS APPLICATION** to verify my statements made in the Application. I authorize my past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation and previous education or employment record. I release all such persons from any liability or damages on account of having furnished such information. I consent to such investigations as Tammy Tracy, City Clerk or her authorized representatives may make regarding law enforcement records and my general background.

I certify under penalty of perjury under the laws of the State of Oklahoma, that the above information is true, complete and correct to the best of my knowledge.



Signature of Nominee

Date

Submitted by the Mayor for approval by the City Council this _____ day of _____, 20____

Signature of Sponsor

Regular City Council

12.

Meeting Date: 03/12/2018

Submitted For: Roy Tucker, City Attorney

Initiator: Leslie Arnold,
Attorney Secretary

Department: City Attorney

Staff Information Source: Councilmember Ivory Vann

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Joshua Cotton to the Chamber of Commerce Committee for Convention and Tourism Board, to serve the remainder of the term vacated by Holly Rosser-Miller, ending on April 30, 2019 or take other necessary action. (Councilor Ivory Vann)

BACKGROUND:

This appointment is to fill the unexpired term that was left by the resignation of Holly Rosser-Miller.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

Application

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION**CITY OF MUSKOGEE
CITY COUNCIL****APPLICATION FOR CITY COUNCIL APPOINTMENT TO A BOARD
OR COMMISSION****Application Instructions:**

- Complete the entire application form (copies of the form are acceptable).
- Applicants are strongly encouraged to attach a current resume or biography.
- Specifically list the names of the boards or commissions to which you are applying (multiple selections are allowed). Paperwork cannot be appropriately processed unless specific boards or commissions are listed.
- Return application along with your resume to:
Office of the City Clerk, 229 W. Okmulgee, Muskogee, OK 74403 or by fax 918-684-6395.
- This form can be obtained electronically at <http://www.cityofmuskogee.com>, or by calling the City Clerk's Office at: (918) 684-6270.

Board(s) or Commission(s) for which you would like to be considered:

CHAMBER OF COMMERCE COMMITTEE FOR CONVENTION AND TOURISM

Your Full

Legal Name: Joshua Cotten

Your

Preferred Name: Josh CottenBusiness Name: Cotten Wealth ManagementHome Address: 4115 S 65th St East, Muskogee, OK 74403Job Title/Employment Date: Financial Advisor/ 7/14/2017 City Zip: 74401Business Address: 301 W. Broadway

Ward: 1 2 3 4

Home Phone: 918-686-3910Business Phone: 918-910-5240Cell Phone: 918-686-3910Fax: 918-910-5243Home Email: joshua_kiowa@yahoo.comBusiness Email: josh.cotten@cottenwealthmanagement.com

Are you registered to vote in City of Muskogee Elections?

Yes

☒ No

Are you a citizen of the United States?

☒ Yes

No

Personal Information:*The Mayor and Council desire a broad representation of backgrounds on boards and commissions.***Education (high school, name and location of college or university, year graduated, and degree):**Hilldale High School, Class of 1999; Connors State College, Associates; Northeastern State University, Bachelors in Business Administration, 2007

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION**Current employment (job description, employment date, supervisor):**

Cotten Wealth Management, Financial Advisor and Owner, opened July 14th, 2017

Previous employment or experience:

Edward Jones Investments, Financial Advisor, 2007-2017

Graham Packaging Company, Technical Specialist, 1999-2007

Professional Licenses Held (if applicable):

Series 7

Series 66

State of Oklahoma Life Insurance License

Professional References (name, title, contact phone number):

Robert Smith, CFO of Omni-Valve, 918-869-0733

Mark Wilkerson, Parks and Recreation Director, 918-781-9607

Memberships in professional or civic organizations (please include offices held and dates of terms):

Exchange Club of Muskogee, past president, currently secretary; Senior Warden, Grace Episcopal Church 2018-2019;

Muskogee Area Human Resource Association, currently social media coordinator and President-Elect, 2018-2019;

Agri-Business Committee, member; Main Street Muskogee, 2nd Vice President, 2018; Chamber of Commerce Finance Committee, member;

Military Service Record (including awards, decorations, etc.):

Have you ever been elected or appointed to any public office, board or commission in the City of Muskogee? No Yes (If yes, please list with dates served)

Do you currently hold a public office? Public offices include elected or appointed officials of a municipality (it does not have to be Muskogee it could be any town or city), elected or appointed official of any county or the state or federal government, are a trustee of a public trust, are employed by any entity as a police officer, fire fighter, deputy sheriff, assistant district attorney or similar position or the member of a school board or appointed official of a school system or any other public or similar position.

No

Do you have any financial or other interests that might present a conflict of interest, or the appearance of such a conflict, if you were to be appointed to the position for which you have applied? No Yes (If yes, please explain)

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION**Please list any special interests or characteristics which might be important to serve on a Board or Commission:**

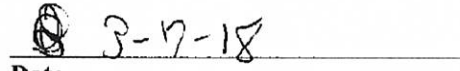
Extensive knowledge and experience in event management, finance, and organizational structure. I have also lived in Muskogee my whole life and I am dedicated to help make it a better place to work, live and play!

RELEASE OF INFORMATION

I authorize the use of any information contained in the **APPOINTMENTS APPLICATION** to verify my statements made in the Application. I authorize my past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation and previous education or employment record. I release all such persons from any liability or damages on account of having furnished such information. I consent to such investigations as Pam Bates, City Clerk or her authorized representatives may make regarding law enforcement records and my general background.

I certify under penalty of perjury under the laws of the State of Oklahoma, that the above information is true, complete and correct to the best of my knowledge.


Signature of Nominee


Date

Submitted by the Mayor for approval by the City Council this _____ day of _____, 20____


Signature of Sponsor

Regular City Council

13.

Meeting Date: 03/12/2018

Submitted For: Roy Tucker, City Attorney

Initiator: Leslie Arnold,
Attorney Secretary

Department: City Attorney

Staff Information Source: Mayor Bob Coburn

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Pamela Hale to the Chamber of Commerce Committee for Convention and Tourism Board, to serve a two year term, beginning April 1, 2018 and ending March 30, 2020, succeeding Mike martin, or take other necessary action. (Mayor Bob Coburn)

BACKGROUND:

The appointment is to replace the expired term of Mike Martin on the Chamber of Commerce Committee for Convention and Tourism Board.

RECOMMENDED ACTION:

Approve appointment.

Fiscal Impact

Attachments

Application

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION



**CITY OF MUSKOGEE
CITY COUNCIL**

**APPLICATION FOR CITY COUNCIL APPOINTMENT TO A BOARD
OR COMMISSION**

Application Instructions:

- Complete the entire application form (copies of the form are acceptable).
- Applicants are strongly encouraged to attach a current resume or biography.
- Specifically list the names of the boards or commissions to which you are applying (multiple selections are allowed). Paperwork cannot be appropriately processed unless specific boards or commissions are listed.
- Return application along with your resume to:
Office of the City Clerk, 229 W. Okmulgee, Muskogee, OK 74403 or by fax 918-684-6395.
- This form can be obtained electronically at <http://www.cityofmuskogee.com>, or by calling the City Clerk's Office at: (918) 684-6270.

Board(s) or Commission(s) for which you would like to be considered:

Muskogee Chamber of Commerce Tourism Board

Your Full Legal Name: Pamela R Hale Your Preferred Name: Pam

Business Name: _____ Home Address: 215 N 48th St.

Job Title/Employment Date: Sr. Veterans Claims Examiner City Zip: Muskogee 74401

Business Address: Same Ward: 1 2 3 **4**

Home Phone: 918-577-6146

Business Phone: _____ Cell Phone: 918-360-1911

Fax: _____ Home Email: hale.pamela@yahoo.com

Business Email: same

Are you registered to vote in City of Muskogee Elections? **Yes** No
Are you a citizen of the United States? **Yes** No

Personal Information:
The Mayor and Council desire a broad representation of backgrounds on boards and commissions.

Education (high school, name and location of college or university, year graduated, and degree):

Muskogee High School -1983
Connors State College

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

Current employment (job description, employment date, supervisor):

Department of Veteran Affairs

January 2, 2000

Lisa Eaton coach/Pam Stephens Education chief

Previous employment or experience:

Professional Licenses Held (if applicable):

Professional References (name, title, contact phone number):

Jason McClellan 918-781-7575

Lisa Eaton 918-869-7230

Linda Mackey 918-687-5037 home 918-348-8439 cell

Memberships in professional or civic organizations (please include offices held and dates of terms):

Employee council Solution since 2017

Military Service Record (including awards, decorations, etc.):

Have you ever been elected or appointed to any public office, board or commission in the City of Muskogee? ☒ No ☐ Yes (If yes, please list with dates served)

Do you currently hold a public office? Public offices include elected or appointed officials of a municipality (it does not have to be Muskogee it could be any town or city), elected or appointed official of any county or the state or federal government, are a trustee of a public trust, are employed by any entity as a police officer, fire fighter, deputy sheriff, assistant district attorney or similar position or the member of a school board or appointed official of a school system or any other public or similar position.

Do you have any financial or other interests that might present a conflict of interest, or the appearance of such a conflict, if you were to be appointed to the position for which you have applied? ☐ No ☒ Yes (If yes, please explain)

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

Please list any special interests or characteristics which might be important to serve on a Board or Commission:

I believe i get along well with others and always work towards a common goal. I love to see growth and feel i am a good leader.

RELEASE OF INFORMATION

I authorize the use of any information contained in the **APPOINTMENTS APPLICATION** to verify my statements made in the Application. I authorize my past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation and previous education or employment record. I release all such persons from any liability or damages on a ccount of having furnished such information. I consent to such investigations as Tammy Tracy, City Clerk or her authorized representatives may make regarding law enforcement records and my general background.

I certify under penalty of perjury under the laws of the State of Oklahoma, that the above information is true, complete and correct to the best of my knowledge.



Signature of Nominee

03-07-18

Date

Submitted by the Mayor for approval by the City Council this _____ day of _____, 20____

Signature of Sponsor

Regular City Council

15. A.

Meeting Date: 03/12/2018
Submitted For: Kelly Plunkett, Personnel
Initiator: Kelly Plunkett, Director of Human Resources
Department: Personnel
Staff Information Source: Kelly Plunkett

Information

AGENDA ITEM TITLE:

Pursuant to Section 307 B.7, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the requested Disability Retirement from the Oklahoma Municipal Retirement fund for Mark Bolding, and if necessary take action in open session. (Kelly Plunkett)

BACKGROUND:

Pursuant to Section 307 B.7, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the requested Disability Retirement from the Oklahoma Municipal Retirement fund for Mark Bolding, and if necessary take action in open session. The Disability Retirement has been recommended and approved by physicians, the City Manager and the City Retirement Committee.

RECOMMENDED ACTION:

Convene in Executive Session to discuss the disability separation of Mark Bolding and if necessary, take appropriate action in open session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council**15. B.**

Meeting Date: 03/12/2018
Submitted For: Kelly Plunkett, Personnel
Initiator: Kelly Plunkett, Director of Human Resources
Department: Personnel
Staff Information Source: Kelly Plunkett

Information**AGENDA ITEM TITLE:**

Pursuant to Section 307B.2, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss negotiations with the American Federation of State, County and Municipal Employees, Local #2465, and if necessary, take appropriate action in open session. (Kelly Plunkett)

BACKGROUND:

The City's negotiating team desires to discuss with the Mayor and City Council the ongoing negotiations with the AFSCME, Local #2465. The City Council should determine that disclosure of ongoing negotiations between the City and the AFSCME will seriously impair the ability of the City to continue negotiations. Therefore, the Council should convene in executive session to discuss this matter.

RECOMMENDED ACTION:

Pursuant to Section 307B.2, Title 25, Oklahoma Statutes, convene in executive session to discuss negotiations with the American Federation of State, County and Municipal Employees, Local #2465, and if necessary, take appropriate action in open session.

Fiscal Impact**Attachments**

No file(s) attached.
