

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).

(Public Comment during Public Hearing or Agenda item comment)

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 Committee during such period is required to sign in with the City Clerk prior to the 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
Public Works Committee
February 5, 2018
5:30 P.M. - City Council Chambers

1. Consider approval of Public Works Committee minutes of January 16, 2017.
2. Hold a Public Hearing and take action on the approval of Ordinance No. 4038-A rezoning the property located at 2312 Augusta Street, more particularly described in the ordinance, from "C-1" Local Commercial District to "R-1" Single-Family Residential, and if approved, authorize Staff to revise the Official Zoning Map of the City to reflect said change, or take other necessary action. (Gary D. Garvin)

LOTS 20 THRU 26 IN BLOCK 12 IN CREAM RIDGE ADDITION TO THE CITY OF MUSKOGEE, LOCATED IN THE NORTHEAST QUARTER (NE1/4) OF SECTION 36, TOWNSHIP 15 NORTH, RANGE 18 EAST, MUSKOGEE COUNTY, STATE OF OKLAHOMA.

3. Hold a Public Hearing and take action on the approval of Ordinance No. 4039-A rezoning the property located on North Country Club Road, between Chandler Road and Gibson Street, more particularly described in the ordinance, from "A" Agriculture District to "C-1" Local Commercial District, and if approved, authorize Staff to revise the Official Zoning Map of the City to reflect said change, or take other necessary action. (Gary D. Garvin)

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 29; THENCE SOUTH 01°34'11" EAST A DISTANCE OF 1982.79 FEET TO THE SOUTHWEST CORNER OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 29; THENCE NORTH 88°38'16" EAST ALONG THE SOUTH LINE THEREOF A DISTANCE OF 305.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 88°38'16" EAST A DISTANCE OF 286.25 FEET; THENCE NORTH 01°34'11" WEST A DISTANCE OF 152.16 FEET; THENCE SOUTH 88°38'34" WEST A DISTANCE OF 286.25 FEET; THENCE SOUTH 01°34'11" EAST A DISTANCE OF 152.19 FEET TO THE POINT OF BEGINNING. CONTAINING 1.00 ACRES, MORE OR LESS.

4. Hold a Public Hearing and take action on the approval of Ordinance No. 4040-A rezoning the property located on North 54th Street, north of Shawnee Ave, more particularly described in the ordinance, from "R-1" Single-Family Residential to "R-A" Agriculture Residential, and if approved, authorize Staff to revise the Official Zoning Map of the City to reflect said change, or take other necessary action. (Gary D. Garvin)

THE SOUTH HALF (S1/2) OF THE NORTH HALF (N1/2) OF THE SOUTHWEST QUARTER (SW1/4) SECTION 17, TOWNSHIP 15 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA.

5. Hold a Public Hearing and take action on the approval of Ordinance No. 4041-A rezoning the property located on South Cherokee Street, south of Cherokee Drive, more particularly described in the ordinance, from "C-1" Local Commercial District to "I-1" Light Industrial District, and if approved, authorize Staff to revise the Official Zoning Map of the City to reflect said change, or take other necessary action. (Gary D. Garvin)

COMMENCING AT THE NORTHEAST CORNER OF THE SE1/4 OF SECTION 3;
THENCE S1°23'05"E A DISTANCE OF 142.85 FEET TO THE POINT OF BEGINNING;
THENCE S89°08'48"W A DISTANCE OF 238 FEET; THENCE S1°22'53"E A DISTANCE
OF 188.45 FEET; THENCE N88°37'07"E A DISTANCE OF 38.00 FEET; THENCE
N1°22'53"W A DISTANCE OF 125.00 FEET; THENCE N88°37'07"E A DISTANCE OF
200.00 FEET; THENCE N1°23'05"W A DISTANCE OF 61.26 FEET TO THE POINT OF
BEGINNING. CONTAINING 0.45 ACRES, MORE OR LESS.

6. Consider approval of amended City Council Policy 3-2-2, Pay Administration, or take other necessary action. (Kelly Plunkett)
7. Receive report on the Recycling Program, or take other necessary action. (Greg Riley)

RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.

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 Committee 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 Committee twelve (12) copies should be made available, and may not be returned.

Public Works Committee

1.

Meeting Date: 02/05/2018
Initiator: Ashley Wallace, Office Adm 1
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Public Works Committee minutes of January 16, 2017.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

01-16-2018 pwmin

MINUTES
PUBLIC WORKS COMMITTEE
January 16, 2018

The Public Works Committee of the City of Muskogee, Oklahoma, met at 5:30 p.m. on Monday, January 8, 2018 in the Council Chambers, Third Floor, Municipal Building, with the following in attendance:

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

Absent: Committee Member Marlon Coleman

Staff Mike Miller, City Manager; Mike Stewart, Asst City Manager; Roy Tucker, City Attorney; Tammy

Present: L. Tracy, City Clerk; Gary Garvin, City Planner; Greg Riley, Public Works Director; Matthew Beese, Assistant City Attorney; Rex Eskridge, Police Chief; Reggie Cotton, Deputy Police Chief; Drew Saffell, Airport Manager; Dakota Jones, Safety Manager

1. Consider approval of Public Works Committee minutes of January 2, 2018.

Motion was made by Mayor John R. Coburn, seconded by Committee Member Dan Hall to approve Public Works Committee minutes of January 2, 2018.

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

Carried - Unanimously

2. Consider approval of the recommendation by the City of Muskogee Foundation Board of Directors appointing Perline Boyattia and Tim McElroy, each to serve a six (6) year term beginning August 1, 2017, and ending July 31, 2023, and appointing Aaron George replacing Tracy Hoos, James Gulley replacing Jay Updike, and Jerri Stoutermire replacing Leroy Walker, each to serve a six (6) year term beginning August 1, 2018, and ending July 31, 2024, or take other necessary action. (Mike Miller)

City Manager Mike Miller stated the board has filled two (2) seats which has brought the City of Muskogee Foundation Board to their maximum number of board members. Perline Boyattia and Tim McElroy were appointed to the Board to serve a six (6) year term which started August 1, 2017, these were two (2) additional seats that were added to the City of Muskogee Foundation Board. Three (3) board members will be leaving and will be replaced. The new board members will serve a six (6) year term beginning August 1, 2018.

Motion was made by Mayor John R. Coburn, seconded by Committee Member Derrick Reed to approve the City of Muskogee Foundation Board of Directors appointing Perline Boyattia and Tim McElroy, each to serve a six (6) year term beginning August 1, 2017, and ending July 31, 2023, and appointing Aaron George replacing Tracy Hoos, James Gulley replacing Jay Updike, and Jerri Stoutermire replacing Leroy Walker, each to serve a six (6) year term beginning August 1, 2018, and ending July 31, 2024.

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

Carried - Unanimously

3. Consider approval of Resolution 2711 concerning bridge inspection responsibility by the City of Muskogee for compliance with National Bridge Inspection Standards, or take any other necessary action. (Greg Riley)

Motion was made by Committee Member Janey Boydston, seconded by Committee Member Dan Hall to approve Resolution 2711 concerning bridge inspection responsibility by the City of Muskogee for compliance with National Bridge Inspection Standards.

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

Carried - Unanimously

4. Consider approval of a one (1) year renewal of the Traffic Signal Maintenance Contract, as negotiated, with SignalTek, Inc., including, but not limited to the repair, installation, maintenance and twenty-four hour call for traffic signals as recommended by Staff, or take any other necessary action. (Greg Riley)

Deputy Mayor James Gulley asked Public Works Director Greg Riley why this contract is being done at an odd time of year instead of the fiscal year when contracts are normally done.

Public Works Director Greg Riley stated this contract is month-to-month until all issues and decisions can be agreed upon.

Motion was made by Mayor John R. Coburn, seconded by Committee Member Janey Boydston to approve one (1) year renewal of the Traffic Signal Maintenance Contract, as negotiated, with SignalTek, Inc., including, but not limited to the repair, installation, maintenance and twenty-four hour call for traffic signals as recommended by Staff.

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

Carried - Unanimously

5. Consider approval of awarding the Muskogee-Davis Regional Airport Terminal Apron Hard-stand construction project in the bid to Ross Construction in the amount of \$79,500.00, subject to approval of the Airport Board and finalization of the Oklahoma Aeronautics Commission grant funding, or take other necessary action. (Mike Stewart)

Motion was made by Committee Member Janey Boydston, seconded by Mayor John R. Coburn to approve awarding the Muskogee-Davis Regional Airport Terminal Apron Hard-stand construction project in the bid to Ross Construction in the amount of \$79,500.00, subject to approval of the Airport Board and finalization of the Oklahoma Aeronautics Commission grant funding.

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

Carried - Unanimously

6. **(No action taken):** Consider approval of a Preliminary and Final Plat of Sooner Addition, consisting of one (1) lot 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)
7. Receive presentation of the year-to-date progress on the implementation of the City of Muskogee Safety Plan, and provide necessary direction to Staff. (Roy D. Tucker)

Safety Manager Dakota Jones presented the year-to-date progress on the implementation of the City of Muskogee Safety Plan.

Committee Member Wayne Johnson thanked City Attorney Roy Tucker and Safety Manager Dakota Jones for their safety leadership. Mr. Johnson recommended bringing in food/lunch as a reward for the teams that maintain a high level of safety.

Committee Member Ivory Vann stated when he worked for Georgia Pacific they would recognize and reward their employees with hats, jackets, etc. Mr. Vann felt the rewards did help with promoting safety.

RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.

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.

Max Boydstun, 701 E. 93rd Street South, Muskogee, OK 74403, asked if his time to speak be increased from three (3) minutes to five (5) minutes.

Motion was made by Wayne Johnson, seconded by Dan Hall to approve extending citizen Max Boydstun's comment time from three (3) to five (5) minutes.

Max Boydstun, 701 E. 93rd Street South, Muskogee, OK 74403, stated the Oklahoma Music Hall of Fame (OMHOF) has never been fully supported by the State of Oklahoma. He feels the State representatives and senators need to do a better job of obtaining funding for this State asset. He encourages the City leaders to strongly suggest better representation in Oklahoma City. This organization is survived on the generosity of the sponsors, patrons from around the state, volunteers, artists and musicians, and some of the inductees. Mr. Boydstun feels the OMHOF has served this community well as it has brought worldwide stars and nationwide attention to Muskogee, Oklahoma. Museums do not pay for themselves; other cities have sustained this same challenge OMHOF is now facing. Mr. Boydstun's research has found ways to achieve sustainable funding. First, tourism is the third largest income producer in Muskogee and OMHOF is not receiving their fair share of the funding. He feels OMHOF could be the number one (1) tourist attraction for the City of Muskogee as opposed to Honor Heights Parks. The parks are beautiful, but he feels people would be more drawn to the museum to listen to live music. Mr. Boydstun is asking to use the influence of the City of Muskogee Foundation Board to create sustainable funding for the OMHOF. At the year end of 2010, the City of Muskogee Foundation Board had approximately \$100,000,000.00 in total assets and by year end 2015, \$140,000,000.00. A great portion of the funds were spent on Parks and Recreation with very little being used towards the OMHOF. Mr. Boydstun thinks the parks are beautifully maintained and the Parks and Recreation department is doing a fantastic job, but would like to see more money spent on the museum. He feels the OMHOF will not die, however it may be reincarnated in another city and it desperately needs the support of the City of Muskogee.

CHAIRMAN JAMES GULLEY
PUBLIC WORKS COMMITTEE

pwmin
TT/aw

Public Works Committee

2.

Meeting Date: 02/05/2018

Initiator: Susan Ross, Office Adm 1

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and take action on the approval of Ordinance No. 4038-A rezoning the property located at 2312 Augusta Street, more particularly described in the ordinance, from "C-1" Local Commercial District to "R-1" Single-Family Residential, and if approved, authorize Staff to revise the Official Zoning Map of the City to reflect said change, or take other necessary action. (Gary D. Garvin)

LEGAL DESCRIPTION:

LOTS 20 THRU 26 IN BLOCK 12 IN CREAM RIDGE ADDITION TO THE CITY OF MUSKOGEE, LOCATED IN THE NORTHEAST QUARTER (NE1/4) OF SECTION 36, TOWNSHIP 15 NORTH, RANGE 18 EAST, MUSKOGEE COUNTY, STATE OF OKLAHOMA.

BACKGROUND:

The applicant, Leveta Goad, is requesting the property located at 2312 Augusta Street to be rezoned from "C-1" Local Commercial District to "R-1" Single-Family Residential District to allow the property to be developed residentially (single-family dwellings).

The Comprehensive Plan/Land Use Map, adopted by the City of Muskogee, indicates single-family residential within this area. Therefore, the request to rezone to "R-1" Single-Family complies with the Comprehensive Plan and Land Use Map.

Notices have been sent to the property owners within 300 foot radius, as required, and published in the paper twenty (20) days prior to the Public Hearing. A Public Hearing will be held on the following days:

February 5, 2018 at 9:00 a.m.: City of Muskogee Planning & Zoning Commission

February 5, 2018 at 5:30 p.m.: Public Works Committee

February 12, 2018 at 5:30 p.m. Muskogee City Council Meeting

RECOMMENDED STAFF ACTION:

Approve the Ordinance rezoning the property located at 2312 Augusta Street from "C-1" Local Commercial District to "R-1" Single-Family Residential, and authorize staff to revise the Official Zoning Map of the City to reflect said change.

Fiscal Impact

Attachments

4038-A 02-12-2018 ORD Cream Ridge Addition

Site Plan/Notice

ORDINANCE NO. 4038-A

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF MUSKOGEE AS PROVIDED BY CHAPTER 90, SECTION 01-03, OF THE MUSKOGEE CITY CODE, SEPTEMBER 2014, BY RE-ZONING LOTS 20 THRU 26 IN BLOCK 12 IN CREAM RIDGE ADDITION TO THE CITY OF MUSKOGEE, LOCATED IN THE NORTHEAST QUARTER (NE1/4) OF SECTION 36, TOWNSHIP 15 NORTH, RANGE 18 EAST, MUSKOGEE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE OFFICIAL PLAT THEREOF, MUSKOGEE COUNTY, OKLAHOMA, CONTAINING 22,750 SQUARE FEET, MORE OR LESS, AND PROVIDING FOR SEVERABILITY. (LEVETA GOAD, Applicant)

FROM “C-1” LOCAL COMMERCIAL DISTRICT

TO

“R-1” SINGLE- FAMILY RESIDENTIAL DISTRICT

WHEREAS, the City of Muskogee Planning and Zoning Commission, in a meeting held FEBRUARY 5, 2018, did recommend the approval of the rezoning of the property set out above in the title of the Ordinance, and did authorize the director of the Commission to advise the Council of the City of Muskogee of this recommendation,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA,

Section 1. THAT, the official zoning map of the City of Muskogee as provided by Chapter 90, Section 01-03, of the Muskogee City Code, September 2014, is hereby amended by changing the District Classification by rezoning; LOTS 20 THRU 26 IN BLOCK 12 IN CREAM RIDGE ADDITION TO THE CITY OF MUSKOGEE, LOCATED IN THE NORTHEAST QUARTER (NE1/4) OF SECTION 36, TOWNSHIP 15 NORTH, RANGE 18 EAST, MUSKOGEE COUNTY, STATE OF OKLAHOMA FROM “C-1” LOCAL COMMERCIAL DISTRICT TO “R-1” SINGLE-FAMILY RESIDENTIAL DISTRICT.

AND that this change be so ordered and declared by the City Council.

Section 2. THAT, the City Clerk is authorized and directed to show such change on the zoning map record.

Section 3: REPEALER. All other ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

Ordinance No. _____

Section 4: 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.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS 12TH DAY OF FEBRUARY, 2018.

JOHN R. COBURN, MAYOR

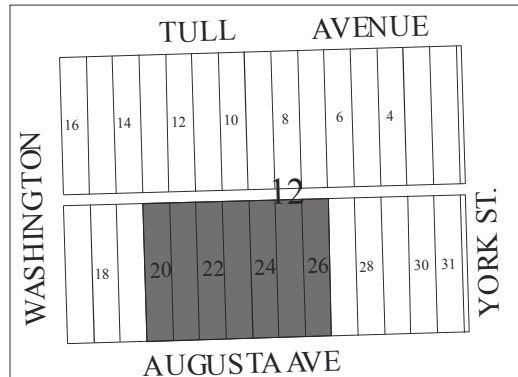
ATTEST:

TAMMY L. TRACY, CITY CLERK
(SEAL)

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

ROY D. TUCKER, CITY ATTORNEY

Public Hearing Notice



Proposal: To rezone property located at 2312 Augusta Street, from “C-1” Local Commercial District to “R-1” Single-Family Residential District. The property is more particularly described as:

Lots 20 thru 26 in Block 12 in Cream Ridge Addition to the City of Muskogee, located in the Northeast Quarter (NE1/4) of Section 36, Township 15 North, Range 18 East, according to the official plat thereof, Muskogee County, Oklahoma. Containing 22,750 square feet, more or less.

Applicant: Leveta Goad

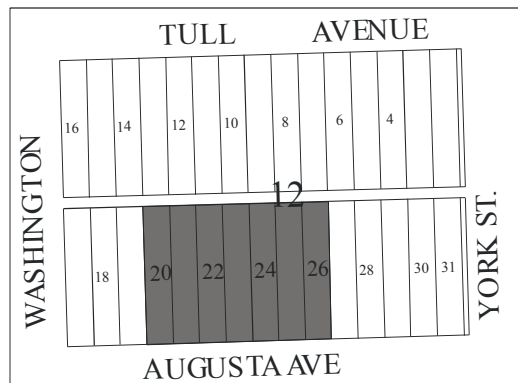
This notice is provided to property owners within 300 feet of the above site to inform them of the following public hearings regarding the above proposal:

February 5, 2018 at 9:00 a.m.: City of Muskogee Planning & Zoning Commission

February 5, 2018 at 5:30 p.m.: City of Muskogee Public Works Committee

February 12, 2018 at 5:30 p.m.: City Council

All of the public hearings will be held in the Council Chambers, 3rd Floor of the City Municipal Building, 3rd Street and Okmulgee, Muskogee, Oklahoma. The purpose of the public hearing is to discuss the above proposal. You are welcome to attend the meeting and express your opinion. If you have questions about the proposal, or need additional information prior to the public hearing, please contact the Planning Department at 918.684-6232.



(Leveta Goad, Applicant)

PUBLIC NOTICE

Notice is hereby given that on February 5, 2018, at 9:00 a.m., in the Council Chambers of the Municipal Building, Muskogee, Oklahoma, a public hearing will be conducted by the City of Muskogee Planning & Zoning Commission, on February 5, 2018, at 5:30 p.m., by the Public Works Committee, and on February 12, 2018, at 5:30 p.m., by the City Council to consider an application to rezone property located at 2312 Augusta Street, from “C-1” *Local Commercial* District to “R-1” Single-Family Residential District. The property is more particularly described as:

Lots 20 thru 26 in Block 12 in Cream Ridge Addition to the City of Muskogee, located in the Northeast Quarter (NE1/4) of Section 36, Township 15 North, Range 18 East, according to the official plat thereof, Muskogee County, Oklahoma. Containing 22,750 square feet, more or less.

And for taking any other actions as authorized by law, of which all interested persons will take notice.

Mark Luttrull, Chairman
City of Muskogee Planning & Zoning Commission

Meeting Date: 02/05/2018

Initiator: Susan Ross, Office Adm 1

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and take action on the approval of Ordinance No. 4039-A rezoning the property located on North Country Club Road, between Chandler Road and Gibson Street, more particularly described in the ordinance, from "A" Agriculture District to "C-1" Local Commercial District, and if approved, authorize Staff to revise the Official Zoning Map of the City to reflect said change, or take other necessary action. (Gary D. Garvin)

LEGAL DESCRIPTION:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 29; THENCE SOUTH 01°34'11" EAST A DISTANCE OF 1982.79 FEET TO THE SOUTHWEST CORNER OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 29; THENCE NORTH 88°38'16" EAST ALONG THE SOUTH LINE THEREOF A DISTANCE OF 305.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 88°38'16" EAST A DISTANCE OF 286.25 FEET; THENCE NORTH 01°34'11" WEST A DISTANCE OF 152.16 FEET; THENCE SOUTH 88°38'34" WEST A DISTANCE OF 286.25 FEET; THENCE SOUTH 01°34'11" EAST A DISTANCE OF 152.19 FEET TO THE POINT OF BEGINNING. CONTAINING 1.00 ACRES, MORE OR LESS.

BACKGROUND:

The applicants, David and Susan Vanderford, are requesting to rezone the property located on on North Country Club Road, between Chandler Road and Gibson Street, from "A" Agriculture District to "C-1" Local Commercial District to allow a banquet facility to be on the property.

The Comprehensive Plan/Land Use Map, adopted by the City of Muskogee, indicates Transitional Residential (transition between industrial/commercial and residential) within this area. Therefore, the request to rezone to "C-1" Local Commercial District complies with the Comprehensive Plan and Land Use Map.

Notices have been sent to the property owners within 300 foot radius, as required, and published in the paper twenty (20) days prior to the Public Hearing. A Public Hearing will be held on the following days:

February 5, 2018 at 9:00 a.m.: City of Muskogee Planning & Zoning Commission

February 5, 2018, 2017 at 5:30 p.m.: Public Works Committee

February 12, 2018 at 5:30 p.m. Muskogee City Council Meeting

RECOMMENDED STAFF ACTION:

Approve the Ordinance rezoning the property from "A" Agriculture to "C-1" Local Commercial, and authorize staff to revise the Official Zoning Map of the City to reflect said change.

Fiscal Impact

Attachments

4039-A 02-12-2018 ORD Vanderford
Site Plan/Notice

ORDINANCE NO. 4039-A

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF MUSKOGEE AS PROVIDED BY CHAPTER 90, SECTION 01-03, OF THE MUSKOGEE CITY CODE, SEPTEMBER 2014, BY RE-ZONING A TRACT OF LAND SITUATED IN THE NORTH HALF (N1/2) OF THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 29, TOWNSHIP 15 NORTH, RANGE 19 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 1.00 ACRES, MORE OR LESS, AND PROVIDING FOR SEVERABILITY.

MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: **COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 29; THENCE SOUTH 01°34'11" EAST A DISTANCE OF 1982.79 FEET TO THE SOUTHWEST CORNER OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 29; THENCE NORTH 88°38'16" EAST ALONG THE SOUTH LINE THEREOF A DISTANCE OF 305.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 88°38'16" EAST A DISTANCE OF 286.25 FEET; THENCE NORTH 01°34'11" WEST A DISTANCE OF 152.16 FEET; THENCE SOUTH 88°38'34" WEST A DISTANCE OF 286.25 FEET; THENCE SOUTH 01°34'11" EAST A DISTANCE OF 152.19 FEET TO THE POINT OF BEGINNING. CONTAINING 1.00 ACRES, MORE OR LESS.**

. (DAVID AND SUSAN VANDERFORD, APPLICANT)

FROM "A" AGRICULTURE DISTRICT

TO

"C-1" LOCAL COMMERCIAL DISTRICT

WHEREAS, the City of Muskogee Planning and Zoning Commission, in a meeting held FEBRUARY 5, 2018, did recommend the approval of the rezoning of the property set out above in the title of the Ordinance, and did authorize the director of the Commission to advise the Council of the City of Muskogee of this recommendation,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA,

Section 1. THAT, THE OFFICIAL ZONING MAP OF THE CITY OF MUSKOGEE AS PROVIDED BY CHAPTER 90, SECTION 01-03, OF THE MUSKOGEE CITY CODE, SEPTEMBER 2014, IS HEREBY AMENDED BY CHANGING THE DISTRICT CLASSIFICATION BY REZONING; A TRACT OF LAND SITUATED IN THE NORTH HALF (N1/2) OF THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 29, TOWNSHIP 15 NORTH, RANGE 19 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA, FROM "A" AGRICULTURE TO "C-1" LOCAL COMMERCIAL

Ordinance No. _____

AND that this change be so ordered and declared by the City Council.

Section 2. THAT, the City Clerk is authorized and directed to show such change on the zoning map record.

Section 3: REPEALER. All other ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

Section 4: 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.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS 12TH DAY OF FEBRUARY 2018.

JOHN R. COBURN, MAYOR

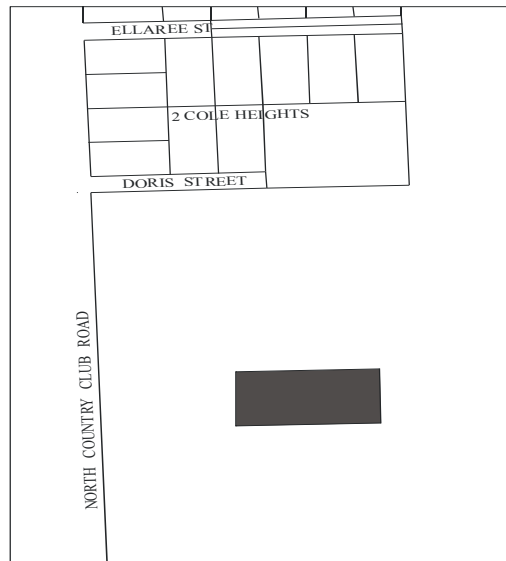
ATTEST:

TAMMY L. TRACY, CITY CLERK
(SEAL)

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

ROY D. TUCKER, CITY ATTORNEY

Public Hearing Notice



Proposal: To rezone a tract of land situated in the North Half (N1/2) of the Southwest Quarter (SW1/4) of the Northwest Quarter (NW1/4) of Section 29, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma, from “A” Agriculture to “C-1” Local Commercial.

The property is more particularly described by metes and bounds as follows: Commencing at the Northwest Corner of said Section 29; thence South 01°34'11” East a distance of 1982.79 feet to the Southwest Corner of the North Half of the Southwest Quarter of the Northwest Quarter of said Section 29; thence North 88°38'16” East along the South line thereof a distance of 305.00 feet to the Point of Beginning; thence continuing North 88°38'16” East a distance of 286.25 feet; thence North 01°34'11” West a distance of 152.16 feet; thence South 88°38'34” West a distance of 286.25 feet; thence South 01°34'11” East a distance of 152.19 feet to the Point of Beginning. Containing 1.00 acres, more or less.

Applicants: David and Susan Vanderford

This notice is provided to property owners within 300 feet of the above site to inform them of the following public hearings regarding the above proposal:

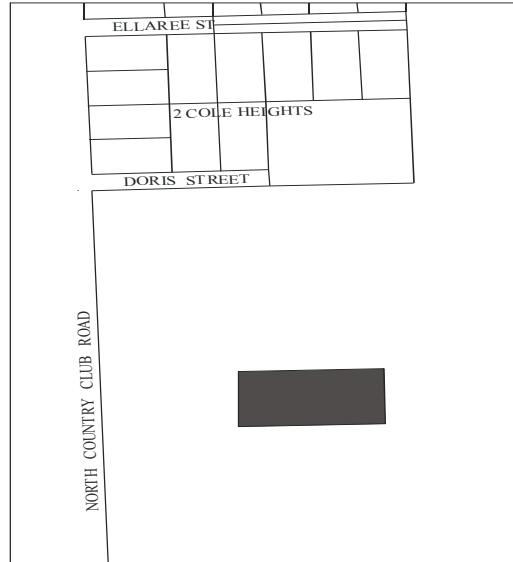
February 5, 2018 at 9:00 a.m.: City of Muskogee Planning & Zoning Commission

February 5, 2018 at 5:30 p.m.: City of Muskogee Public Works Committee

February 12, 2018 at 5:30 p.m.: City Council

All of the public hearings will be held in the Council Chambers, 3rd Floor of the City Municipal Building, 3rd Street and Okmulgee, Muskogee, Oklahoma. The purpose of the public hearing is to discuss the above proposal. You are welcome to attend the meeting and express your opinion. If you have questions about the proposal, or need additional information prior to the public

hearing, please contact the Planning Department at 918.684-6232.



(David and Susan Vanderford, Applicants)

PUBLIC NOTICE

Notice is hereby given that on February 5, 2018, at 9:00 a.m., in the Council Chambers of the Municipal Building, Muskogee, Oklahoma, a public hearing will be conducted by the City of Muskogee Planning & Zoning Commission, on February 5, 2018, at 5:30 p.m., by the Public Works Committee, and on February 12, 2018, at 5:30 p.m., by the City Council to consider an application To rezone a tract of land situated in the North Half (N1/2) of the Southwest Quarter (SW1/4) of the Northwest Quarter (NW1/4) of Section 29, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma, from “A” Agriculture to “C-1” Local Commercial.

The property is more particularly described by metes and bounds as follows:

The property is more particularly described by metes and bounds as follows: Commencing at the Northwest Corner of said Section 29; thence South 01°34'11” East a distance of 1982.79 feet to the Southwest Corner of the North Half of the Southwest Quarter of the Northwest Quarter of said Section 29; thence North 88°38'16” East along the South line thereof a distance of 305.00 feet to the Point of Beginning; thence continuing North 88°38'16” East a distance of 286.25 feet; thence North 01°34'11” West a distance of 152.16 feet; thence South 88°38'34” West a distance of 286.25 feet; thence South 01°34'11” East a distance of 152.19 feet to the Point of Beginning. Containing 1.00 acres, more or less.

And for taking any other actions as authorized by law, of which all interested persons will take notice.

Mark Luttrull, Chairman
City of Muskogee Planning & Zoning Commission

Public Works Committee

4.

Meeting Date: 02/05/2018

Initiator: Susan Ross, Office Adm 1

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and take action on the approval of Ordinance No. 4040-A rezoning the property located on North 54th Street, north of Shawnee Ave, more particularly described in the ordinance, from "R-1" Single-Family Residential to "R-A" Agriculture Residential, and if approved, authorize Staff to revise the Official Zoning Map of the City to reflect said change, or take other necessary action. (Gary D. Garvin)

LEGAL DESCRIPTION:

THE SOUTH HALF (S1/2) OF THE NORTH HALF (N1/2) OF THE SOUTHWEST QUARTER (SW1/4) SECTION 17, TOWNSHIP 15 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA.

BACKGROUND:

The applicants, Don and Casey David, are requesting to rezone the property located on North 54th Street, north of Shawnee Ave, from "R-1" Single-Family Residential to "R-A" Agriculture Residential to allow a large garden, horses and a barn on the property.

The Comprehensive Plan/Land Use Map, adopted by the City of Muskogee, indicates agricultural within this area. Therefore, the request to rezone to "R-A" Agriculture Residential complies with the Comprehensive Plan and Land Use Map.

Notices have been sent to the property owners within 300 foot radius, as required, and published in the paper twenty (20) days prior to the Public Hearing. A Public Hearing will be held on the following days:

February 5, 2018 at 9:00 a.m.: City of Muskogee Planning & Zoning Commission

February 5, 2018, 2017 at 5:30 p.m.: Public Works Committee

February 12, 2018 at 5:30 p.m. Muskogee City Council Meeting

RECOMMENDED STAFF ACTION:

Approve the Ordinance rezoning the property from "R-1" Single-Family Residential to "R-A" Agriculture Residential, and authorize staff to revise the Official Zoning Map of the City to reflect said change.

Fiscal Impact

Attachments

4040-A 02-12-2018 ORD Don & Casey David

Site Plan/Notice

ORDINANCE NO. 4040-A

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF MUSKOGEE AS PROVIDED BY CHAPTER 90, SECTION 01-03, OF THE MUSKOGEE CITY CODE, SEPTEMBER 2014, BY RE-ZONING THE SOUTH HALF (S1/2) OF THE NORTH HALF (N1/2) OF THE SOUTHWEST QUARTER (SW1/4) SECTION 17, TOWNSHIP 15 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE OFFICIAL PLAT THEROF, MUSKOGEE COUNTY, OKLAHOMA, CONTAINING 10.01 ACRES, MORE OR LESS, AND PROVIDING FOR SEVERABILITY. (DON R. AND CASEY L. DAVID, Applicant)

FROM “R-1” SINGLE-FAMILY RESIDENTIAL DISTRICT

TO

“R-A” AGRICULTURE RESIDENTIAL DISTRICT

WHEREAS, the City of Muskogee Planning and Zoning Commission, in a meeting held FEBRUARY 5, 2018, did recommend the approval of the rezoning of the property set out above in the title of the Ordinance, and did authorize the director of the Commission to advise the Council of the City of Muskogee of this recommendation,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA,

Section 1. THAT, the official zoning map of the City of Muskogee as provided by Chapter 90, Section 01-03, of the Muskogee City Code, September 2014, is hereby amended by changing the District Classification by rezoning: THE SOUTH HALF (S1/2) OF THE NORTH HALF (N1/2) OF THE SOUTHWEST QUARTER (SW1/4) SECTION 17, TOWNSHIP 15 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA FROM “R-1” SINGLE-FAMILY RESIDENTIAL DISTRICT TO “R-A” AGRICULTURE RESIDENTIAL DISTRICT.

AND that this change be so ordered and declared by the City Council.

Section 2. THAT, the City Clerk is authorized and directed to show such change on the zoning map record.

Section 3: REPEALER. All other ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

Ordinance No. _____

Section 4: 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.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS 12TH DAY OF FEBRUARY, 2018.

JOHN R. COBURN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK
(SEAL)

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

ROY D. TUCKER, CITY ATTORNEY

Public Hearing Notice



Proposal: To rezone property located at 2150 N. 54th St. W., Muskogee, Oklahoma, from “R-1” Single-Family Residential District to “R-A” Agriculture Residential District. The property is more particularly described as:

The South Half (S1/2) of the North Half (N1/2) of the Southwest Quarter (SW1/4) Section 17, Township 15 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma. Containing 10.01 acres, more or less.

Applicants: Don R. and Casey L. David

This notice is provided to property owners within 300 feet of the above site to inform them of the following public hearings regarding the above proposal:

February 5, 2018 at 9:00 a.m.: City of Muskogee Planning & Zoning Commission

February 5, 2018 at 5:30 p.m.: City of Muskogee Public Works Committee

February 12, 2018 at 5:30 p.m.: City Council

All of the public hearings will be held in the Council Chambers, 3rd Floor of the City Municipal Building, 3rd Street and Okmulgee, Muskogee, Oklahoma. The purpose of the public hearing is to discuss the above proposal. You are welcome to attend the meeting and express your opinion. If you have questions about the proposal, or need additional information prior to the public hearing, please contact the Planning Department at 918.684-6232.



(Don R. and Casey L. David, Applicants)

PUBLIC NOTICE

Notice is hereby given that on February 5, 2018, at 9:00 a.m., in the Council Chambers of the Municipal Building, Muskogee, Oklahoma, a public hearing will be conducted by the City of Muskogee Planning & Zoning Commission, on February 5, 2018, at 5:30 p.m., by the Public Works Committee, and on February 12, 2018, at 5:30 p.m., by the City Council to consider an application to rezone property located at 2150 N 54th St. W., from “*R-1*” *Single-Family Residential* District to “*R-A*” *Agriculture Residential* District. The property is more particularly described as:

The South Half (S1/2) of the North Half (N1/2) of the Southwest Quarter (SW1/4) Section 17, Township 15 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma. Containing 10.01 acres, more or less

And for taking any other actions as authorized by law, of which all interested persons will take notice.

Mark Luttrull, Chairman
City of Muskogee Planning & Zoning Commission

Meeting Date: 02/05/2018

Initiator: Susan Ross, Office Adm 1

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and take action on the approval of Ordinance No. 4041-A rezoning the property located on South Cherokee Street, south of Cherokee Drive, more particularly described in the ordinance, from "C-1" Local Commercial District to "I-1" Light Industrial District, and if approved, authorize Staff to revise the Official Zoning Map of the City to reflect said change, or take other necessary action. (Gary D. Garvin)

LEGAL DESCRIPTION:

COMMENCING AT THE NORTHEAST CORNER OF THE SE1/4 OF SECTION 3; THENCE S1°23'05"E A DISTANCE OF 142.85 FEET TO THE POINT OF BEGINNING; THENCE S89°08'48"W A DISTANCE OF 238 FEET; THENCE S1°22'53"E A DISTANCE OF 188.45 FEET; THENCE N88°37'07"E A DISTANCE OF 38.00 FEET; THENCE N1°22'53"W A DISTANCE OF 125.00 FEET; THENCE N88°37'07"E A DISTANCE OF 200.00 FEET; THENCE N1°23'05"W A DISTANCE OF 61.26 FEET TO THE POINT OF BEGINNING. CONTAINING 0.45 ACRES, MORE OR LESS.

BACKGROUND:

The applicants, Phillip and Penny Coppin, are requesting to rezone the property located on South Cherokee Street, south of Cherokee Drive, from "C-1" Local Commercial District to "I-1" Light Industrial District to allow a rental business to be located on the property. Existing storage buildings are located on the property, however due to the discontinued use of the storage structures (beyond 90 days) the applicants lost the existing non-conforming use. Therefore, the property is required to be rezoned to allow the rental business.

The Comprehensive Plan/Land Use Map, adopted by the City of Muskogee, indicates industrial within this area. Therefore, the request to rezone to "I-1" Light Industrial complies with the Comprehensive Plan and Land Use Map.

Notices have been sent to the property owners within 300 foot radius, as required, and published in the paper twenty (20) days prior to the Public Hearing. A Public Hearing will be held on the following days:

February 5, 2018 at 9:00 a.m.: City of Muskogee Planning & Zoning Commission

February 5, 2018, 2017 at 5:30 p.m.: Public Works Committee

February 12, 2018 at 5:30 p.m. Muskogee City Council Meeting

RECOMMENDED STAFF ACTION:

Approve the Ordinance rezoning the property from from "C-1" Local Commercial District to "I-1" Light Industrial District, and authorize staff to revise the Official Zoning Map of the City to reflect said change.

Fiscal Impact

Attachments

4041-A 02-12-2018 ORD Coppin
Site Plan/Notice

ORDINANCE NO. 4041-A

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF MUSKOGEE AS PROVIDED BY CHAPTER 90, SECTION 01-03, OF THE MUSKOGEE CITY CODE, SEPTEMBER 2014, BY RE-ZONING A TRACT OF LAND SITUATED IN THE SE/4 OF SECTION 3, TOWNSHIP 14 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 0.45 ACRES, MORE OR LESS, AND PROVIDING FOR SEVERABILITY.

MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF THE SE1/4 OF SECTION 3; THENCE S1°23'05"E A DISTANCE OF 142.85 FEET TO THE POINT OF BEGINNING; THENCE S89°08'48"W A DISTANCE OF 238 FEET; THENCE S1°22'53"E A DISTANCE OF 188.45 FEET; THENCE N88°37'07"E A DISTANCE OF 38.00 FEET; THENCE N1°22'53"W A DISTANCE OF 125.00 FEET; THENCE N88°37'07"E A DISTANCE OF 200.00 FEET; THENCE N1°23'05"W A DISTANCE OF 61.26 FEET TO THE POINT OF BEGINNING. CONTAINING 0.45 ACRES, MORE OR LESS.

(PHILLIP AND PENNY COPPIN, APPLICANT)

FROM "C-1" LOCAL COMMERCIAL DISTRICT

TO

"I-1" LIGHT INDUSTRIAL DISTRICT

WHEREAS, the City of Muskogee Planning and Zoning Commission, in a meeting held FEBRUARY 5, 2018, did recommend the approval of the rezoning of the property set out above in the title of the Ordinance, and did authorize the director of the Commission to advise the Council of the City of Muskogee of this recommendation,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA,

Section 1. THAT, the official zoning map of the City of Muskogee as provided by Chapter 90, Section 01-03, of the Muskogee City Code, September 2014, is hereby amended by changing the District Classification by rezoning: A TRACT OF LAND SITUATED IN THE SE/4 OF SECTION 3, TOWNSHIP 14 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA. FROM "C-1" LOCAL COMMERCIAL DISTRICT TO "I-1" LIGHT INDUSTRIAL DISTRICT.

AND that this change be so ordered and declared by the City Council.

Section 2. THAT, the City Clerk is authorized and directed to show such change on the zoning map record.

Section 3: REPEALER. All other ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

Ordinance No. _____

Section 4: 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.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS 12TH DAY OF FEBRUARY 2018.

JOHN R. COBURN, MAYOR

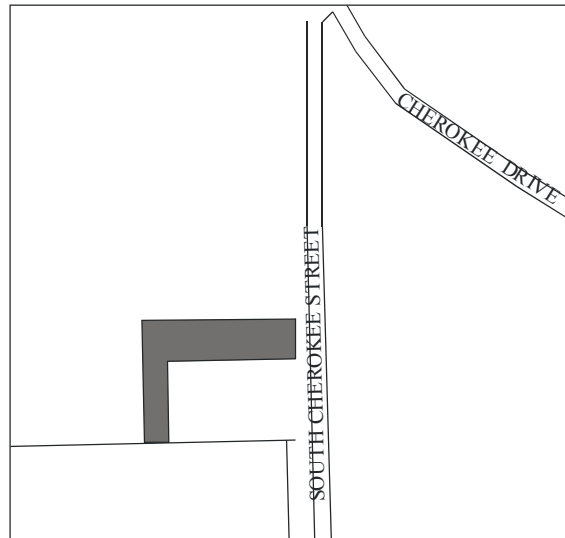
ATTEST:

TAMMY L. TRACY, CITY CLERK
(SEAL)

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

ROY D. TUCKER, CITY ATTORNEY

Public Hearing Notice



Proposal: To rezone a tract of land situated in the SE/4 of Section 3, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma, from “C-1” Local Commercial to “I-1” Light Industrial,

The property is more particularly described by metes and bounds as follows: Commencing at the Northeast corner of the SE1/4 of Section 3; thence S1°23'05"E a distance of 142.85 feet to the Point of Beginning; thence S89°08'48"W a distance of 238 feet; thence S1°22'53"E a distance of 188.45 feet; thence N88°37'07"E a distance of 38.00 feet; thence N1°22'53"W a distance of 125.00 feet; thence N88°37'07"E a distance of 200.00 feet; thence N1°23'05"W a distance of 61.26 feet to the Point of Beginning. Containing 0.45 acres, more or less.

Applicants: Phillip and Penny Coppin

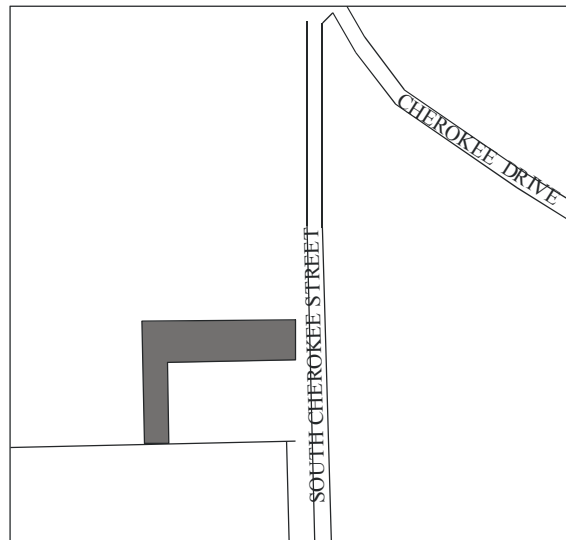
This notice is provided to property owners within 300 feet of the above site to inform them of the following public hearings regarding the above proposal:

February 5, 2018 at 9:00 a.m.: City of Muskogee Planning & Zoning Commission

February 5, 2018 at 5:30 p.m.: City of Muskogee Public Works Committee

February 12, 2018 at 5:30 p.m.: City Council

All of the public hearings will be held in the Council Chambers, 3rd Floor of the City Municipal Building, 3rd Street and Okmulgee, Muskogee, Oklahoma. The purpose of the public hearing is to discuss the above proposal. You are welcome to attend the meeting and express your opinion. If you have questions about the proposal, or need additional information prior to the public hearing, please contact the Planning Department at 918.684-6232.



(Phillip and Penny Coppin, Applicants)

PUBLIC NOTICE

Notice is hereby given that on February 5, 2018, at 9:00 a.m., in the Council Chambers of the Municipal Building, Muskogee, Oklahoma, a public hearing will be conducted by the City of Muskogee Planning & Zoning Commission, on February 5, 2018, at 5:30 p.m., by the Public Works Committee, and on February 12, 2018, at 5:30 p.m., by the City Council to consider an application to rezone property situated at the SE/4 of Section 3, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma, from “C-1” Local Commercial to “I-1” Light Industrial,

The property is more particularly described by metes and bounds as follows:

Commencing at the Northeast corner of the SE1/4 of Section 3; thence S1°23'05"E a distance of 142.85 feet to the Point of Beginning; thence S89°08'48"W a distance of 238 feet; thence S1°22'53"E a distance of 188.45 feet; thence N88°37'07"E a distance of 38.00 feet; thence N1°22'53"W a distance of 125.00 feet; thence N88°37'07"E a distance of 200.00 feet; thence N1°23'05"W a distance of 61.26 feet to the Point of Beginning. Containing 0.45 acres, more or less.

And for taking any other actions as authorized by law, of which all interested persons will take notice.

Mark Luttrull, Chairman
City of Muskogee Planning & Zoning Commission

Public Works Committee

6.

Meeting Date: 02/05/2018
Submitted For: Kelly Plunkett, Personnel
Initiator: Kelly Plunkett, Director of Human Resources
Department: Personnel
Staff Information Source: Kelly Plunkett

Information

AGENDA ITEM TITLE:

Consider approval of amended City Council Policy 3-2-2, Pay Administration, or take other necessary action. (Kelly Plunkett)

BACKGROUND:

The Pay Administration policy was implemented in May of 2017 which included specific information for pay administration, paychecks, interim checks, pay periods, workweeks, rates of pay, pay changes, payment for overtime and compensatory time, longevity pay, out of classification pay, callback pay and stand-by pay. The 2017/2018 AFSCME contract allows for 160 hours of compensatory time to be accrued; whereas City Council Policy 3-2-2 for General employees allows for 140 hours maximum compensatory time. This policy amends the compensatory time accruals to match AFSCME new maximum accrual rate of 160 hours.

RECOMMENDED ACTION:

Recommend approval of amended City Council Policy 3-2-2, Pay Administration.

Fiscal Impact

Attachments

Draft Strike Version
3-2-2 Amended Council Policy

CITY COUNCIL POLICY 3-2-2

DISTRIBUTION: City Manager, All Departments

SUBJECT: Pay Administration Policy

APPLICATION: Applies to All Employees (except as may be provided differently under the terms of a collective bargaining agreement (cba) and/or associated cba prevailing practices).

PURPOSE: To govern the provisions of pay and pay administration for City employees.

A. General Pay Administration

1. It is the policy and goal of the City of Muskogee to compensate employees in a manner that will attract, retain and create internal equity as regards salary rates. Any changes to rates of pay that are established are approved by the City Manager and are normally determined through resources including salary survey reviews and market hiring practice determinations. Efficiency and effectiveness in government along with City budgetary resources shall also be considered in determination of any wage structures and adjustments.
2. Unless specific pay exceptions have been authorized by Human Resources Policies, Collective Bargaining Agreements or approved by the City Council, City Manager or the Human Resources Director as the City Manager's designee, every employee shall be paid within a pay range established for the classification and grade level to which his/her position is assigned. These classifications and pay grade assignments for positions shall only be changed based on appropriate job evaluation processes, operational and/or market determinations supportive of the change and based on written approval by the City Council or City Manager as the Council's designee.

B. Pay Checks, Interim Checks, Pay Periods and Work Week

1. The City of Muskogee normally pays employees on an every other Friday (normally twenty six (26) pay check per year) basis. Payroll periods are established through the Payroll Section in Human Resources and provided to department payroll clerks for timely submission of payroll for each two week pay period. If a payday falls on a holiday or a weekend, employees shall receive their paychecks on the previous City Hall business day.
2. The issuance of manual payroll checks will occur only for the following reasons: 1) a clerical processing or other payroll submission error has occurred where a paycheck was significantly affected by the error and upon approval of the Human Resources Director given the facts of the error(s) and the monies involved where the compensation owed to the employee involves a minimum of eight (8) regular straight-time hours or equivalent overtime hours; 2) in order to meet any legal

requirements. Manual payroll check requests shall require approval of the Human Resources Director, or designee. Receipt of early paychecks is not permissible unless otherwise stated herein.

3. The City utilizes a pay period for all employees (other than 24 hour shift employees) that begins on Sunday at 12:00 a.m. and ends at 11:59 p.m. on the following Saturday night.
4. Hourly wage amounts are based on a forty (40) hour workweek (other than 24 hour shift fire employees and 12 hour shift police employees). Time and one-half shall be paid for hours worked in excess of forty (40) hours during the seven (7) day workweek for non-exempt employees, in accordance with Section E below. Please refer to applicable leave policies or union contracts to govern overtime provisions for holiday pay, sick leave pay, and vacation leave pay.
5. Employees who leave the City for any reason will be paid all wages and severance pay (if applicable) on the next normally scheduled payroll, or as required under employment contract.
6. Direct deposit is required for all employees hired after the effective date of this policy, unless payment is being made for supplemental checks.

C. Initial Rate of Pay, Base Rates of Pay and Pay Changes

1. Normally, an employee's initial rate of pay shall be at the probationary rate of the appropriate grade level. A higher rate of pay may be requested to the City Manager where recruitment and/or qualification considerations may justify the higher pay rate. Base pay, for purposes of City salary administration, is the assigned rate of pay within a particular pay range. After the effective date of this policy, no employee's base pay shall be increased to exceed the top of a particular pay range or grade level, unless specifically covered by the terms of a collective bargaining agreement.
2. An employee shall be eligible for a pay increase to the minimum pay (or Step A as applicable) of the grade pay range upon completion of the initial, one year probationary period. If a probationary employee falls within their current pay range, excluding probationary rate, the employee will not receive an increase after completion of their probationary period unless an exception is provided by the City Manager, or their initial offer letter states otherwise.
3. An employee who receives a promotion during the initial one year probationary period shall be placed at the same step as they previously held in the old grade (including probationary). Upon completion of one year of employment (upon initial date of hire), the employee will be increased to the minimum pay of the

new grade pay range (Step A), only when an employee is placed at the probationary step in the new grade upon promotion.

4. Except as provided in Section G, out of class assignments, changes in an employee's rate of pay, including promotional movements, shall be made effective only at the beginning of a pay period. If the effective date is in the first half of a pay period, the increase will become effective at the beginning of that pay period. If the effective date is in the last half of a pay period, the increase shall be effective at the beginning of the following pay period.

D. Pay Rate in Promotion, Demotion or Lateral Transfer

1. A promotion is constituted by movement from one pay grade to another higher pay grade through the promotional application process. A promoted employee, who is not considered to be probationary, shall receive wage placement with a new grade and within the respective pay range that provides at least a 10% increase in pay or the minimum pay of the range (excluding probationary) in the higher grade, whichever is greater.
2. A lateral transfer consists of movement to a new position involving a different classification within the same pay grade and/or movement to a different department within the same classification and/or pay grade. Such a lateral transfer will require the same application process that would occur for promotion of an advertised vacancy, except as requested or required by the City Manager.
3. When an employee laterally transfers, the rate of pay of the employee shall remain unchanged.
4. A demotion consists of movement from one pay grade to a lower pay grade. Movements to a lower pay grade, at the request of an employee, shall normally go through the same process as any promotional advertisement process. Pay rate in demotion shall involve an employee being placed the same pay position (or step) in the new grade. The same pay upon demotion placement would apply if an employee is demoted due to disciplinary action or due to layoff.
5. When an employee is demoted to his/her former classification and grade level during the probationary period following a promotional process, the employee's pay shall be restored to the rate in effect prior to the promotional change, as if the original promotional movement had not been granted.

E. Payment for Overtime and Compensatory Time

1. Overtime shall be paid in cash or compensatory time off. Compensatory time, if offered by the supervisor and elected by the employee, shall be earned at a time and one-half rate. Department heads or their designee, may allow the employee to choose either cash payment or compensatory time off accruals; however, if no

such election is allowed, payment shall be made in cash. If compensatory time has been accrued, the employee may request compensatory time off in the same manner as a vacation request and time off will be granted by mutual agreement.

2. Paid compensatory time shall not count towards hours worked for overtime purposes.
3. Compensatory time may be accrued to a maximum of ~~one hundred forty (140)~~ one hundred sixty (160) hours, if such accrual is approved by the department head or designee. The employer may request an employee with accrued compensatory time to use the accrued compensatory time by taking time off at a specific future date by mutual agreement.

F. Longevity Pay

1. Employees shall receive longevity pay in the amount of thirteen dollars and sixty six cents (\$13.66) per month for each year of continuous, completed service with the City. Longevity pay shall commence upon the employee's second anniversary date of continuous service but shall be calculated from the original employment date as a full time employee.
2. Employees hired after July 1, 2009 shall receive a maximum monthly longevity pay rate that is based on a maximum of twenty-five years of service. There shall be no maximum years of service for employees hired prior to July 1, 2009.

G. Out of Class Assignments

1. If an employee is directed by their supervisor to perform the duties of an absent employee in a higher classification on a temporary basis, the employee's pay shall be increased to the higher wage rate that is based on either:
 - a) the minimum pay step of that higher classification (including probationary pay steps) or
 - b) at least 10% above his/her present base wage rate but not to exceed the top pay rate of the employee's new pay grade as applicable.
2. If an employee is to be paid for an out-of-classification assignment, he/she will receive the higher rate of pay for the entire time filling the vacancy, provided the Employee spends at least four (4) hours or more in one day performing the duties of the higher, non-exempt classification of the absent employee. If the employee works in the higher classification for less than four (4) hours, out of classification pay shall not apply; however, an employee shall not be removed from such out-of-classification assignment by supervisors only for the purpose of avoiding eligibility to provide such pay. Out of classification pay shall be based on the employee performing at least seventy five percent (75%) of the duties of a higher rated position, as determined by the department head or designee.

3. If an employee is filling an exempt position, out of class pay shall not apply unless the assignment continues for at least sixteen (16) work hours, and then pay shall be retroactive to include the first day forward. If a non-exempt employee is working in an out of class assignment for an exempt employee, that non-exempt employee shall not receive overtime compensation for hours worked in the exempt position.
4. An employee may be eligible for out of class pay without a vacancy actually existing if the assignment and pay is approved in advance by the HR Director and/or City Manager. After thirty (30) days within any one calendar year, approval of the City Manager is required and such an out of classification assignment shall not exceed ninety (90) days within any one year without written approval of the City Manager in consultation with the HR Director. Consultation shall mean discussion and shall not bind the decision of the City Manager.

H. Call Back Pay

1. Any non-exempt employee called back to work outside of his/her regularly scheduled shift shall be paid for a minimum of two (2) hours premium pay, at the rate of time and one-half of their regular rate of pay. If the callback is within two (2) hours of the regular starting schedule, then the premium pay will be in effect only for the time worked prior to the start of the regular schedule.
2. Any non-exempt employee who receives a call within their normal scheduled work day and is required to work after the end of their normal shift, premium pay will prevail only if the employee has reach regular overtime provisions within the scheduled workweek.
3. A non-exempt employee who receives and answers a phone call outside of normal working hours or when they are on leave, and does not get "called back" to work but answers a question regarding their job, shall be compensated for that phone call for not less than fifteen minutes and will be compensated by rounding time to the nearest quarter hour. It should be understood that non-exempt employees should not be taking phone calls when they are outside of their normal working hours or on leave; however, it is also understood that extenuating circumstances may occur and employees will be compensated appropriately.

I. Stand-by Pay

1. An employee assigned and compensated to remain on "Stand-by" shall be available immediately by telephone or radio to begin work within a reasonable response timeframe set by the department head and approved by the City Manager or designee. Normally such timeframe shall not be less than thirty (30) minutes, but may be longer depending on response issue and/or if approved.

2. Stand-by shall be assigned for a calendar week (seven day rotation) at a time when or where it is determined there is a constant need for Stand-by. This provision shall not preclude management from assigning a short duration Stand-by related assignment(s) when determined necessary. If an employee assigned Stand-by determines they cannot complete the full week, the employee is responsible for obtaining an appropriate replacement employee for the Stand-by who is within the proper work unit and classification, and is responsible for gaining approval from his/her supervisor for both the substitution and the replacement employee in advance.
3. Exceptions to this responsibility to find a replacement employee must be approved by the exempt supervisor based on very unusual circumstances, i.e., (hospital issues, family death, etc). Any such replacement employee shall receive the Stand-by pay for that particular day(s) in lieu of the Employee normally assigned the duty, who will have his/her Stand-by reduced by the day rate for any day(s) the assignment is missed. It is not the intent of this provision for supervisors to allow or employees to request to constantly or unreasonably substitute with replacement employees as regards their normal Stand-by obligations.
4. Stand-by will be considered mandatory for non-exempt personnel determined qualified and necessary for a specific Stand-by assignment by the department head. Stand-by will first be assigned to employees by the supervisor based on seniority, classification, qualifications and willingness to accept such assignments voluntarily. However, if there are not a reasonable number of employees willing to voluntarily accept the Stand-by assignments within a department or work unit, Stand-by assignments shall be assigned to the least senior (qualified) employee(s) and thereafter rotated among all the other qualified, work unit employees, again based on lesser seniority employees getting the first assignment(s). Work unit supervisors that have employees continually on Stand-by and/or other reasonable concerns about some individuals working too much Stand-by may require Stand-by rotation rather than relying on a very few (or one) volunteer to constantly cover all Stand-by, especially if multiple employees have the required knowledge, skills and/or classification.
5. Stand-by compensation shall be \$100 (one hundred dollars) per (seven day) week, in addition to the regular hours and/or overtime hours (if any) that an employee is called back to work. While on Stand-by, the employee will also be eligible for premium pay when called back to work under Section I of this policy. If an Employee must be scheduled on a daily basis for Stand-by, a \$15.00 (fifteen dollars) per calendar day rate shall apply.
6. It is understood that an employee on Stand-by must remain within a reasonable distance from the workplace to comply with time requirements for response, as well as not consume alcohol or in any manner place themselves into a condition that would not allow them to comply properly and safely with Stand-by work

response requirements and criteria. It is also understood that some employees will be assigned take home City vehicles associated with certain Stand-by requirements to respond directly to a work site/emergency situation for the duration of their Stand-by assignment. Determination of any City vehicles being so assigned will be the responsibility of Department Heads with approval from the City Manager or designee.

7. Call out situations ("Call Back") used for emergency or non-emergency call-outs shall not be considered Stand-by as long as the Employee is not required (and assigned) to be available immediately by telephone or radio or required to stay in a ready status to respond as a condition of employment/working duty accountability.

J. Payments due to Administrative Error

1. If an employee has been overpaid or has received leave accruals in excess of normal amounts, employees will not be required to pay those monies back to the City.
2. If an employee has been underpaid or has not received normal leave accrual amounts, employees shall receive back pay or accrual adjustments for no more than two years, not to exceed underpayment. If the underpayment is a contractual issue, payment will be made up to five years.
3. If an employee, at no fault of the City, has not paid insurance premiums (including all supplemental products), the employee will be required to pay back those premiums for the current plan year, not to exceed the unpaid amount.

K. Administrative Exceptions

Any administrative exceptions to this policy require advance approval of the City Manager or Human Resources Director as his/her designee and shall be documented in writing.

REFERENCES: N/A

EFFECTIVE DATE: _____, 2017

RESCISSION: This policy rescinds and supersedes any prior policy in conflict herewith

RESPONSIBILITY DEPARTMENT: Human Resources

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE,
OKLAHOMA, THIS ____ DAY OF _____, 2017.

John R. Coburn, Mayor

ATTEST:

Tammy Tracy, City Clerk
(SEAL)

APPROVED as to form and legality this _____ day of _____, 2017.

Roy D. Tucker
City Attorney

CITY COUNCIL POLICY 3-2-2

DISTRIBUTION: City Manager, All Departments

SUBJECT: Pay Administration Policy

APPLICATION: Applies to All Employees (except as may be provided differently under the terms of a collective bargaining agreement (cba) and/or associated cba prevailing practices).

PURPOSE: To govern the provisions of pay and pay administration for City employees.

A. General Pay Administration

1. It is the policy and goal of the City of Muskogee to compensate employees in a manner that will attract, retain and create internal equity as regards salary rates. Any changes to rates of pay that are established are approved by the City Manager and are normally determined through resources including salary survey reviews and market hiring practice determinations. Efficiency and effectiveness in government along with City budgetary resources shall also be considered in determination of any wage structures and adjustments.
2. Unless specific pay exceptions have been authorized by Human Resources Policies, Collective Bargaining Agreements or approved by the City Council, City Manager or the Human Resources Director as the City Manager's designee, every employee shall be paid within a pay range established for the classification and grade level to which his/her position is assigned. These classifications and pay grade assignments for positions shall only be changed based on appropriate job evaluation processes, operational and/or market determinations supportive of the change and based on written approval by the City Council or City Manager as the Council's designee.

B. Pay Checks, Interim Checks, Pay Periods and Work Week

1. The City of Muskogee normally pays employees on an every other Friday (normally twenty six (26) pay check per year) basis. Payroll periods are established through the Payroll Section in Human Resources and provided to department payroll clerks for timely submission of payroll for each two week pay period. If a payday falls on a holiday or a weekend, employees shall receive their paychecks on the previous City Hall business day.
2. The issuance of manual payroll checks will occur only for the following reasons: 1) a clerical processing or other payroll submission error has occurred where a paycheck was significantly affected by the error and upon approval of the Human Resources Director given the facts of the error(s) and the monies involved where the compensation owed to the employee involves a minimum of eight (8) regular straight-time hours or equivalent overtime hours; 2) in order to meet any legal

requirements. Manual payroll check requests shall require approval of the Human Resources Director, or designee. Receipt of early paychecks is not permissible unless otherwise stated herein.

3. The City utilizes a pay period for all employees (other than 24 hour shift employees) that begins on Sunday at 12:00 a.m. and ends at 11:59 p.m. on the following Saturday night.
4. Hourly wage amounts are based on a forty (40) hour workweek (other than 24 hour shift fire employees and 12 hour shift police employees). Time and one-half shall be paid for hours worked in excess of forty (40) hours during the seven (7) day workweek for non-exempt employees, in accordance with Section E below. Please refer to applicable leave policies or union contracts to govern overtime provisions for holiday pay, sick leave pay, and vacation leave pay.
5. Employees who leave the City for any reason will be paid all wages and severance pay (if applicable) on the next normally scheduled payroll, or as required under employment contract.
6. Direct deposit is required for all employees hired after the effective date of this policy, unless payment is being made for supplemental checks.

C. Initial Rate of Pay, Base Rates of Pay and Pay Changes

1. Normally, an employee's initial rate of pay shall be at the probationary rate of the appropriate grade level. A higher rate of pay may be requested to the City Manager where recruitment and/or qualification considerations may justify the higher pay rate. Base pay, for purposes of City salary administration, is the assigned rate of pay within a particular pay range. After the effective date of this policy, no employee's base pay shall be increased to exceed the top of a particular pay range or grade level, unless specifically covered by the terms of a collective bargaining agreement.
2. An employee shall be eligible for a pay increase to the minimum pay (or Step A as applicable) of the grade pay range upon completion of the initial, one year probationary period. If a probationary employee falls within their current pay range, excluding probationary rate, the employee will not receive an increase after completion of their probationary period unless an exception is provided by the City Manager, or their initial offer letter states otherwise.
3. An employee who receives a promotion during the initial one year probationary period shall be placed at the same step as they previously held in the old grade (including probationary). Upon completion of one year of employment (upon initial date of hire), the employee will be increased to the minimum pay of the

new grade pay range (Step A), only when an employee is placed at the probationary step in the new grade upon promotion.

4. Except as provided in Section G, out of class assignments, changes in an employee's rate of pay, including promotional movements, shall be made effective only at the beginning of a pay period. If the effective date is in the first half of a pay period, the increase will become effective at the beginning of that pay period. If the effective date is in the last half of a pay period, the increase shall be effective at the beginning of the following pay period.

D. Pay Rate in Promotion, Demotion or Lateral Transfer

1. A promotion is constituted by movement from one pay grade to another higher pay grade through the promotional application process. A promoted employee, who is not considered to be probationary, shall receive wage placement with a new grade and within the respective pay range that provides at least a 10% increase in pay or the minimum pay of the range (excluding probationary) in the higher grade, whichever is greater.
2. A lateral transfer consists of movement to a new position involving a different classification within the same pay grade and/or movement to a different department within the same classification and/or pay grade. Such a lateral transfer will require the same application process that would occur for promotion of an advertised vacancy, except as requested or required by the City Manager.
3. When an employee laterally transfers, the rate of pay of the employee shall remain unchanged.
4. A demotion consists of movement from one pay grade to a lower pay grade. Movements to a lower pay grade, at the request of an employee, shall normally go through the same process as any promotional advertisement process. Pay rate in demotion shall involve an employee being placed the same pay position (or step) in the new grade. The same pay upon demotion placement would apply if an employee is demoted due to disciplinary action or due to layoff.
5. When an employee is demoted to his/her former classification and grade level during the probationary period following a promotional process, the employee's pay shall be restored to the rate in effect prior to the promotional change, as if the original promotional movement had not been granted.

E. Payment for Overtime and Compensatory Time

1. Overtime shall be paid in cash or compensatory time off. Compensatory time, if offered by the supervisor and elected by the employee, shall be earned at a time and one-half rate. Department heads or their designee, may allow the employee to choose either cash payment or compensatory time off accruals; however, if no

such election is allowed, payment shall be made in cash. If compensatory time has been accrued, the employee may request compensatory time off in the same manner as a vacation request and time off will be granted by mutual agreement.

2. Paid compensatory time shall not count towards hours worked for overtime purposes.
3. Compensatory time may be accrued to a maximum of one hundred sixty (160) hours, if such accrual is approved by the department head or designee. The employer may request an employee with accrued compensatory time to use the accrued compensatory time by taking time off at a specific future date by mutual agreement.

F. Longevity Pay

1. Employees shall receive longevity pay in the amount of thirteen dollars and sixty six cents (\$13.66) per month for each year of continuous, completed service with the City. Longevity pay shall commence upon the employee's second anniversary date of continuous service but shall be calculated from the original employment date as a full time employee.
2. Employees hired after July 1, 2009 shall receive a maximum monthly longevity pay rate that is based on a maximum of twenty-five years of service. There shall be no maximum years of service for employees hired prior to July 1, 2009.

G. Out of Class Assignments

1. If an employee is directed by their supervisor to perform the duties of an absent employee in a higher classification on a temporary basis, the employee's pay shall be increased to the higher wage rate that is based on either:
 - a) the minimum pay step of that higher classification (including probationary pay steps) or
 - b) at least 10% above his/her present base wage rate but not to exceed the top pay rate of the employee's new pay grade as applicable.
2. If an employee is to be paid for an out-of-classification assignment, he/she will receive the higher rate of pay for the entire time filling the vacancy, provided the Employee spends at least four (4) hours or more in one day performing the duties of the higher, non-exempt classification of the absent employee. If the employee works in the higher classification for less than four (4) hours, out of classification pay shall not apply; however, an employee shall not be removed from such out-of-classification assignment by supervisors only for the purpose of avoiding eligibility to provide such pay. Out of classification pay shall be based on the employee performing at least seventy five percent (75%) of the duties of a higher rated position, as determined by the department head or designee.

3. If an employee is filling an exempt position, out of class pay shall not apply unless the assignment continues for at least sixteen (16) work hours, and then pay shall be retroactive to include the first day forward. If a non-exempt employee is working in an out of class assignment for an exempt employee, that non-exempt employee shall not receive overtime compensation for hours worked in the exempt position.
4. An employee may be eligible for out of class pay without a vacancy actually existing if the assignment and pay is approved in advance by the HR Director and/or City Manager. After thirty (30) days within any one calendar year, approval of the City Manager is required and such an out of classification assignment shall not exceed ninety (90) days within any one year without written approval of the City Manager in consultation with the HR Director. Consultation shall mean discussion and shall not bind the decision of the City Manager.

H. Call Back Pay

1. Any non-exempt employee called back to work outside of his/her regularly scheduled shift shall be paid for a minimum of two (2) hours premium pay, at the rate of time and one-half of their regular rate of pay. If the callback is within two (2) hours of the regular starting schedule, then the premium pay will be in effect only for the time worked prior to the start of the regular schedule.
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K. Administrative Exceptions

Any administrative exceptions to this policy require advance approval of the City Manager or Human Resources Director as his/her designee and shall be documented in writing.

REFERENCES: N/A

EFFECTIVE DATE: _____, 2017

RESCISSION: This policy rescinds and supersedes any prior policy in conflict herewith

RESPONSIBILITY DEPARTMENT: Human Resources

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS ____ DAY OF _____, 2017.

John R. Coburn, Mayor

ATTEST:

Tammy L. Tracy, City Clerk
(SEAL)

APPROVED as to form and legality this _____ day of _____, 2017.

Roy D. Tucker
City Attorney

Public Works Committee

7.

Meeting Date: 02/05/2018

Submitted For: Greg Riley, Public Works Initiator: Christy Byrd, Office Administrator I

Department: Public Works

Staff Information Source: Greg Riley, Director of Public Works; Karen Coker, Stormwater Quality Technician

Information

AGENDA ITEM TITLE:

Receive report on the Recycling Program, or take other necessary action. (Greg Riley)

BACKGROUND:

Karen Coker, Muskogee's Storm Water Quality Technician will provide a presentation on recycling in Muskogee.

RECOMMENDED ACTION:

Receive report.

Fiscal Impact

Attachments

No file(s) attached.
