

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 20, 2018  
5:30 P.M. - City Council Chambers

1. Consider approval of Public Works Committee minutes of February 5, 2018.
2. Consider 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)
3. Receive update on Code Enforcement plan, consider approval of updated fees, and take other necessary action. (Rex Eskridge)

**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: 02/20/2018  
Initiator: Ashley Wallace, Office Adm 1  
Department: City Clerk  
Staff Information Source:

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Information

AGENDA ITEM TITLE:

Consider approval of Public Works Committee minutes of February 5, 2018.

BACKGROUND:

RECOMMENDED ACTION:

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Fiscal Impact

Attachments

02-05-2018 pwmin

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**MINUTES**  
**PUBLIC WORKS COMMITTEE**  
**February 5, 2018**

The Public Works Committee of the City of Muskogee, Oklahoma, met at 5:30 p.m. on Monday, February 5, 2018 in 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 Marlon Coleman; Committee Member Wayne Johnson; Committee Member Derrick Reed; Committee Member Ivory Vann

Absent: Committee Member Dan Hall

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; Michael O'Dell, Fire Chief; Kelly Plunkett, Human Resources Director; Rex Eskridge, Police Chief; Marcie Gilliam, Strategic Financial Analyst; Danny Gable, Water Distribution Superintendent; Robert Swepston, Fleet Manager; Jean Kingston, Treasurer; Brooke Hall, Assistant Director Parks and Recreation; Reggie Cotton, Deputy Police Chief; Karen Coker, Stormwater Quality Technician

1. Consider approval of Public Works Committee minutes of January 16, 2018.

Motion was made by Committee Member Janey Boydston, seconded by Committee Member Wayne Johnson to approve Public Works Committee minutes of January 16, 2018.

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

Carried - Unanimously

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)

Deputy Mayor James Gulley opened the Public Hearing.

Planning Director Gary Garvin stated 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, 2017 at 5:30 p.m.: Public Works Committee

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

Deputy Mayor James Gulley closed the Public hearing.

Motion was made by Committee Member Wayne Johnson, seconded by Committee Member Patrick Cale to approve 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.

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

Carried - Unanimously

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)

Deputy Mayor James Gulley opened the Public Hearing.

Planning Director Gary Garvin stated 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

John Tyler Hammons, 230 W. Okmulgee, Muskogee, Oklahoma, stated he is representing the applicants and wanted to say they look forward to making investments in Muskogee.

Deputy Mayor James Gulley closed the Public Hearing

Motion was made by Mayor John R. Coburn, seconded by Deputy Mayor James Gulley to approve 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.

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

Carried - Unanimously

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)

Deputy Mayor James Gulley opened the Public Hearing.

Planning Director Gary Garvin stated 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

Deputy Mayor James Gulley closed the Public Hearing.

Motion was made by Mayor John R. Coburn, seconded by Committee Member Janey Boydston to approve 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.

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

Carried - Unanimously

5. **(No action taken):** 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)

Deputy Mayor James Gulley opened the Public Hearing.

Planning Director Gary Garvin stated 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 at 5:30 p.m.: Public Works Committee  
February 12, 2018 at 5:30 p.m. Muskogee City Council Meeting

Gary Martin, 2802 S. Cherokee St., Muskogee, Oklahoma, stated this property falls within the 300 foot radius of his church. He should have been notified of any possible rezoning, however he never received a letter of notification for the Public Works meeting of February 5, 2018. He explained had just driven in from out of town to attend this meeting and did not have time to properly prepare. He stated he is opposed to the rezoning of the property into an industrial zoned area. Mr. Martin feels this will directly affect his church and the homes located around the church. He explained he and his wife currently live in Bixby and are looking to relocate to Muskogee. They have been

speaking with the current owner about purchasing the property so they can build a home on the site.

Committee Member Patrick Cale asked Planning Director Gary Garvin if up to the time that the property foreclosed, was designated as C-1 property? And if so, was C-1 designated for a small storage unit?

Planning Director Gary Garvin stated in the past, storage facilities were allowed in commercial zoned areas. Approximately two and half (2 1/2) years ago the City revised the zoning regulations and moved it to the Industrial classifications.

Committee Member Patrick Cale explained the reason the applicants are requesting the rezoning is because has always been a storage facility. Due to the property sitting vacant for some time, the "Grandfather Clause" has expired and the property is required to be rezoned "Industrial" before it can be reopened.

Mr. Garvin stated that the notice was published in the newspaper and seventeen (17) letters were mailed out to property owners. Only one (1) letter was returned and it was from the Sanctuary Church in which Mr. Martin is the pastor; he has listed this as his address.

Committee Member Marlon Coleman wanted to know some of the other objections that were discussed at the Planning meeting.

Mr. Garvin stated that originally the house and storage unit were owned by one owner. There was a divorce and HUD ended up with the house and the bank ended up with the storage unit. This lead to both pieces being sold separately. There were issues between the home owner and the storage facility owner. The home owner has concerns that people entering and leaving the storage facility may not pay attention to his children playing outside and possibly cause an injury. There is also a home owner across the street from the storage facility with complaints that she does not want to look across at a storage unit. Before a Certificate of Occupancy (C/O) can be issued and to operate a business, the owner will have to install sight-proof fencing and install a hard surface. There have been no complaints prior to this possible rezoning.

Deputy Mayor James Gulley asked if this Public Hearing votes yes across the board, will it be on the Consent Agenda for Monday, February 12, 2018 City Council meeting?

Planning Director Gary Garvin stated that Public Hearings and Ordinances will always be placed on the Regular Agenda.

Deputy Mayor James Gulley stated he would like to take time to drive by the property and to give Mr. Martin additional time to prepare for the next meeting.

Deputy Mayor James Gulley closed the Public Hearing.

Motion was made by Mayor John R. Coburn, seconded by Committee Member Janey Boydston to move WITHOUT RECOMMENDATION to Monday, February 12, 2018, 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.

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

Carried - Unanimously

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

Human Resources Director Kelly Plunkett stated 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's new maximum accrual rate of 160 hours.

Motion was made by Mayor John R. Coburn, seconded by Committee Member Wayne Johnson to approve City Council Policy 3-2-2, Pay Administration.

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

Carried - Unanimously

7. Committee Member Marlon Coleman left the meeting.

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

Storm Water Quality Technician Karen Coker gave a presentation on recycling in Muskogee.

## **RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.**

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**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.**

James R. Winner, 1205 N. Edmond St., Muskogee, Oklahoma requested two (2) additional minutes to speak.

Committee Member Ivory Vann made the motion, Committee Member Derrick Reed seconded the motion to allow Mr. Winner an additional two minutes to speak.

James Winner stated he is in support of rerouting Highway 69. He feels that it will lead to a safer highway resulting in fewer accidents and an overall safer environment. He feels opening the Muskogee bypass will be a win win and provide much needed sustained growth.

CHAIRMAN JAMES GULLEY  
PUBLIC WORKS COMMITTEE

pwwmin  
TT/aw

**Public Works Committee**

**2.**

Meeting Date: 02/20/2018

Submitted For: Tammy Tracy, City Clerk

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

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Information

AGENDA ITEM TITLE:

Consider 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)

BACKGROUND:

Mr. Kim Crissler was appointed to the War Memorial Trust Authority in March 1, 2015. His term will expire February 28, 2018.

RECOMMENDED ACTION:

Recommend approval.

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Fiscal Impact

Attachments

Mark Hughes Application/Resume

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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:

War Memorial Park Trust

Your Full Legal Name: Jack Mark Hughes Your Preferred Name: Mark

Business Name: N/A Home Address: 907 Nelson Dr,

Job Title/Employment Date: Retired City Zip: Muskogee, OK 74401

Business Address: N/A Ward: 1 2 3 (4)  
Home Phone: 918-687-4989

Business Phone: N/A Cell Phone: 918-685-0021

Fax: N/A Home Email: usmcpao.mh@gmail.com

Business Email: N/A

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 - 1972  
Northeastern State College - 1976, BA/Journalism Ed./History  
Northeastern St. University - 1999 - Masters in Communication

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Retired

**Previous employment or experience:**

Retired Marine Lieutenant Colonel (1976-1996).  
Public Affairs Officer (PR) McAlester Army Ammunition  
Plant (2000-2012)  
Muskogee Phoenix Newspaper - 2013(?) - 2017, reporter

**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):**

VFW

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

See previous employment, Bronze Star (non-combat),  
Meritorious Service Medal, Conflicts - Desert Shield/Storm,  
Somalia; Panama (Noriega)

**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

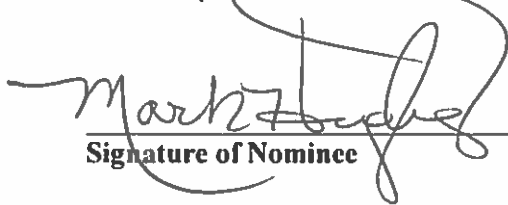
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Please list any special interests or characteristics which might be important to serve on a Board or Commission:

military background. Military history enthusiast/  
bibliophile. Wrote w/ Phoenix wrote several articles about  
USS Battish and programs at Memorial Park. Have discussed  
w/ Brent Trout ways to reach more people to attend.

**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

2-8-2018  
\_\_\_\_\_  
Date

Submitted by the Mayor for approval by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Sponsor

Mark Hughes  
907 Nelson Dr.  
Muskogee, OK 74401

## EXPERIENCE

### ***STAFF CORRESPONDENT, MUSKOGEE PHOENIX NEWSPAPER — 2014 - 2017***

General assignment reporter. Responsible for seeking out articles of interest for our readers. Reporting included crime, news, news-features and business features. Also wrote articles for company's magazine. Took own photos. Developed, maintained good working relationships with contacts, sources. Have Twitter account used to update followers.

### ***PUBLIC RELATIONS SPECIALIST, MCALESTER ARMY AMMUNITION PLANT 1999-2012***

- > Wrote, edited monthly employee newspaper for nation's only manufacturing plant that produces bombs for the military services.
- > Established Facebook page; monitored, responded and provided information to the page.
- > CEO signed first public relations policy, created by me, on how plant would be open, transparent in their relationships with media, community. Bad news would not be buried but would be addressed openly and honestly as bad news doesn't get better with age. Still in use.
- > For over a year actively coordinated media tours and interviews with CEO for multiple international and national media resulting in EXPERIENCE

### ***STAFF CORRESPONDENT, MUSKOGEE PHOENIX NEWSPAPER — 2014 - PRESENT***

General assignment reporter. Responsible for seeking out articles of interest for our readers. Reporting included crime, news, news-features and business features. Also wrote articles for company's magazine. Took own photos. Developed, maintained good working relationships with contacts, sources. Have Twitter account used to update followers.

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1999-2012**

- > Wrote, edited monthly **employee newspaper** for nation's only **manufacturing plant** that produces bombs for the military services.
- > Established **Facebook** page; monitored, responded and provided information to the page.
- > CEO signed first **public relations policy**, created by me, on how plant would be open, transparent in their relationships with media, community. Bad news would not be buried but would be addressed openly and honestly as bad news doesn't get better with age. Still in use.
- > For over a year actively **coordinated media tours and interviews** with CEO for multiple **international and national media** resulting in **positive media coverage**. Media included *The Washington Post*, *New York Times*, *Chicago Times*, *Fast Company* magazine and media from France, Germany, Ireland, United Kingdom and Japan.
- > **Created first media crisis plan** that detailed where media would be staged, who would provide logistical support, Internet and who would conduct briefings. Detailed coordination included location, cleanliness of bathrooms, setting up of chairs, providing coffee, snacks.
- > **Community relations** was part of my job. As such, assigned as chairman of senior level committee for planning 50th Anniversary of McAlester Army Ammunition Plant. Members were my equal or higher in positions. Planning took four months. More than 10 major events going on at same time, more than 3,000 people attended. Assigned as on-scene representative/problem solver. Wrote, coordinated after action report amongst staff. Regularly participated in McAlester Chamber of Commerce events.
- > Received, coordinated CEO's **invitations to speak to public**, community organizations. Wrote CEO speeches. Delivered speeches in absence of CEO.
- > As **fire safety officer**, responsible for creating reporting procedures to account for more than 200 evacuees.
- > Prepared my own correspondence, prepared briefings, wrote briefing papers.
- > Assigned additional role as **protocol specialist**. Drafted, coordinated senior level military, Department of Defense officials and visits of sitting congressmen and senators. Arranged for lodging, meals, social events, transportation, pickup and delivery at airports. Used extensive checklist. Created itineraries. **Recognized numerous times for exceptional work.** *Public Relations Officer, United States Marine Corps, 1976 - 1996*

> Led 20 Marines in producing weekly 24-36 page newspaper, radio and TV programs.

> Was Marine Corps representative for four years in Manhattan. **Initiated first-ever coverage** of the Marine Corps Marathon covered during ABC TV's airing of Boston Marathon.

> Spent eight months in mid-east during first gulf war coordinating and answering over 3,000 media queries. Personally worked with Bob Simon and Dan Rather in their coverage of Marines. **Received Bronze Star Medal for exceptionally meritorious service.**

Media included *The Washington Post*, *New York Times*, *Chicago Times*, *Fast Company* magazine and media from France, Germany, Ireland, United Kingdom and Japan.

> Created first media crisis plan that detailed where media would be staged, who would provide logistical support, Internet and who would conduct briefings. Detailed coordination included location, cleanliness of bathrooms, setting up of chairs, providing coffee, snacks.

> Community relations was part of my job. As such, assigned as chairman of senior level committee for planning 50th Anniversary of McAlester Army Ammunition Plant. Members were my equal or higher in positions. Planning took four months. More than 10 major events going on at same time, more than 3,000 people attended. Assigned as on-scene representative/problem solver. Wrote, coordinated after action report amongst staff. Regularly participated in McAlester Chamber of Commerce events.

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> As fire safety officer, responsible for creating reporting procedures to account for more than 200 evacuees.

> Prepared my own correspondence, prepared briefings, wrote briefing papers.

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- > Spent eight months in mid-east during first gulf war coordinating and answering over 3,000 media queries. Personally worked with Bob Simon and Dan Rather in their coverage of Marines. Received Bronze Star Medal for exceptionally meritorious service.
- > Served in Somalia during their civil war and worked with the media in Panama during our takedown of Noriega.

**EDUCATION**

Northeastern State University / **Masters in Communication / BA in journalism** in education with history minor.

**Public Works Committee**

**3.**

**Meeting Date:** 02/20/2018

**Submitted For:** Mike Miller, City Manager

**Initiator:** Marsha Wiseman,  
Admin Assistant

**Department:** City Manager

**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Receive update on Code Enforcement plan, consider approval of updated fees, and take other necessary action. (Rex Eskridge)

**BACKGROUND:**

Last year, city council requested an updated code enforcement plan for the City of Muskogee. That plan was distributed in the fall and this presentation will provide an update on what parts of that plan have been implemented to date.

One of the recommendations within the plan was to increase fees associated with code enforcement activities to reflect actual cost to the city to provide these services and to be in line with what other cities do.

If the city inspects a property and finds a code enforcement violation, it takes at least two and usually three site visits before the property is abated. Those three site visits are currently covered by a single \$80 fee, which is low considering the time, manpower and equipment need to do the work and low compared to other cities (see slide 13 of attached).

The city proposes changing those fees to \$150 for mowing and trash and \$300 for dilapidated properties, which will still put us on the low end of the scale but let us cover more of our costs. This was discussed in October but not included in the final update of fees that were adopted at that time.

**RECOMMENDED ACTION:**

Receive update and approve new fee schedule.

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**Fiscal Impact**

**Attachments**

Code Enforcement

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# CODE ENFORCEMENT

## OBJECTIVE

Through Community Policing the Muskogee Police Department and Code Enforcement will work hand in hand to improve or eliminate blight to reduce high crime areas. We will work together to prevent decay of residential properties and improve the appearance of commercial properties to present a better overall image of the City of Muskogee.

# VISION STATEMENT

**COMMUNITY PRESERVATION AND  
EDUCATION TO ENSURE THAT MUSKOGEE IS A  
SAFE FAMILY FRIENDLY COMMUNITY AND A  
GREAT PLACE TO LIVE, WORK AND PLAY.**

- On July 3, 2017, City Manager Mike Miller requested a study that reflected the current operations and policy for Code Enforcement, Planning and Inspections and Environmental Control.
- This study included suggested improvements to the current protocol of each division that would be best utilized to better improve the safety and appearance of the City of Muskogee.
- The following items are suggested improvements which have been implemented thus far.

- ▶ Phone lines have now been transferred from the Code Enforcement Office to the Records Division of the Muskogee Police Department between the hours of 9:00 a.m. to 4:00 p.m. daily.
- ▶ Sign Compliance has been transferred to the Inspections Division.
- ▶ Beginning April 1, 2018, the working hours of two (2) Code Enforcement officers will change to 9 a.m. to 6:00 p.m. daily.
- ▶ Properties found to be in violation of City of Muskogee Ordinances are now posted daily.

- ▶ Increased focus on the U.S. Highway 69 and Main Street corridors.
- ▶ Mowing of the turnpike has been contracted to a private company.
- ▶ Currently using CDBG grant funds with matching money to clean up large dilapidated areas.

# The Next Steps:

- ▶ Set up meetings with I-WorQ to review their software proposal. This software would possibly allow the Code Enforcement officers do their job in a more efficient manner.
- ▶ Implementation of work crews from Eddie Warrior Correctional Center.
- ▶ Examination of the cost and fees associated with Code Enforcement.
- ▶ DEQ grant for equipment.
- ▶ Possible land banking in areas where multiple liens exist.
- ▶ We will begin applying for City of Muskogee Foundation money for cleaning up large areas.

# 2017 Numbers

- ▶ Over 8100 inspections of properties
- ▶ 624 Yards mowed
- ▶ 160 Yards Sprayed
- ▶ 693 Yards of Debris removed

# West Side Property (Before)



# West Side Property (After)



# East Side Property (Before)



# East Side Property (After)



# Administrative Fees

- ▶ Our current administrative fee for all abatement / liens is \$80.00

(Mowing / Trash)

(Dilapidation)

▶ Muskogee	\$ 80.00	\$ 80.00
▶ Shawnee	100.00	100.00
▶ Bixby	300.00	300.00
▶ Sand Springs	200.00	400.00
▶ Norman	150.00	300.00

# Proposed Fees

- ▶ General Fees: \$150.00
- ▶ Dilapidation: \$300.00

This change in administrative fees would allow the City of Muskogee's fees to be comparable with other cities our size as well cover our cost of abatement.