

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
March 19, 2018
5:30 P.M. - City Council Chambers

1. Discuss and take action on selecting a Chair and Vice-Chair of the Public Works Committee. (Mayor Bob Coburn)
2. Consider approval of Public Works Committee minutes of March 5, 2018.
3. Consider approval to establish the Roxy Trust Authority, including authorizing preparation of the Trust Indenture, the ordinance accepting beneficial interest, the assignment of the contract with Oxford Productions, Inc., as well as, any other documents required to facilitate the transaction, or take other necessary action. (Councilor Jaime Stout)
4. Consider approval of the use of the Muskogee-Davis Regional Airport South Apron for the April 28, 2018, Touch-A-Truck event fundraiser for the Muskogee Public Library Youth Services Department, or take other necessary action. (Mike Stewart)
5. Consider approval of the appointment of Blanca Lopez to serve a four (4) year term on the Parks and Recreation Board, beginning April 1, 2018, and ending March 31, 2022, replacing Jason George, or take other necessary action. (Councilor Ivory Vann)

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: 03/19/2018
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Discuss and take action on selecting a Chair and Vice-Chair of the Public Works Committee. (Mayor Bob Coburn)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee

2.

Meeting Date: 03/19/2018
Initiator: Ashley Wallace, Office Adm 1
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

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

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

03-05-2018 pwmin

MINUTES
PUBLIC WORKS COMMITTEE
March 5, 2018

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

Present: Deputy Mayor James Gulley; Committee Member Patrick Cale; Committee Member Marlon Coleman; Committee Member Dan Hall; Committee Member Wayne Johnson; Committee Member Derrick Reed

Absent: Mayor John R. Coburn; Committee Member Janey Boydston; Committee Member Ivory Vann

Staff Present: Mike Miller, City Manager; Mike Stewart, Assistant City Manager; Roy Tucker, City Attorney; Tammy L. Tracy, City Clerk; Gary Garvin, City Planner; Greg Riley, Public Works Director; Matthew Beese, Assistant City Attorney; Donnie Wimbely, Purchasing Manager; Mark Wilkerson, Parks & Recreation Director; Michael O'Dell, Fire Chief; Kelly Plunkett, Human Resources Director; Rex Eskridge, Police Chief

1. Consider approval of Public Works Committee minutes of February 20, 2018.

Motion was made by Committee Member Wayne Johnson, seconded by Committee Member Marlon Coleman to approve Public Works Committee minutes of February 20, 2018.

AYE: Deputy Mayor James Gulley, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed

Carried - Unanimously

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

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

- correcting the maximum speaking time for public hearing and agenda item comments

- to five (5) minutes, rather than the two (2) minutes listed in the ordinance;
- referencing the sign up time cutoff within the ordinance, rather than solely on the sign up form;
- correcting punctuation and grammatical mistakes.

Motion was made by Committee Member Wayne Johnson, seconded by Committee Member Marlon Coleman to approve Ordinance No. 4042-A amending the Muskogee Code of Ordinances, Chapter 2, Administration, Article II, Municipal Government Organization, Section 2-29 titled, "Council Participation Guidelines and Rules of Decorum;" Modifying meeting schedule; Providing for Repealer, Severability and Setting an Effective Date.

AYE: Deputy Mayor James Gulley, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed

Carried - Unanimously

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

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

Motion was made by Committee Member Dan Hall, seconded by Committee Member Wayne Johnson to approve Council Policy 1-2.

AYE: Deputy Mayor James Gulley, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed

Carried - Unanimously

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

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

Motion was made by Committee Member Wayne Johnson, seconded by Committee Member Marlon Coleman to approve Preliminary and Final Plat of Sooner Addition, consisting of two (2) lots on 2.83 acres, located on the north side of Harris Road, east of Country Club Road.

AYE: Deputy Mayor James Gulley, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed

Carried - Unanimously

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

Motion was made by Committee Member Dan Hall, seconded by Committee Member Patrick Cale to approve Justin Blake O'Neal to serve a three (3) year term on the Historic Preservation Commission, beginning March 1, 2018, and ending February 28, 2021, replacing Doug Buse.

AYE: Deputy Mayor James Gulley, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed

Carried - Unanimously

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

Motion was made by Committee Member Patrick Cale, seconded by Committee Member Wayne Johnson to approve Stacy Alexander to serve a four (4) year term on the Parks and Recreation Board, beginning April 1, 2018, and ending March 31, 2022, replacing Edwynna Walker.

AYE: Deputy Mayor James Gulley, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed

Carried - Unanimously

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

Motion was made by Committee Member Patrick Cale, seconded by Committee Member Wayne Johnson to approve Jaime Stout to serve on the War Memorial Trust Authority, commensurate with her term on the City Council, replacing Councilor James Gulley.

AYE: Deputy Mayor James Gulley, Committee Member Patrick Cale, Committee
Member Marlon Coleman, Committee Member Dan Hall, Committee
Member Wayne Johnson, Committee Member Derrick Reed
Carried - Unanimously

**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.

CHAIRMAN JAMES GULLEY
PUBLIC WORKS COMMITTEE

pwmin
TT/aw

Public Works Committee

3.

Meeting Date: 03/19/2018

Submitted For: Roy Tucker, City Attorney

Initiator: Roy Tucker, City Attorney

Department: City Attorney

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to establish the Roxy Trust Authority, including authorizing preparation of the Trust Indenture, the ordinance accepting beneficial interest, the assignment of the contract with Oxford Productions, Inc., as well as, any other documents required to facilitate the transaction, or take other necessary action. (Councilor Jaime Stout)

BACKGROUND:

Councilor Stout would like to discuss with Council the need to establish the Roxy Trust Authority for the purpose of more effective fundraising and operations oversight.

RECOMMENDED ACTION:

Discuss and take action to direct staff.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee

4.

Meeting Date: 03/19/2018
Submitted For: Mike Stewart, Assistant City Manager
Initiator: Drew Saffell, Airport Manager
Department: Assistant City Manager
Staff Information Source: Drew Saffell

Information

AGENDA ITEM TITLE:

Consider approval of the use of the Muskogee-Davis Regional Airport South Apron for the April 28, 2018, Touch-A-Truck event fundraiser for the Muskogee Public Library Youth Services Department, or take other necessary action. (Mike Stewart)

BACKGROUND:

Touch-A-Truck is a Muskogee Public Library Youth Services Department fundraiser which has been held at Muskogee-Davis Regional Airport for several years. This event takes place on April 28, 2018, and allows the area's youth to see and experience the many vehicles and equipment used by organizations and businesses throughout our City. This item has been approved by the Airport Board.

RECOMMENDED ACTION:

Approve the use of the Muskogee-Davis Regional Airport south apron for the April 28, 2018, Touch-A-Truck event fundraiser for the Muskogee Public Library Youth Services Department, or take other necessary action.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee

5.

Meeting Date: 03/19/2018
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Blanca Lopez to serve a four (4) year term on the Parks and Recreation Board, beginning April 1, 2018, and ending March 31, 2022, replacing Jason George, or take other necessary action. (Councilor Ivory Vann)

BACKGROUND:

The appointment of Ms. Blanca Lopez is to fill the vacancy of Jason George. Ms. Lopez's term will be for a period of four (4) years.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

Attachments

Blanca Lopez

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:

Parks board

Your Full Legal Name: Blanca Esther Lopez Your Preferred Name: Blanca Lopez

Business Name: Muskogee Head Start Home Address: 406 N. 15th St

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

Business Address: 301 N. 6th St Ward: 1 2 3 4

Muskogee, OK, 74401 Home Phone: _____

Business Phone: 918-687-6611 Cell Phone: _____

Fax: _____ Home Email: _____

Business Email: _____

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

Personal Information:

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

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

Muskogee High School - graduated May 2009

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Muskogee County Head Start - Oct 2012 - Present ;
Supervisor Melissa Sloan - 918-687-6611

Previous employment or experience:

Professional Licenses Held (if applicable):

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

Melissa Sloan - Family Service manager - 918-687-6611
Jenny McMann - Site Coordinator - 918-687-6611

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

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

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

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

no

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

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

I would like to be on the board because I want to
be involved in the community and help my community
in any way that I can.

RELEASE OF INFORMATION

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

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



Signature of Nominee

3-4-18

Date

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

Signature of Sponsor