

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  
April 16, 2018  
5:30 P.M. - City Council Chambers

1. Consider approval of Public Works Committee minutes of April 2, 2018.
2. Consider approval of Resolution No. 2720 establishing an administrative process and fee for the issuance of a Certificate of Compliance for Interim Licensing of the sale of Strong Beer and Wine by certain retailers in accordance with Title 37A, of the Oklahoma Statutes.
3. Consider the appointment of Dan Hall to the Chamber of Commerce Committee for Convention and Tourism, to serve a term commensurate with his term on City Council, replacing James Gulley, or take other necessary action. (Councilor Derrick Reed)
4. Consider the appointment of Jaime Stout to the City Facilities Board, to serve a term commensurate with her term on City Council, or take other necessary action. (Councilor Patrick Cale)
5. Consider the appointment of Wayne Divelbiss to serve on the City Facilities Board, filling the unexpired term of Stacy Simpson, beginning April 24, 2018 and ending August 31, 2021, or take other necessary action. (Councilor Jaime Stout)
6. Consider the appointment of Jennifer Crotty to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action. (Councilor Wayne Johnson)
7. Consider the appointment of Kim Lynch to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action. (Councilor Derrick Reed)
8. Consider the appointment of Charles Moore to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action. (Councilor Ivory Vann)

9. Consider the appointment of Wren Stratton to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action.  
(Councilor Janey Boydston)
10. Consider the appointment of Roger Bell to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action.  
(Councilor Patrick Cale)
11. Consider the appointment of David Ragsdale, to serve on the Parks and Recreation Board, replacing Alan Foster, beginning April 24, 2018 and ending March 31, 2022, or take other necessary action. (Councilor Derrick Reed)
12. Consider the appointment of James Gulley, to serve on the Street Improvement Advisory Commission, replacing Kem Frix, beginning April 24, 2018 and ending March 31, 2023, or take other necessary action. (Mayor Bob Coburn)
13. Consider the appointment of Brent Trout, to serve on the Parks and Recreation Board, replacing Jimmy Stinson, beginning April 24, 2018 and ending March 31, 2022, or take other necessary action. (Mayor Bob Coburn)

#### 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: 04/16/2018  
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 April 2, 2018.

BACKGROUND:

RECOMMENDED ACTION:

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Fiscal Impact

Attachments

04-02-2018 pwmin

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**MINUTES**  
**PUBLIC WORKS COMMITTEE**  
**April 2, 2018**

The Public Works Committee of the City of Muskogee, Oklahoma, met at 5:30 p.m. on Monday, April 2, 2018 in Council Chambers, Third Floor, Municipal Building, with the following in attendance:

Present: Mayor John R. Coburn; Deputy Mayor Janey Boydston; Committee Member Jaime Stout; Committee Member Patrick Cale; Committee Member Marlon Coleman; Committee Member Dan Hall; Committee Member Wayne Johnson; Committee Member Derrick Reed

Absent: 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; Rex Eskridge, Police Chief; Ron Bladen, Pollution Control Superintendent; Jean Kingston, Treasurer

1. Consider approval of Public Works Committee minutes of March 19, 2018.

Motion was made by Mayor John R. Coburn, seconded by Deputy Mayor Janey Boydston to approve Public Works Committee minutes of March 19, 2018.

AYE: Mayor John R. Coburn, Deputy Mayor Janey Boydston, Committee Member Jaime Stout, 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 Resolution No. 2717 and Resolution No. 2718 declaring two (2) parcels of property, more particularly described in the resolution, as surplus to the needs of the City and authorize the conveyance of said properties, or take any other necessary action. (Gary D. Garvin)

Planning Director Gary Garvin stated Parcel 1- The City received one bid from Michael Lapp in the amount of \$363.00 for the property located at 932 S. I Street.

Parcel 2- The parcel located at 1011 S. G Street is being requested by Dammyonn and Tanya Wolffe at no cost through the Incentive Property Program. Mr. Wolffe is planning to build a single-family dwelling on the property. Mr. Wolffe will be required to obtain a building permit within one (1) year.

Motion was made by Committee Member Marlon Coleman, seconded by Mayor John R. Coburn to approve Resolution No. 2717 and Resolution No. 2718 declaring two (2) parcels of property, more particularly described in the resolution, as surplus to the needs of the City and authorize the conveyance of said properties.

AYE: Mayor John R. Coburn, Deputy Mayor Janey Boydston, Committee Member Jaime Stout, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed

Carried - Unanimously

3. Discuss and take action on participating in The Poor People's Campaign: A National Call for Moral Revival, in furtherance of Resolution No. 2505 designating the City of Muskogee as a Community of Practice. (Councilor Marlon Coleman)

Committee Member Marlon Coleman stated The Poor People's Campaign is a campaign created from the spirit of Dr. Martin Luther King Jr's. campaign of the same name in 1968.

Mayor Bob Coburn asked Committee Member Marlon Coleman who coordinates the activities and makes the training possible.

Committee Member Marlon Coleman stated the training is provided by the headquarters office, led by Dr. William Barber, a Christian Evangelical who has taken the initiative upon himself to make certain that Dr. Martin Luther King's Poor People's Movement, moves into a modern time frame.

Committee Member Wayne Johnson feels that additional campaigns and avenues we can provide to our community are appreciated.

Motion was made by Committee Member Marlon Coleman, seconded by Committee Member Derrick Reed to approve participating in The Poor People's Campaign: A National Call for Moral Revival, in furtherance of Resolution No. 2505 designating the City of Muskogee as a Community of Practice.

AYE: Mayor John R. Coburn, Deputy Mayor Janey Boydston, Committee Member Jaime Stout, 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 Resolution No. 2719 of the Council of the City of Muskogee, Oklahoma, Commemorating the 50<sup>th</sup> Anniversary of the Death of Dr. Martin Luther King, Jr., or take other necessary action. (Councilor Marlon Coleman)

Committee Member Marlon Coleman stated April 4, 2018, marks the 50th Anniversary of the assassination of Dr. Martin Luther King, Jr. In anticipation of community and nationwide remembrance celebrations, Councilor Coleman asks the Council to consider a resolution of commemoration.

Committee Member Derrick Reed stated a tree will be planted for generations to come on the grounds of the only Martin Luther King Center in the State of Oklahoma. This commemoration will remind the young people that on April 4, 2018, a tree was planted in memory of the assassination of Dr. Martin Luther King. Committee Member Derrick

Reed invited everyone to the Martin Luther King Center April 4, 2018, at 4:30 p.m. to celebrate and be a witness of the planting of the tree to show that the legacy of Dr. Martin Luther King lives on. He stated April 4, 2018, marks 50 years for the death of Dr. Martin Luther King.

Motion was made by Committee Member Marlon Coleman, seconded by Committee Member Derrick Reed to approve Resolution No. 2719 of the Council of the City of Muskogee, Oklahoma, Commemorating the 50<sup>th</sup> Anniversary of the Death of Dr. Martin Luther King, Jr.

AYE: Mayor John R. Coburn, Deputy Mayor Janey Boydston, Committee Member Jaime Stout, 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 a location agreement between the City of Muskogee and Georgia-Pacific LLC, for the purpose of authorizing filming of the 2018 Azalea Festival, or take any other necessary action. (Roy D. Tucker)

City Attorney Roy Tucker stated GP intends to capture film footage of their employees' participation at Azalea Festival activities around the City. Since most of these activities take place on City property, they have requested the City grant permission to utilize film equipment, as well as, capture images of City buildings, logos and the like.

Committee Member Patrick Cale asked City Attorney Tucker if it would be appropriate to request to use footage as promotional material.

Mr. Tucker stated he would be glad to make that request.

Motion was made by Mayor John R. Coburn, seconded by Committee Member Dan Hall to approve a location agreement between the City of Muskogee and Georgia-Pacific LLC, for the purpose of authorizing filming of the 2018 Azalea Festival.

AYE: Mayor John R. Coburn, Deputy Mayor Janey Boydston, Committee Member Jaime Stout, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed

Carried - Unanimously

6. **(No Action Taken):** Discuss the appointment of a Councilmember to serve on the Eastern Oklahoma Development District (EODD), filling the unexpired term of James Gulley, expiring June 30, 2019, and take other necessary action. (Roy D. Tucker)

City Attorney Roy Tucker stated the City of Muskogee has a seat at the table for the Eastern Oklahoma Development District known as the (EODD). EODD is one (1) of eleven (11) Councils of Government throughout the State of Oklahoma. The intent of this particular cogg (as it is known) is to serve as a representative volunteer body for

Municipalities, County Government, and State Government in the area to come together and determine best practices, and utilize their services as a think tank for ideas that are common for everyone. When Mr. Gulley was appointed to this position, it was believed he was one (1) position that had remained vacant for five (5) years before. It wasn't until Mr. Gulley was appointed that the City realized there was a vacant seat on that Board. Assistant City Manager Mike Stewart serves as an alternate to the Muskogee position, but an individual Councilmember needs to serve on the Board as well. The meetings are monthly, but Mr. Tucker has not yet received an updated list of the meetings. This is being brought forth to the Council to see who may be a good fit to fill the unexpired term of James Gulley. Any future terms are for a period of three (3) years.

Motion was made by Committee Member Patrick Cale, seconded by Committee Member Marlon Coleman to approve to forward this item to the City Council meeting without recommendation.

AYE: Mayor John R. Coburn, Deputy Mayor Janey Boydston, Committee Member Jaime Stout, 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.**

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CHAIRMAN JAMES GULLEY  
PUBLIC WORKS COMMITTEE

**Public Works Committee****2.**

Meeting Date: 04/16/2018  
Initiator: Tammy Tracy, City Clerk  
Department: City Clerk  
Staff Information Source:

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**Information****AGENDA ITEM TITLE:**

Consider approval of Resolution No. 2720 establishing an administrative process and fee for the issuance of a Certificate of Compliance for Interim Licensing of the sale of Strong Beer and Wine by certain retailers in accordance with Title 37A, of the Oklahoma Statutes.

**BACKGROUND:**

As referenced in the resolution, ABLE has begun issuing interim licensing to stores who will sell strong beer and wine beginning on 10/1/2018. These interim licenses are necessary for stores to be able to order stocks of beer and wine, install coolers and the like in anticipation of the October 1 date. This resolution will establish a process for dealing with these interim licensing requirements. While the City does not issue its own license, we are required to issue a certificate of compliance prior to the interim license being issued by ABLE. This resolution will establish authority for doing that, as well as, a fee for the service. Once the legislature recesses this session with whatever amendments pass, we will begin amending ordinances to bring our own into compliance for what will be allowed.

**RECOMMENDED ACTION:**

Approve the Resolution.

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**Fiscal Impact****Attachments**

Res 2720

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**RESOLUTION NO. 2720**

**A RESOLUTION ESTABLISHING AN ADMINISTRATIVE PROCESS AND FEE FOR THE ISSUANCE OF A CERTIFICATE OF COMPLIANCE FOR INTERIM LICENSING OF THE SALE OF STRONG BEER AND WINE BY CERTAIN RETAILERS IN ACCORDANCE WITH TITLE 37A, OKLAHOMA STATUTES**

**WHEREAS**, on November 8, 2016, Oklahoma voters approved SQ 792, which repealed Article 28 of the Oklahoma Constitution governing the sale and consumption of alcoholic beverages and replaced it with Article 28A, reforming such processes; and

**WHEREAS**, said constitutional referendum facilitated the adoption of Title 37A of Oklahoma Statutes, effective October 1, 2018, which among other things, will permit the sale of strong beer and wine in convenience and grocery stores; and

**WHEREAS**, part of the implementation of Title 37A, the State of Oklahoma, through the Alcoholic Beverage Licensing and Enforcement Commission ("ABLE Commission"), has commenced the issuance of "interim licenses" to such retailers; and

**WHEREAS**, The ABLE licensing process requires the submission of "Certificate of Compliance from the city or county where the business is located stating all building codes for zoning, fire, safety, and health are in compliance or are not required"; and

**WHEREAS**, it is necessary to establish an administrative process and fee for the issuance of such a certificates by the City Clerk during the interim period.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council that the City Manager is hereby directed to establish within 10 days of the issuance of this resolution, an administrative process for the issuance of a "Certificate of Compliance" in accordance with Title 37A, Oklahoma Statutes, and any other regulation promulgated and adopted by the ABLE Commission.

**BE IT FURTHER RESOLVED**, that the fee for issuance of such "Certificate of Compliance" shall be One Hundred Dollars (\$100.00) per location.

ADOPTED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018

CITY OF MUSKOGEE

\_\_\_\_\_  
JOHN R. COBURN, MAYOR

ATTEST:

\_\_\_\_\_  
TAMMY L. TRACY, ACTING CITY CLERK

(SEAL)

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
ROY D. TUCKER, CITY ATTORNEY

**Public Works Committee**

**3.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of Dan Hall to the Chamber of Commerce Committee for Convention and Tourism, to serve a term commensurate with his term on City Council, replacing James Gulley, or take other necessary action. (Councilor Derrick Reed)

**BACKGROUND:**

The retirement of Councilor James Gulley has created a vacancy on the Chamber of Commerce Committee for Convention and Tourism Board. This seat must be filled by a Member of Council. This appointment was placed in the board appointment rotation process and was given to Councilor Derrick Reed.

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

Dan Hall

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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:

Your Full Legal Name: Daniel R. Hall Your Preferred Name: Dan

Business Name: Muskogee Schools Home Address: 3412 Dakota Ave

Job Title/Employment Date: chd/1-95 City Zip: Muskogee OK, 74403

Business Address: 202 W. Browning Ward: 1 ☒ 2 ☐ 3 ☐ 4 ☐

Home Phone: \_\_\_\_\_

Business Phone: 918-684-3700 ext 1001 Cell Phone: \_\_\_\_\_

Fax: 918-684-8838 Home Email: \_\_\_\_\_

Business Email: dan.hall@poughams.com

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

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

**Personal Information:**

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

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

Northeastern State University BA of Arts

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Chief of Police Muskogee Public Schools

Previous employment or experience:

Professional Licenses Held (if applicable):

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

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

City Council, Parks Board, Planning and Zoning,

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

NA

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.

Yes,

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

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

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

**RELEASE OF INFORMATION**

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

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

  
**Signature of Nominee**

4-9-2018  
**Date**

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

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

**Public Works Committee**

**4.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of Jaime Stout to the City Facilities Board, to serve a term commensurate with her term on City Council, or take other necessary action. (Councilor Patrick Cale)

**BACKGROUND:**

Councilor Cale desires to appoint Councilor Jaime Stout to the City Facilities Board.

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**Public Works Committee**

**5.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of Wayne Divelbiss to serve on the City Facilities Board, filling the unexpired term of Stacy Simpson, beginning April 24, 2018 and ending August 31, 2021, or take other necessary action. (Councilor Jaime Stout)

**BACKGROUND:**

The City Facilities Board has requested a replacement for the seat previously held by Stacy Simpson. Her unexpired term will end on August 31, 2021.

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

Wayne Divelbiss

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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:

City Facilities Board

Your Full

Legal Name: Earl Wayne Diwelbiss

Your

Preferred Name: Wayne Diwelbiss

Business Name: \_\_\_\_\_

Home Address: 5900 Rolling Oaks Dr

Job Title/Employment Date: \_\_\_\_\_

City Zip: 74401

Business Address: \_\_\_\_\_

Ward: 1 2 3 4

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: 111 \_\_\_\_\_

Fax: \_\_\_\_\_

Home Email: Wayne.Diwelbiss@gmail.com

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

Central State College

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

S&H Tactical - 2013 - Present - Territory Manager for Oklahoma & Arkansas

**Previous employment or experience:**

Makita USA - 2006 - 2013 IC Territory Manager for Oklahoma & Arkansas  
ORSNASCO - 1997 - 2006 - Inside Sales Manager Midwest

**Professional Licenses Held (if applicable):**

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

Bret Hanson 12446 S 18th Circle Jenks, OK 74037  
Chris Bue 2491 S 77th St East Muskogee, OK 74403  
Andy Simmon 2427 Gibson St Muskogee, OK 74403  
Dr. Dansby 276 S 94th St W Muskogee, OK 74401

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

Kid's Space - Board Member - 4 term

**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

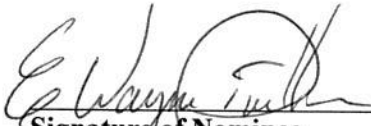
Please list any special interests or characteristics which might be important to serve on a Board or Commission:

*I would like to be more active and help serve my community*

**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

4/2/18  
Date

Submitted by the Mayor for approval by the City Council this 5 day of April, 20 18

  
Signature of Sponsor

**Public Works Committee**

**6.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of Jennifer Crotty to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action. (Councilor Wayne Johnson)

**BACKGROUND:**

This appointment is to fill a seat on the newly created Roxy Theater Community Trust. The terms will be determined by the creation of the bylaws.

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

Jennifer Crotty

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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  
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- 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:  
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- 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:

Roxy Trust Board

Your Full

Legal Name: Jennifer Elisabeth Crotty

Your

Preferred Name: Jenn fer Crotty

**Business Name:** Foot Specialists of Muskogee

**Home Address:** 2300 North 59th St. West

**Job Title/Employment Date:** Owner 1994

**City Zip:** 74401

**Business Address:** 1221 West Broadway 74401

**Ward:** 1      2      3      4

**Home Phone:** \_\_\_\_\_

**Business Phone:** 918-682-1720

**Cell Phone** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Home Email:** jencrotty2@yahoo.com

**Business Email:** \_\_\_\_\_

Are you registered to vote in City of Muskogee Elections?

Yes      Yes      No

Are you a citizen of the United States?

Yes      No

**Personal Information:**

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

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

Muskogee High School 1987

Northeastern State University 1992 Fashion Merchandising/Business

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Homeschool teacher and co-owner of Foot Specialists of Muskogee.

**Previous employment or experience:**

Management experience and some light book keeping for Foot Specialists of Muskogee.

**Professional Licenses Held (if applicable):**

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

Avery Frix, State Representative, 918-680-1218

**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

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

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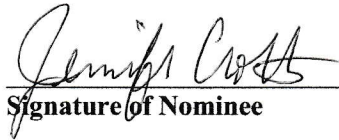
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**RELEASE OF INFORMATION**

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**

March 29, 2018

\_\_\_\_\_  
**Date**

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

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

**Public Works Committee**

**7.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of Kim Lynch to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action. (Councilor Derrick Reed)

**BACKGROUND:**

This appointment is to fill a seat on the newly created Roxy Theater Community Trust. The terms will be determined by the creation of the bylaws.

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

Kim Lynch

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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:

Boxy Trust Authority

Your Full  
Legal Name: Kimberly Lynch

Your  
Preferred Name: Kim Lynch

Business Name: NBN

Home Address: 406 Grand Ave Muskogee

Job Title/Employment Date: Executive Director City Zip: Muskogee, OK 74403

Business Address: 5/2009  
207 N Second St

Ward: 1 (2) (3) 4

Home Phone: \_\_\_\_\_

Business Phone: 918 683-4600

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Home Email: Kimlynch@swbell.net

Business Email: klynch@nbn-nrc.org

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):**

Westminster High School Westminster, CALIFORNIA  
Orange Coast College - Fashion Merchandising Visual Design  
CSLA - American Humanities BA  
Certification of Executive Directors CASE WESTERN

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Executive Director, May 2009 current supervisor - Pastor Harlon Coleman  
Neighbors Building Neighborhoods  
Board Chair

Previous employment or experience:

Executive Director - 1990-2008 Girl Scouts - Bluestem Council  
Bartlesville, OK  
Program Director - 1988-1992 Sierra Madre GSC Arcadia, CA  
Field Director - 1987-1988 San Fernando GSC Chatsworth, CA  
Program Specialist 1985-1987 San Geronimo GSC Redlands, CA  
Harris Dept. Store, May Company Buyer 1979-1985  
JC Penney - Shoe Sales 1976-79

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):

Batavian 1992-2010(?)

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)

Facilities Board

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.

MLKCCIA (Serves as trustee through fiscal responsibility)  
TREASURER

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:**

Notary

**RELEASE OF INFORMATION**

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

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

  
\_\_\_\_\_  
**Signature of Nominee**

4-5-18  
\_\_\_\_\_  
**Date**

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

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

**Public Works Committee**

**8.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of Charles Moore to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action. (Councilor Ivory Vann)

**BACKGROUND:**

This appointment is to fill a seat on the newly created Roxy Theater Community Trust. The terms will be determined by the creation of the bylaws.

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

Charles Moore

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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:

Lexy Theater Board

Your Full  
Legal Name:

Charles N. Moore

Your

Preferred Name:

Charles N. Moore

Business Name:

First Bapt. Church

Home Address:

2515 Hilltop Ave

Job Title/Employment Date:

7/2008

City Zip:

74403

Business Address:

6000 W. 54th S.

Ward:

1

2

3

4

Home Phone:

Business Phone:

Cell Phone:

Fax:

Home Email:

Business Email:

Are you registered to vote in City of Muskogee Elections?

Yes

No

Are you a citizen of the United States?

Yes

No

**Personal Information:**

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

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

Towers High - Decatur, Ga. 84  
Bacone College Muskogee 2017 BA. Christian Min.

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Senior Pastor First Bapt. Church Summit, 7/2008 - current  
Senior Pastor Antioch Baptist Church Tahlequah, 10/18-1996

Previous employment or experience:

Sprint - 2/1996 - 6/2008  
MCT - 7/1988 - 7-1/1996

Professional Licenses Held (if applicable):

Licensed Pastoral Counselor - NCCA

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

Avery "TAX" - OK State Rep. - 918-680-1218  
Wanda Vanna - Muskogee City Councilman 918 360 9191  
Dale Hall " " " 918 869 2559

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

Pres. of Muskogee Christian Ministers Union 2014 - 2015  
National Christian Counselors Assn. 2015  
American Bapt. Church - Black Caucus Churches Board Mem.

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

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

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

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

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

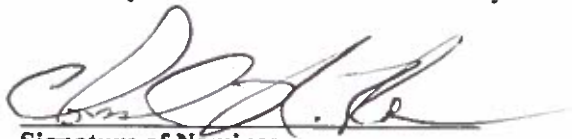
Please list any special interests or characteristics which might be important to serve on a Board or Commission:

I'm a Exec. Board member of the Ok Arts Council appointed by OK Gov. Mary Fallon. And presented before the OK State Senate for approval by OK State Senator Kimberley.

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

April 5 2008

Date

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



Signature of Sponsor

**Public Works Committee**

**9.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of Wren Stratton to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action. (Councilor Janey Boydston)

**BACKGROUND:**

This appointment is to fill a seat on the newly created Roxy Theater Community Trust. The terms will be determined by the creation of the bylaws.

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

Wren Stratton

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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.
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- 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:

Roxie Theater Community Trust

Your Full Legal Name: Susan Wren Stratton Your Preferred Name: Wren  
Business Name: Indian Capital Technology Center Home Address: 324 No Camd n Pl  
Job Title/Employment Date: RN - Instructor/Fall 2008 City/Zip: 74434  
Business Address: 2403 No 41st St E Muskogee OK 74403 Ward: 2 3 1 4  
Home Phone: \_\_\_\_\_  
Business Phone: 918-347902 Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Home Email: animal.stratton@gmail.com  
Business Email: \_\_\_\_\_

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

**Personal Information:**

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

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

May 1972 Muskogee High School

May 1979 University of Tx Health Science Center at San Antonio - Bachelor's of Science in Nursing

2008-2010 Oklahoma State University - Career Technology Certification

2010 Biology Certification

2018- current Pursuing a MS in Nursing Education at NSU

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Indian Capital Technology Center Fall 2008-present

Edna McMillan - Principal

**Previous employment or experience:**

1988-1993 Children's Hospital of Oklahoma

1982-1988 Bacone College School of Nursing

1981-1982 Muskogee Regional Medical Center

1979-1981 St. John's Hospital, Tulsa, Ok.

**Professional Licenses Held (if applicable):**

Registered Nurse State of Oklahoma

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

Carol Williams, RN MSN Indian Capital Technology Center 918-577-0509

Edna McMillan, Principal Indian Capital Technology Center 918-348-7900

Coni Wetz, Exe Dir MLT 918-816-0688

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

Quality of Life Committee City of Muskogee Foundation

VP Chapter EA PEO

Political Action Representative for Oklahoma Health Care Career Technology Assoc

VP Women Who Care

Chair Depot District Committee

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

none

**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)

City Council 2002-2006

Mayor 2008-2008

**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:**

Downtown Revitalization

**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.

Wren Shattler  
Signature of Nominee

4-11-18  
Date

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

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

**Public Works Committee**

**10.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of Roger Bell to serve on the Roxy Theater Community Trust, subject to a term to be established in the bylaws, or take other necessary action. (Councilor Patrick Cale)

**BACKGROUND:**

This appointment is to fill a seat on the newly created Roxy Theater Community Trust. The terms will be determined by the creation of the bylaws.

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**Public Works Committee**

**11.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of David Ragsdale, to serve on the Parks and Recreation Board, replacing Alan Foster, beginning April 24, 2018 and ending March 31, 2022, or take other necessary action. (Councilor Derrick Reed)

**BACKGROUND:**

This is to fill the expired term of Alan Foster

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**Public Works Committee**

**12.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of James Gulley, to serve on the Street Improvement Advisory Commission, replacing Kem Frix, beginning April 24, 2018 and ending March 31, 2023, or take other necessary action. (Mayor Bob Coburn)

**BACKGROUND:**

This is to fill the expired term of Kem Frix

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**Public Works Committee**

**13.**

**Meeting Date:** 04/16/2018  
**Initiator:** Tammy Tracy, City Clerk  
**Department:** City Clerk  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider the appointment of Brent Trout, to serve on the Parks and Recreation Board, replacing Jimmy Stinson, beginning April 24, 2018 and ending March 31, 2022, or take other necessary action. (Mayor Bob Coburn)

**BACKGROUND:**

This is to fill the expired term of Jimmy Stinson.

**RECOMMENDED ACTION:**

Approval of the appointment.

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**Fiscal Impact**

**Attachments**

Brent Trout

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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:

Parks & Recreation Board

Your Full  
Legal Name: Brent Christopher Trout

Your  
Preferred Name: Brent Trout

Business Name: Muskogee War Memorial Park

Home Address: 2410 Fredonia Street

Job Title/Employment Date: War Memorial Director 10/2016

City Zip: Muskogee, 74403

Business Address: 350 E. 1st Road

Ward: 1 2 3 4

Muskogee, OK 74403

Home Phone: 918.682.1642

Business Phone: 918.682.2926

Cell Phone: 918.682.1642

Fax: 918.682.1642

Home Email: btrout@warmemorialpark.org

Business Email: btrout@warmemorialpark.org

Are you registered to vote in City of Muskogee Elections?

Yes

Yes

No

Are you a citizen of the United States?

Yes

No

**Personal Information:**

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

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

Fort Zumwalt North High - O'Fallon, Missouri | 2000 Diploma

Southeast Missouri State - Cape Girardeau, Missouri | 2012 B.A. History

Northwest Missouri State - Maryville, Missouri | 2014 M.A. History



## APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Muskogee War Memorial Park/City of Muskogee - Executive Director

Maintain operations of the Muskogee War Memorial Park for the benefit of Muskogee citizens and tourists to Muskogee.

Position started 2014 - Supervisor - Mike Miller

### **Previous employment or experience:**

St. Louis Catholic Academy | Teacher | 2007 - 2010

Northwest Missouri State | Research and Lecturer | 2012 - 2014

Muskogee War Memorial | Park Executive Director | 2014 - 2016

City of Muskogee | War Memorial Director | 2016 - Present

### **Professional Licenses Held (if applicable):**

Certified Tourism Executive | TTIA

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

Bob Coburn - Mayor of Muskogee

Roy Tucker - City Attorney/Muskogee

James Gulley - Vice President/Operations Love Bottling

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

Member of Oklahoma Museums Association 2014 - Present

Member of Mountain Plains Museum Association 2014 - Present

Member of the Greater Muskogee Area Chamber of Commerce 2014 - Present

Member of Oklahoma Travel Industry Association 2014 - Present

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

None

### **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)

Historic Preservation Commission 10/15 - Present

**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.**

I work for the City of Muskogee and hold a position as a Commissioner of the Historic Preservation Commission.

Approval for appointment came from Mike Miller - City Manager

Marsha also said I could do this!

**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 have a passion for Muskogee and would like to help make Muskogee the best place to live on the planet.

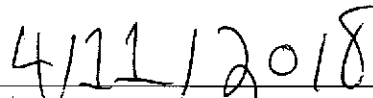
In terms of Parks and Recreation, my daughter visits Muskogee Parks every week and they are vital to our family.

**RELEASE OF INFORMATION**

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

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

  
Signature of Nominee

  
Date

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

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