

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

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

AGENDA MUSKOGEE CITY COUNCIL FEBRUARY 26, 2024

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item.

When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body.

Under certain circumstances, items are deferred to a specific date or stricken from the agenda entirely.

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

**APPROVAL OF MINUTES: SPECIAL CALL CITY COUNCIL NOVEMBER 13, 2023, REGULAR
SESSION CITY COUNCIL NOVEMBER 27, 2023, AND SPECIAL CALL CITY COUNCIL
DECEMBER 11, 2023, OR TAKE OTHER NECESSARY ACTION.**

CONSENT AGENDA

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

1. Approval of claims for all City departments December 30, 2023 through February 2, 2024, or take other necessary action.
2. Approval to accept the lowest and/or best bid for Pest Control Services from Allstate Termite & Pest Solutions, at \$1,596.00 per month, or take other necessary action. (Roger Kolman)
3. Approval of the lowest and best bid from Gordon's Heating and Air for Mechanical (HVAC) contractor for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Roger Kolman)
4. Approval of the low bid from B & R Electric for Electrical Contractor for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Roger Kolman)

5. Approval of lowest and only bid from McIntosh Service, LLC, for Plumbing Contractor for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Roger Kolman)
6. Approval of the lowest and best bid from TK Elevator Corporation for Elevator Maintenance contractor for maintenance and upkeep of four elevators within City facilities and buildings, or take other necessary action. (Roger Kolman)
7. Approval of the lowest and/or best bids from Muskogee Redi Mix for concrete materials for City repair and maintenance projects, or take other necessary action. (Mike Stewart)
8. Approval of the lowest and/or best bids for Road Materials from Tulsa Asphalt, Vance Brothers, APAC Central dba Arkhola, and Youngman Rock, for FY2024-2025, or take other necessary action. (Mike Stewart)
9. Approval to accept the recommended bids for Water Treatment Plant Chemicals for water treatment as follows: 1) Chlorine at \$1.165 per pound to Brenntag Southwest; 2) Fluorosilicic Acid at \$0.292 per pound to Pencco Inc.; 3) Poly-phosphate at \$0.647 per pound to Shannon Chemicals; 4) Aluminum/polymer liquid blend coagulant at \$0.427 per pound to WaterTech Inc.; 5) Sodium Chlorite solution at \$0.665 per pound to Evoqua Water Technologies; 6) Ferric Chloride at \$0.24 per pound to PVS Technologies; 7) Copper Sulfate at \$0.5131 per pound to Brenntag Southwest, or take other necessary action. (Mike Stewart)
10. Approval of a request from the Roxy Theater for a one-time supplemental appropriation for operating expenses of \$35,000.00, or take other necessary action. (Mike Miller)
11. Approval of final payment to TLS Group, Inc., in the amount of \$71,036.27, for Four Corners Signalization, Project No. 2016040, or take other necessary action. (Mike Stewart)
12. Approval of final payment to Mason Enterprise Group, in the amount of \$3,519.00, for Sewer Plant Chiller, Project No. 2022038, or take other necessary action. (Mike Stewart)
13. Approval of the appointment of Joy Sloan to the Parks and Recreation Board, to serve a four (4) year term, filling the expiring term of Evelyn Hibbs, beginning March 1, 2024, and ending February 29, 2028, or take other necessary action. (Councilor Perline Boyattia-Craig)

REGULAR AGENDA

14. Receive presentation from Eddie Warrior Correctional Center on their plans for a Work-Release Program to provide job opportunities and career training, and take other necessary action. (Mayor Marlon J. Coleman)
15. Receive annual report from the Muskogee Tourism Authority to discuss their projects, goals, and activities, and take other necessary action. (Mike Miller)

16. Hold a Public Hearing to discuss the outcome of the Community Development Block Grant-Coronavirus Response (CDBG-CV 2020), an Application for Funding to Prevent, Prepare for, and Respond to Coronavirus, and take other necessary action. (Jody King)
17. Consider approval of Ordinance No. 4224-A, an ordinance amending the City of Muskogee Code of Ordinances, by amending Chapter 82, Utilities, Article VI, Refuse Collection, Section 82-743, Other Trash Containers, Adding Repealer, Severability and Setting an Effective Date, or take other necessary action. (Mike Stewart)
18. Consider approval of Resolution No. 2932 approving and authorizing execution of the Blue Cross Blue Shield Benefit Program Application and required addendums, Blue Cross Blue Shield Exhibit to the Stop Loss Coverage Policy, Prime Therapeutics Required Documents, and all other required documents, all to become effective on May 1, 2024, and authorizing the City Manager, or designee, to execute all necessary documents for renewal and implementation purposes, or take other necessary action. (Maggie Eaton)
19. Consider approval of Resolution No. 2975 declaring the property located at 1016 South C Street in the City of Muskogee, as surplus property, and authorize the City Manager to negotiate and execute a Quit Claim Deed for the subject property, or take other necessary action. (Jody King)
20. Consider approval of Resolution No. 2974 declaring items of personal property presently in the possession of the City of Muskogee, to be surplus to the needs of the City of Muskogee, and authorize the City Manager, or his designee, to offer for sale or dispose of the same, all as per the attached list, or take other necessary action. (Dennis Read)
21. Consider approval of Change Order No. 2, for AIP Project No. 3-40-0062-013, at Davis Field, or take other necessary action. (Mike Stewart)
22. Consider approval of a contract renewal with Midwest Employers Casualty Company for Excess Workers' Compensation Insurance, in the amount of \$118,551.00, or take other necessary action. (Katrina Bodenhamer)
23. Consider the appointment of Councilor Shirley Hilton-Flanary to the Council-Management Relations subcommittee, replacing Councilor Perline Boyattia-Craig, or take other necessary action. (Councilor Tracy Hoos)

RECOGNIZE CITIZENS WISHING TO SPEAK TO THE MAYOR AND COUNCIL.

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

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

- a. Pursuant to Section 307 B.1 Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the employment and evaluate the performance of Municipal Judge, Toni Bradley-Smith, and if necessary, take appropriate action in Open Session. (Councilors Stout, Hoos, and Boyattia-Craig)
- b. Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss Worker's Compensation Claims No. 10-19-7085 and No. 10-21-7624, and if necessary, take appropriate action in Open Session. (Katrina Bodenhamer)
- c. Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session with Attorney Matt Sill to provide an update regarding (PFAS) contamination In Re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-mn-2873, United States District Court, District of South Carolina, and if necessary, take appropriate action in Open Session. (Katrina Bodenhamer)

ADJOURN

Regular City Council

1.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

APPROVAL OF MINUTES: SPECIAL CALL CITY COUNCIL NOVEMBER 13, 2023, REGULAR SESSION CITY COUNCIL NOVEMBER 27, 2023, AND SPECIAL CALL CITY COUNCIL DECEMBER 11, 2023, OR TAKE OTHER NECESSARY ACTION.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

11-13-2023 spccmin
11-27-2023 ccmin
12-11-2023 spccmin

MINUTES

OF THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN A SPECIAL CALL SESSION IN COUNCIL CHAMBERS OF CITY HALL NOVEMBER 13, 2023

The City Council of the City of Muskogee, Oklahoma, met in a Special Call Session at 5:30 p.m., on November 13, 2023, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma, with Mayor Marlon J. Coleman presiding.

Meeting was called to order by Mayor Marlon J. Coleman and the City Clerk called the roll as follows:

Present: Marlon J. Coleman, Mayor; Derrick Reed, Deputy Mayor; Jaime Stout, Councilmember; Alex Reynolds, Councilmember; Traci McGee, Councilmember; Tracy Hoos, Councilmember; Shirley Hilton-Flanary, Councilmember; Perline Boyattia-Craig, Councilmember; Patrick Cale, Councilmember

Staff Present: Mike Miller, City Manager; Mike Stewart, Interim Assistant City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Kenna Terrell, Deputy City Clerk; Jeff Reeves, Project Manager; Johnny Teehee, Police Chief; Maggie Eaton, Human Resources Director; Avery Rigney, Interim Public Works Director; Chris Cummings, IT Director; Austin Witt, Deputy City Attorney; Jody King, Planning Director

- 1 Consider approval to allow the City Manager to negotiate and execute a Consulting Service Agreement and Business Associate Agreement with Alliant Insurance Services, for the purpose of providing Broker Services for employee health benefits, as recommended by the City of Muskogee Health Insurance Committee, or take other necessary action. (Maggie Eaton)

Motion was made by Councilmember Traci McGee, seconded by Councilmember Perline Boyattia-Craig to allow the City Manager to negotiate and execute a Consulting Service Agreement and Business Associate Agreement with Alliant Insurance Services, for the purpose of providing Broker Services for employee health benefits, as recommended by the City of Muskogee Health Insurance Committee.

AYE: Deputy Mayor Derrick Reed, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

NAY: Mayor Marlon J. Coleman, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary

Carried

- 2 (No Action) Discuss and provide direction to Staff on an Economic Development Plan that outlines budget, expenses, incentives, and related procedures. (Mike Miller)

Council Member Tracy Hoos stated it has previously been discussed to have a three (3) person committee comprised of Council members who would work directly with Staff. Mr. Hoos stated he feels Economic Development is more than just the body; it is other partners, such as the URA, the Port, and the County. He recommended that a committee would bring everyone to the table to make the best decision, perhaps including people from the private sector. Mr. Hoos said diversifying the committee will bring perspective, more sustainable solutions, and foster better communication between agencies.

- 3 (Stricken) Receive report and discuss the topic of youth services as presented during the public comment period of the City Council meeting of October 23, 2023. (Mayor Marlon J. Coleman)

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

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Alex Reynolds to approve to enter into Executive Session.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

Council entered into Executive Session at 6:50 p.m.

Council reconvened into Regular Session at 7:20 p.m.

- a Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the lawsuit styled Arrowhead Mall vs. City of Muskogee, CJ-2020-47, filed in the District Court in and for Muskogee County, Oklahoma, and if necessary, take appropriate action in Open Session. (Katrina Bodenhamer)

Motion was made by Councilmember Traci McGee, seconded by Councilmember Perline Boyattia-Craig to authorize the City Manager to negotiate and approve the agreement as discussed in Executive Session.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember
Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos,
Councilmember Shirley Hilton-Flanary, Councilmember Perline
Boyattia-Craig, Councilmember Patrick Cale

NAY: Councilmember Alex Reynolds

Carried

MARLON J. COLEMAN, MAYOR

TAMMY L. TRACY, CITY CLERK

MINUTES

**OF THE CITY COUNCIL
OF THE CITY OF MUSKOGEE, OKLAHOMA,
MET IN REGULAR SESSION
IN COUNCIL CHAMBERS OF CITY HALL
NOVEMBER 27, 2023**

The City Council of the City of Muskogee, Oklahoma, met in Regular Session at 5:30 p.m., on November 27, 2023, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma, with Mayor Marlon J. Coleman presiding.

Meeting was called to order by Mayor Marlon J. Coleman and the City Clerk called the roll as follows:

Present: Mayor Marlon J. Coleman; Deputy Mayor Derrick Reed; Councilmember Jaime Stout; Councilmember Alex Reynolds; Councilmember Traci McGee; Councilmember Tracy Hoos; Councilmember Shirley Hilton-Flanary; Councilmember Perline Boyattia-Craig; Councilmember Patrick Cale

Staff Present: Mike Miller, City Manager; Mike Stewart, Interim Assistant City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Maggie Eaton, Human Resources Director; Avery Rigney, Interim Public Works Director; Mark Wilkerson, Parks & Recreation Director; Chad Farmer, Deputy Police Chief; Kevin Anthis, Aquatic & Fitness Facility Manager; Leslie Arnold, Legal Assistant; Austin Witt, Deputy City Attorney; Jody King, Planning Director

APPROVAL OF MINUTES: SPECIAL CALL CITY COUNCIL OCTOBER 9, 2023 AND CITY COUNCIL REGULAR SESSION OCTOBER 23, 2023, OR TAKE OTHER NECESSARY ACTION.

Motion was made by Councilmember Alex Reynolds, seconded by Councilmember Perline Boyattia-Craig to approve Minutes: Special Call City Council October 9, 2023 and City Council Regular Session October 23, 2023.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

CONSENT AGENDA

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Shirley Hilton-Flanary to approve Consent Agenda Items one (1) through ten (10).

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

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

- 1 Approval of claims for all City departments September 30, 2023 through November 2, 2023, or take other necessary action.
- 2 Approval to accept lowest and best bid from Vance Brothers, in the amount of \$1,684,968.35, for SE Zone Micro-Surfacing, Project No. 2023026, or take other necessary action. (Avery Rigney)
- 3 Approval to accept lowest and best bid from Rosscan, LLC, for SE Zone Mill & Overlay, Project No. 2023027, in the amount of \$1,663,539.91, or take other necessary action. (Avery Rigney)
- 4 Approval for the Muskogee Police Department to accept a one-time donation of \$5,000.00 from the 2023 Chevy First Responder Program, or take other necessary action. (Johnny Teehee).
- 5 Approval of Resolution No. 2964 declaring the property located on the north property line of 1226 S. 20th Street within the City of Muskogee, as surplus property, or take other necessary action. (Jody King)
- 6 Approval of Resolution No. 2965 declaring the property located in the Tuxedo Park Subdivision, Lot 16 of Block 6 within the City of Muskogee, as surplus property to the needs of the City, or take other necessary action. (Jody King)
- 7 Approval of Change Order No. 2 for Smith Ferry Road Off Right-of-Way Drainage Project, Orchard Parkway Culvert, Project No. 2022031, in the amount of \$32,510.50, or take other necessary action. (Avery Rigney)
- 8 Approval of Change Order No. 2 for Waterline Interconnects Pkg "C", to Cook Consulting, or take other necessary action. (Mike Stewart)

- 9 Approval of Final Payment to Tecta America, in the amount of \$152,017.41, for Raw Water Roof Replacement, Project No. 2022035, or take other necessary action. (Mike Stewart)
- 10 Approval of the reappointment of John Lange to the Airport Board, beginning October 1, 2023, and expiring September 30, 2027, or take other necessary action. (Councilor Patrick Cale)

REGULAR AGENDA

- 11 (No Action) Receive presentation on CaptiveAire Systems, Inc., and its recent expansion in Muskogee, and take other necessary action. (Mike Miller)

Heather McDowell, Port Muskogee Director of Economic Development, with guests Shane McCullough and Teresa Inhoffe of CaptiveAire Systems, Inc, spoke about the company's expansion and plans for the future.

- 12 Consider approval of the appointment of Eric Elgin to the Muskogee City-County Port Authority and Muskogee City-County Trust Port Authority, to fill the unexpired term of John Schilt, commencing upon appointment and ending on August 31, 2024, or take other necessary action. (Councilor Perline Boyattia-Craig)

Motion was made by Councilmember Perline Boyattia-Craig, seconded by Councilmember Shirley Hilton-Flanary to approve the appointment of Eric Elgin to the Muskogee City-County Port Authority and Muskogee City-County Trust Port Authority, to fill the unexpired term of John Schilt, commencing upon appointment and ending on August 31, 2024.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 13 Consider approval of proposed Ordinance No. 4215-A, an ordinance amending the City of Muskogee Code of Ordinances, Chapter 54, Offenses and Miscellaneous Provisions, Article VII, Smoking and Tobacco, Section 54-313, Receipt of Tobacco Products or Vapor Products by a Minor, Providing for Repealer, Severability, and Setting and Effective Date, or take other necessary action. (Katrina Bodenhamer)

Deputy City Attorney Austin Witt stated there are currently two (2) tobacco cessation programs being utilized in Muskogee. The first is through Muskogee High School for those under 18, and the second is through Neighbors Building Neighborhoods for those who are 18-20 years of age. There are two (2) online options offered through the State of Oklahoma.

Motion was made by Councilmember Perline Boyattia-Craig, seconded by Councilmember Alex Reynolds to approve Ordinance No. 4215-A, an ordinance amending the City of Muskogee Code of Ordinances, Chapter 54, Offenses and Miscellaneous Provisions, Article VII, Smoking and Tobacco, Section 54-313, Receipt of Tobacco Products or Vapor Products by a Minor, Providing for Repealer, Severability, and Setting and Effective Date.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 14 Consider approval of Ordinance No. 4216-A, an ordinance amending the City of Muskogee Code of Ordinances, Chapter 18, Building and Building Regulations, Article III, Building Code and Regulations, Section 18-188, Public Nuisance Review Committee Established and Created; Composition; Meetings; Promulgation of Rules, Section 18-190, Duty to Serve as Administrative Hearing Board on Certain Matters, and Section 18-191, Appeals, Providing for Repealer, Severability, and Setting and Effective Date, or take other necessary action. (Jody King)

Planning Director Jody King stated this was presented to the Public Works Committee on November 13, 2023 and will adjust how the Public Nuisance Review Committee operates, creating a faster process. He stated the ordinance will eliminate the automatic appeal, and will shorten the process by five (5) to ten (10) days.

Motion was made by Councilmember Shirley Hilton-Flanary, seconded by Councilmember Tracy Hoos to approve Ordinance No. 4216-A, an ordinance amending the City of Muskogee Code of Ordinances, Chapter 18, Building and Building Regulations, Article III, Building Code and Regulations, Section 18-188, Public Nuisance Review Committee Established and Created; Composition; Meetings; Promulgation of Rules, Section 18-190, Duty to Serve as Administrative Hearing Board on Certain Matters, and Section 18-191, Appeals, Providing for Repealer, Severability, and Setting and Effective Date.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 15 Consider approval of Ordinance No. 4217-A, an ordinance amending the City of Muskogee Code of Ordinances, Chapter 18, Building and Building Regulations, Article IX, Uniform Building Code Appeals, Section 18-487, Ex Officio Members, Section 18-488, Meetings; Procedural Rules, and Section 18-490, Powers and Duties, Providing for Repealer, Severability, and Setting and Effective Date, or take other necessary action. (Jody King)

Planning Director Jody King stated this Ordinance is a companion to Ordinance No.

4216-A, and updates the language to reflect the removal of the automatic appeal.

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Perline Boyattia-Craig to approve Ordinance No. 4217-A, an ordinance amending the City of Muskogee Code of Ordinances, Chapter 18, Building and Building Regulations, Article IX, Uniform Building Code Appeals, Section 18-487, Ex Officio Members, Section 18-488, Meetings; Procedural Rules, and Section 18-490, Powers and Duties, Providing for Repealer, Severability, and Setting and Effective Date.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 16 Consider approval of Ordinance No. 4220-A, terminating the Defined Benefit Pension System known as the Defined Benefit COLA Plan for retirees only for the City of Muskogee, Oklahoma, adopted by Ordinance No. 3412-A on February 24, 1997, as amended; directing the distribution of excess assets; providing for Severability and Repealer; and Declaring an Emergency. (Maggie Eaton)

Human Resources Director Maggie Eaton explained this action item is to close the old Defined Benefit Retiree Only plan as all of Muskogee's liabilities have been paid. The residual assets that were set aside to pay for the plan's liabilities now belong to the City. This action is to terminate the old plan in order to process the payment and direct the distribution of the excess assets.

Motion was made by Councilmember Patrick Cale, seconded by Councilmember Perline Boyattia-Craig to approve Ordinance No. 4220-A, terminating the Defined Benefit Pension System known as the Defined Benefit COLA Plan for retirees only for the City of Muskogee, Oklahoma, adopted by Ordinance No. 3412-A on February 24, 1997, as amended; directing the distribution of excess assets; providing for Severability and Repealer.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Alex Reynolds to declare an emergency.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 17 Consider approval of Resolution No. 2966 directing the filing and notification of the publication of Supplement No. 24 to the Muskogee City Code of Ordinances, or take other necessary action. (Tammy L. Tracy)

City Clerk Tammy L. Tracy stated this will adopt ordinances approved by the City Council through May 2023, Ordinance 4195-A.

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Shirley Hilton-Flanary to approve Resolution No. 2966 directing the filing and notification of the publication of Supplement No. 24 to the Muskogee City Code of Ordinances.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 18 (No Action) Receive a report on the Adult and Juvenile Community Service Program, and take other necessary action. (Katrina Bodenhamer)

Legal Assistant Leslie Arnold provided a PowerPoint Presentation over the Adult and Juvenile Community Service Program.

Direction was given to Staff to explore expanding the program and further assisting citizens who may benefit from this program.

- 19 Consider approval to authorize the City Manager to negotiate and execute a contract with Olsson Engineering for the design of a new Waste Water Treatment Plant, or take other necessary action. (Avery Rigney)

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Tracy Hoos to authorize the City Manager to negotiate and execute a contract with Olsson Engineering for the design of a new Waste Water Treatment Plant.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 20 (No Action) Hold a public hearing to discuss proposed water and sewer rate increases relating to the Water Meter Replacement Project and new Wastewater Treatment Plant Project, and provide direction to Staff. (Mike Miller)

Mayor Marlon J. Coleman opened the Public Hearing.

City Manager Mike Miller stated it is time to update our wastewater treatment plant and to replace many water meters across the City. The wastewater treatment plant is updated every 20-30 years to maintain water quality. The Oklahoma Department of Environmental Quality (ODEQ) has inspected and requires changes be made. Mr. Miller stated these updates will allow for better economic development and industrial expansion. ODEQ has verbally agreed to the timeline.

Alan Brooks, The Public Finance Law Group, stated the timeline must be met in order to avoid future fines from ODEQ. He stated sewer rates should pay for the sewer system. The Oklahoma Water Resources Board will provide the loan for the updates, and the City will repay using the sewer rates.

City Clerk Tammy L. Tracy stated comparing our rates to other municipalities of similar size, our sewer rates are low. A \$7.75 base increase on sewer for three (3) consecutive years would place us in the middle range. The rate increase would be effective October 2024.

Mr. Miller stated implementing the rates shows the ability to repay the loan and meets ODEQ expectations.

Mr. Miller stated there has been no funding mechanism in place for replacement of broken water meters. He stated water revenue should pay for water service.

Ms. Tracy stated in comparison with other cities of similar size, our water service fee is low. To replace the meter, MXU, and install, a one-time \$4.00 base rate increase would allow for future repair/replacement. The rate increase would be effective October 2024.

Mayor Marlon J. Coleman closed the Public Hearing.

- 21 Consider approval of City Council Policy 3-3-7, Limited Emergency Paid Sick Leave, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated this policy will replace the policy rescinded on October 23, 2023. The new policy will allow for five (5) paid sick days with a medical professional COVID-19 test. It will require the employee to wear a mask for five (5) days after returning to work.

Motion was made by Councilmember Perline Boyattia-Craig, seconded by Councilmember Tracy Hoos to approve City Council Policy 3-3-7, Limited Emergency Paid Sick Leave.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale
Carried - Unanimously

- 22 Consider approval to authorize the City Manager to negotiate and execute the renewal of the Traffic Signal Maintenance Contract with SignalTek Inc., now Traffic Lighting Systems, which includes, but is not limited to, the repair, installation, maintenance, and 24-hour call for traffic signals and flashing school signals, as recommended by Staff, or take other necessary action. (Mike Stewart)

Interim Assistant City Manager Mike Stewart stated there are three (3) changes to the existing contract: the name change from SignalTek, Inc, to Traffic Lighting Systems; the City Manager signature was added to execute the contract; and it has been dated according to the fiscal year.

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Perline Boyattia-Craig to authorize the City Manager to negotiate and execute the renewal of the Traffic Signal Maintenance Contract with SignalTek Inc., now Traffic Lighting Systems, which includes, but is not limited to, the repair, installation, maintenance, and 24-hour call for traffic signals and flashing school signals, as recommended by Staff.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale
Carried - Unanimously

- 23 Consider approval of the lowest and best bid in the amount of \$973,200.00 for the River Country Waterpark renovation project from Allison Landscape and Pool, LTD, or take other necessary action. (Mark Wilkerson)

Motion was made by Councilmember Perline Boyattia-Craig, seconded by Councilmember Jaime Stout to approve of the lowest and best bid in the amount of \$973,200.00 for the River Country Waterpark renovation project from Allison Landscape and Pool, LTD.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale
Carried - Unanimously

- 24 Consider approval of the 2024 meeting schedule for City Council and Public Works and Finance Committees, as per City Code 2-20 and Council Policy 1-2, or take other necessary action. (Mike Miller)

City Manager Mike Miller stated this was previously discussed at the Public Works Committee meeting, and it was decided to continue with the current schedule. The 2024 committee meetings will be held on the second Monday of each month and City Council meetings on the fourth Monday of each month.

Motion was made by Councilmember Perline Boyattia-Craig, seconded by Councilmember Jaime Stout to approve the 2024 meeting schedule for City Council and Public Works and Finance Committees, as per City Code 2-20 and Council Policy 1-2.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

RECOGNIZE CITIZENS WISHING TO SPEAK TO THE MAYOR AND COUNCIL.

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

- 25 Consider an Executive Session to discuss and take possible action on the following:
- a (Stricken) Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session with Attorney Matt Sill to provide an update regarding (PFAS) contamination In Re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-mn-2873, United States District Court, District of South Carolina, and the potential of opting out of the settlement. (Katrina Bodenhamer)

ADJOURN

TAMMY L. TRACY, CITY CLERK

MINUTES

OF THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN A SPECIAL CALL SESSION IN COUNCIL CHAMBERS OF CITY HALL DECEMBER 11, 2023

The City Council of the City of Muskogee, Oklahoma, met in a Special Call Session at 5:30 p.m., on December 11, 2023, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma, with Mayor Marlon J. Coleman presiding.

Meeting was called to order by Mayor Marlon J. Coleman and the City Clerk called the roll as follows:

Present: Marlon J. Coleman, Mayor; Derrick Reed, Deputy Mayor; Jaime Stout, Councilmember; Alex Reynolds, Councilmember; Traci McGee, Councilmember; Tracy Hoos, Councilmember; Shirley Hilton-Flanary, Councilmember; Perline Boyattia-Craig, Councilmember; Patrick Cale, Councilmember

Staff Present: Mike Miller, City Manager; Roger Kolman, Assistant City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Mike Stewart, Public Works Director; Jeff Reeves, Project Manager; Johnny Teehee, Police Chief; Dennis Read, Treasurer; Maggie Eaton, Human Resources Director; Avery Rigney, Assistant Public Works Director; Chris Cummings, IT Director; Alicia Glanz, Deputy Treasurer; Austin Witt, Deputy City Attorney; Jody King, Planning Director

- 1 Consider approval of claims for all City departments November 4, 2023 through December 1, 2023, or take other necessary action.

Motion was made by Councilmember Jaime Stout, seconded by Deputy Mayor Derrick Reed to approve claims for all City departments November 4, 2023 through December 1, 2023.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 2 Consider approval of Resolution No. 2969 of the City of Muskogee, Oklahoma (The "City") approving action taken by the Muskogee Municipal Authority (The "Authority") in Resolution No. 2968 authorizing the issuance, sale and delivery of a promissory note of the Authority to the Oklahoma Water Resources Board; ratifying and confirming a lease agreement and operation and maintenance contract, as amended, by and between the City and the Authority pertaining to the leasing of the City of Muskogee water and sanitary sewer systems to the Authority; authorizing the modification of the security with respect to certain outstanding indebtedness of the Muskogee Municipal Authority, specifically adding one-half of one percent (0.50%) of sales tax revenue to the security pledge; approving and authorizing the execution of a sales tax agreement; and constraining other provisions related thereto, or take other necessary action. (Mike Miller)

Motion was made by Mayor Marlon J. Coleman, seconded by Councilmember Patrick Cale to approve Resolution No. 2969 of the City of Muskogee, Oklahoma (The "City") approving action taken by the Muskogee Municipal Authority (The "Authority") in Resolution No. 2968 authorizing the issuance, sale and delivery of a promissory note of the Authority to the Oklahoma Water Resources Board; ratifying and confirming a lease agreement and operation and maintenance contract, as amended, by and between the City and the Authority pertaining to the leasing of the City of Muskogee water and sanitary sewer systems to the Authority; authorizing the modification of the security with respect to certain outstanding indebtedness of the Muskogee Municipal Authority, specifically adding one-half of one percent (0.50%) of sales tax revenue to the security pledge; approving and authorizing the execution of a sales tax agreement; and constraining other provisions related thereto.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 3 Consider approval of Resolution No. 2962 adopting an Amendment to Appendix A of the Muskogee City Code Pertaining to Schedules of Fees and Charges Per Attached List; Amending the Water And Sewer Rate Charges For Base Rates, Inside And Outside Customers; Delaying the effective date of future increases on all Rates in Accordance With the Consumer Price Index, All Urban Consumers, For Region VI, Dallas-Fort Worth, or take other necessary action. (Mike Miller)

Motion was made by Mayor Marlon J. Coleman, seconded by Councilmember Jaime Stout to approve Resolution No. 2962 adopting an Amendment to Appendix A of the Muskogee City Code Pertaining to Schedules of Fees and Charges Per Attached List; Amending the Water And Sewer Rate Charges For Base Rates, Inside And Outside Customers; Delaying the effective date of future increases on all Rates in Accordance With the Consumer Price Index, All Urban Consumers, For Region VI, Dallas-Fort Worth.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale
Carried - Unanimously

- 4 Consider approval of Resolution No. 2963 which directs monthly water and sewer base rate increases, as contemplated in Resolution No. 2962, with the funds to be retained by the Muskogee Municipal Authority, and that use of these funds be restricted to the Muskogee Municipal Authority for Meter Replacement Project and loan repayment of Waste Water Treatment Plant and utilized for the purposes outlined therein, or take other necessary action. (Mike Miller)

Motion was made by Mayor Marlon J. Coleman, seconded by Councilmember Jaime Stout to approve Resolution No. 2963 which directs monthly water and sewer base rate increases, as contemplated in Resolution No. 2962, with the funds to be retained by the Muskogee Municipal Authority, and that use of these funds be restricted to the Muskogee Municipal Authority for Meter Replacement Project and loan repayment of Waste Water Treatment Plant and utilized for the purposes outlined therein.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale
Carried - Unanimously

- 5 (Stricken) Receive presentation from Goodwill Industries on their investment and community development effort aiming to provide job opportunities and career training to Muskogee residents, or take other necessary action. (Mayor Marlon J. Coleman)
- 6 Consider approval of Resolution No. 2967, amending the City of Muskogee municipal budget for FY 2023-2024 providing for the transfer of excess General Fund revenue from FY 2022-2023 into the Stabilization Account and Special Project Fund, in accordance with City Code 2-552; Providing for the transfer of funds from Special Projects Fund to Civic Center Enterprise Fund; Providing transfer authority, or take other necessary action. (Mike Miller)

City Manager Mike Miller explained it is time to appropriate surplus funds from prior year in accordance with Ordinance No. 4079-A. He Stated there is currently \$1,050,000.00 in unobligated funds. This funding will be directed to the Civic Center boiler project, and additional money to complete the project will come from the Special Project Fund.

Council member Alex Reynolds left the meeting at 4:59 p.m.

Mr. Miller explained the purpose of the mid-year budget adjustment is to review financial performance and allocate carryover funds based on Council priorities. He

stated with careful budgeting, revenue is higher than expenses. This year, our revenue over expenses was \$4,959,541.63. In summary, the Reserve Fund is now at 21%, and the Special Project Fund is \$4,049,268.64.

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Shirley Hilton-Flanary to approve Resolution No. 2967, amending the City of Muskogee municipal budget for FY 2023-2024 providing for the transfer of excess General Fund revenue from FY 2022-2023 into the Stabilization Account and Special Project Fund, in accordance with City Code 2-552; Providing for the transfer of funds from Special Projects Fund to Civic Center Enterprise Fund; Providing transfer authority.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 7 Consider approval of the lowest and best bid in the amount of \$573,500.00 from AC Owen Construction for the Swim and Fitness Center remodel project as recommended by KKT Architects, Inc., or take other necessary action. (Mark Wilkerson)

Motion was made by Councilmember Traci McGee, seconded by Councilmember Perline Boyattia-Craig to approve the lowest and best bid in the amount of \$573,500.00 from AC Owen Construction for the Swim and Fitness Center remodel project as recommended by KKT Architects, Inc..

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 8 Consider approval of the recommendation from GH2 Architects to award the lowest and best bid for the Muskogee Civic Center HVAC Remodel to Sligar Mechanical in the amount of \$1,072,000.00, or take other necessary action. (Mike Stewart)

Motion was made by Councilmember Traci McGee, seconded by Councilmember Shirley Hilton-Flanary to approve the recommendation from GH2 Architects to award the lowest and best bid for the Muskogee Civic Center HVAC Remodel to Sligar Mechanical in the amount of \$1,072,000.00.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 9 Consider approval of Resolution No. 2970, receiving a petition for creation of an assessment district; directing a registered professional engineer to prepare preliminary plans, specifications, assessment plats, and an estimate of cost for the proposed Walnut Creek assessment district, for the Walnut Creek Addition Phase II, or take other necessary action. (Mike Miller)

Motion was made by Councilmember Shirley Hilton-Flanary, seconded by Councilmember Jaime Stout to approve Resolution No. 2970, receiving a petition for creation of an assessment district; directing a registered professional engineer to prepare preliminary plans, specifications, assessment plats, and an estimate of cost for the proposed Walnut Creek assessment district, for the Walnut Creek Addition Phase II.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 10 Consider approval of the re-purposing of one-time funding in the amount of \$27,000.00, for events celebrating the Martin Luther King, Jr. Community Center's 50th anniversary in 2024, or take other necessary action. (Deputy Mayor Derrick Reed and Councilor Tracy Hoos)

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Jaime Stout to approve of the re-purposing of one-time funding in the amount of \$27,000.00, for events celebrating the Martin Luther King, Jr. Community Center's 50th anniversary in 2024.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 11 Consider approval for the City Manager to submit a Proposal for Funding from the Indian Nation Council of Governments (INCOG) State Energy Program American Recovery and Reinvestment Act Revolving Loan Fund (SEP ARRA RLF), or take other necessary action. (Mike Miller)

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Shirley Hilton-Flanary to approve for the City Manager to submit a Proposal for Funding from the Indian Nation Council of Governments (INCOG) State Energy Program American Recovery and Reinvestment Act Revolving Loan Fund (SEP ARRA RLF).

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 12 Consider approval to authorize the City Manager to negotiate and execute an agreement with Muskogee Public Schools for use of the former RAA buildings, to house an Esports Center, Teen Center and Youth Volunteer Corps, and temporary use for the Swim & Fitness remodel project; or take other necessary action. (Mark Wilkerson)

Motion was made by Mayor Marlon J. Coleman, seconded by Councilmember Tracy Hoos to authorize the City Manager to negotiate and execute an agreement with Muskogee Public Schools for use of the former RAA buildings, to house an Esports Center, Teen Center and Youth Volunteer Corps, and temporary use for the Swim & Fitness remodel project.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- 13 Consider approval of the appointment of Mike Brawley to the Street Improvement Advisory Board to fill the unexpired term of Marsha Wiseman, commencing upon appointment, and ending on January 31, 2027, or take other necessary action. (Councilor Shirley Hilton-Flanary)

Motion was made by Councilmember Patrick Cale, seconded by Councilmember Tracy Hoos to approve of the appointment of Mike Brawley to the Street Improvement Advisory Board to fill the unexpired term of Marsha Wiseman, commencing upon appointment, and ending on January 31, 2027.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

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

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Perline Boyattia-Craig to enter into Executive Session.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Alex Reynolds, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale
Carried - Unanimously

Council entered into Executive Session at 5:22 p.m.

Council reconvened into Regular Session at 5:25 p.m.

Meeting was called to order by Mayor Marlon J. Coleman, and the City Clerk called the Roll as follows:

PRESENT: Marlon J. Coleman, Mayor; Derrick Reed, Deputy Mayor; Jaime Stout, Councilmember; Traci McGee, Councilmember; Tracy Hoos, Councilmember; Shirley Hilton-Flanary, Councilmember; Perline Boyattia-Craig, Councilmember; Patrick Cale, Councilmember
ABSENT: Alex Reynolds, Councilmember

- a Pursuant to Section 307B.2, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss negotiations with the Fraternal Order of Police Lodge No. 95, and if necessary, take appropriate action in Open Session. (Maggie Eaton)

Motion was made by Councilmember Traci McGee, seconded by Councilmember Jaime Stout to approve a Memorandum of Understanding (MOU) between the Fraternal Order of Police Lodge No. 95 and the City of Muskogee as discussed in Executive Session.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- b Pursuant to Section 307B.2, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss negotiations with the American Federation of State, County, and Municipal Employees, Local No. 2465, and if necessary, take appropriate action in Open Session. (Maggie Eaton)

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Traci McGee to approve a Memorandum of Understanding (MOU) between the American Federation of State, County, and Municipal Employees, Local No. 2465 and the City of Muskogee as discussed in Executive Session.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

- c Pursuant to Section 307B.2, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss negotiations with the International Association of Firefighters, Local No. 57, and if necessary, take appropriate action in Open Session. (Maggie Eaton)

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Tracy Hoos to approve a Memorandum of Understanding (MOU) between the International Association of Firefighters, Local No. 57 and the City of Muskogee as discussed in Executive Session.

AYE: Mayor Marlon J. Coleman, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Traci McGee, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Perline Boyattia-Craig, Councilmember Patrick Cale

Carried - Unanimously

MARLON J. COLEMAN, MAYOR

TAMMY L. TRACY, CITY CLERK

Regular City Council

1.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of claims for all City departments December 30, 2023 through February 2, 2024, or take other necessary action.

BACKGROUND:

Claims for all City departments.

RECOMMENDED ACTION:

Approve claims December 30, 2023 through February 2, 2024.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

2.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval to accept the lowest and/or best bid for Pest Control Services from Allstate Termite & Pest Solutions, at \$1,596.00 per month, or take other necessary action. (Roger Kolman)

BACKGROUND:

Bids were advertised in the local newspaper and on the City website and communicated to all known vendors. Bids were received on January 19, 2024 for Pest Control Services and the recommended contractor is Allstate Termite & Pest Solutions for the following locations:

Municipal Building ~100 S 3rd Street

City Hall ~ 229 W. Okmulgee Street

Payment Center ~ 113 S 4th Street

Muskogee Police Department & Garage ~ 112 South 3rd Street

Muskogee Public Works Department ~ 301 South Cherokee + exterior service

Muskogee Environmental Control ~ 501 South 3rd Street

Muskogee Davis Field Airport ~1200 Sabre

Muskogee Material Yard ~ 1503 South Cherokee

Muskogee Automotive & Facility ~ 1400 S C Street

Muskogee Water Distribution ~ 1444 S Cherokee Street

Muskogee Recycle Yard ~ Corner of Main & Iola

Muskogee Pollution Control Department ~ 5006 E. Hancock + exterior service

Muskogee Sewer Treatment Plant ~ 5000 E. Hancock + exterior service

Muskogee Park & Recreation ~ 837 E. Okmulgee

Muskogee Teen Center ~ 322 Callahan Street + exterior service

Muskogee Swim & Fitness ~566 N. 6th Street + exterior service

Muskogee Senior Citizen Center ~ 2001 W. Okmulgee Street

Muskogee Martin Luther King Center ~ 300 W Martin Luther King Street + exterior service

Muskogee River Country Family Water Park (seasonal) ~ 3600 Arline Ave + exterior service

Muskogee Hatbox Concession Stands (3 buildings) ~ 2601 Arline Ave

Muskogee Hatbox FBO Building ~ 2601 Arline Ave + exterior service

Muskogee Civic Center ~ 425 Boston Street + exterior service

Muskogee Roxy Theater ~ 220 West Okmulgee Street + exterior service

Muskogee Animal Shelter (2 buildings) ~ 4002 Border Ave

Muskogee Fire Department – Office ~ 505 Columbus

Station #1 ~ 505 Columbus + exterior service

Station #3 ~ 2603 Border + exterior service

Station #4 ~ 100 South Country Club + exterior service

Station #5 ~ 1800 North York + exterior service

Station #6 ~ 513 East Peak Blvd + exterior service

Station #7 ~ 200 North 40th Street + exterior service

Muskogee Human Resources Department ~ 505 Columbus
Muskogee Greenhill Cemetery ~ 1500 North York
Muskogee Water Treatment Plant ~ 3500 Port Place
Spaulding Park Scout House ~ 820 Dorchester + exterior service
Honor Heights Maintenance ~ 4531 Palm Dr.
Facilities Maintenance ~ 1401 S B Street + exterior service
Fire Department Training Center + exterior service

RECOMMENDED ACTION:

Approve awarding the recommended lowest and/or best bid for Pest Control Services for noted City locations to Allstate Termite & Pest Solutions.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

3.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the lowest and best bid from Gordon's Heating and Air for Mechanical (HVAC) contractor for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Roger Kolman)

BACKGROUND:

Requests for Bids were advertised in the local newspaper and on the City website and communicated to all known vendors. Bids were received on January 26, 2024 for Mechanical (HVAC) contractor for the maintenance and upkeep of the mechanical (Heat/Air) equipment within all City facilities and buildings for fiscal year 2025, July 1, 2024 through June 30, 2025. Gordon's Heat and Air was the lowest bid with the Contractor's hourly rate at \$65, Apprentice hourly rate at \$65, and Journeyman hourly rate at \$40, with a 20% markup on materials cost. This bid does comply with the requirements of the City of Muskogee. It is recommended to award the Mechanical (HVAC) contract to Gordon's Heat and Air for the maintenance and upkeep of all City facilities and buildings with the option to renew for up to two (2) one-year periods, subject to appropriate fiscal funding being made available each year, under the same terms and conditions.

RECOMMENDED ACTION:

Approve the low bid from Gordon's Heat and Air for Mechanical (HVAC) contractor for maintenance and upkeep of all City facilities and buildings for fiscal year 2025, subject to available fiscal funding.

Fiscal Impact

FUNDING SOURCE:

General Fund

Attachments

No file(s) attached.

Regular City Council

4.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the low bid from B & R Electric for Electrical Contractor for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Roger Kolman)

BACKGROUND:

Requests for Bids were advertised in the local newspaper and on the City website and communicated to all known vendors. Bids were received on January 26, 2024 for Electrical Contractor for the maintenance and upkeep of the electrical system within all City facilities and buildings for fiscal year 2025, July 1, 2024 through June 30, 2025. B & R Electric was the low bid with Contractor's hourly rate at \$65, Apprentice hourly rate at \$65 and Journeyman hourly rate at \$65 with 20% markup on materials cost and does comply with the requirements of the City of Muskogee. It is recommended to award the Electrical contract to B & R Electric for the maintenance and upkeep of all City facilities and buildings with the option to renew for up to two (2) one-year periods if funding is available under the same terms and conditions.

RECOMMENDED ACTION:

Approve the low bid from B & R Electric for Electrical Contractor for maintenance and upkeep of all City facilities and buildings for fiscal year 2025.

Fiscal Impact

FUNDING SOURCE:

General Fund

Attachments

No file(s) attached.

Regular City Council

5.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of lowest and only bid from McIntosh Service, LLC, for Plumbing Contractor for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Roger Kolman)

BACKGROUND:

Requests for Bids were advertised in the local newspaper and on the City website communicated to all known vendors. Only one bid was received on January 26, 2024 for Plumbing contractor for the maintenance and upkeep of the plumbing within all City facilities and buildings for fiscal year 2025, July 1, 2024 through June 30, 2025. McIntosh Service LLC was the only bid with Contractor's hourly rate at \$90, Apprentice hourly rate at \$65 and Journeyman hourly rate at \$90, with 20% markup on materials cost and this does comply with the requirements of the City of Muskogee. It is recommended to award the Plumbing contract to McIntosh Service LLC for the maintenance and upkeep of all plumbing for City facilities and buildings with the option to renew for up to two (2) one-year periods if funding is available under the same terms and conditions.

RECOMMENDED ACTION:

Approve the bid from McIntosh Service LLC for maintenance and upkeep of all City facilities and buildings for fiscal year 2025.

Fiscal Impact

FUNDING SOURCE:

General Fund

Attachments

No file(s) attached.

Regular City Council

6.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the lowest and best bid from TK Elevator Corporation for Elevator Maintenance contractor for maintenance and upkeep of four elevators within City facilities and buildings, or take other necessary action. (Roger Kolman)

BACKGROUND:

Requests for Bids were advertised in the local newspaper and on the City website and communicated to all known vendors. Bids were received on January 26, 2024 for an Elevator Maintenance contractor for the maintenance and upkeep of the following elevators - 1 at City Hall, 229 W Okmulgee; 1 at the Muskogee Civic Center, 425 Boston Street, and 2 elevators at the Muskogee Public Library, 800 West Okmulgee for fiscal year 2025, July 1, 2024 through June 30, 2025. TK Elevator Corporation, also known as Thyssenkrupp, was the low bid with a lump sum of \$572.89 per month for all four elevators. It is recommended to award the Elevator Maintenance contract to TK Elevator Corporation, also known as Thyssenkrupp, for the maintenance and upkeep of all four City elevators, with the option to renew for up to two (2) one-year periods if funding is available under the same terms and conditions.

RECOMMENDED ACTION:

Approve the low bid from TK Elevator Corporation, also known as Thyssenkrupp, for Elevator Maintenance contractor for maintenance and upkeep of all four City elevators for fiscal year 2025.

Fiscal Impact

FUNDING SOURCE:

General Fund

Attachments

No file(s) attached.

Regular City Council

7.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the lowest and/or best bids from Muskogee Redi Mix for concrete materials for City repair and maintenance projects, or take other necessary action. (Mike Stewart)

BACKGROUND:

Requests for Bids were advertised in the local newspaper and on the City website and communicated to all known vendors. Bids were received on January 19, 2024 for Ready Mix Concrete for City repair and maintenance projects for fiscal year 2025, July 1, 2024 through June 30, 2025. Muskogee Redi Mix is the lowest bidder for all requested concrete materials and is the recommended supplier per the prices below:

Vendor	Muskogee Redi Mix
3,500 psi concrete per cubic yard	\$149.00
3,500 psi high early strength concrete per cubic yard	\$154.00
3,000 psi concrete per cubic yard	\$144.00
Flow Fill concrete per cubic yard	\$125.00
City Pay Dray	\$125.00

Pricing for all concrete materials are for Fiscal Year 2024-2025 and shall remain the same beginning July 1st, 2024 through June 30, 2025. It is recommended to award all lowest and/or best bids.

RECOMMENDED ACTION:

Approve the lowest and/or best bids for concrete materials for repair and maintenance projects.

Fiscal Impact

FUNDING SOURCE:

General Fund

Attachments

No file(s) attached.

Regular City Council

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the lowest and/or best bids for Road Materials from Tulsa Asphalt, Vance Brothers, APAC Central dba Arkhola, and Youngman Rock, for FY2024-2025, or take other necessary action. (Mike Stewart)

BACKGROUND:

Bids were advertised in the local newspaper and on the City website and communicated to all known vendors. Bids were received on January 19, 2024 for Road Materials for repair and maintenance projects for fiscal year 2025 and the recommended suppliers are listed below:

VENDORS	TULSA ASPHALT	VANCE BROTHERS	APAC CENTRAL	YOUNGMAN ROCK
3000T ASPHALTIC CONCRETE PICKUP:				
BMIX 64-22				\$66.99/TON
BMIX RAP 64-22				\$66.99/TON
CMIX 64-22				\$69.15/TON
CMIX RAP 64-22				\$69.15/TON
S3 64-22				\$64.99/TON
S3 RAP 64-22				\$64.99/TON
S4 64-22				\$66.99/TON
S4 RAP 64-22				\$66.99/TON
S5 RAP 64-22				\$71.15/TON
10000T AGGREGATE PICKUP				\$10.15/TON
5000T ASPHALT SAND PICKUP			\$11.75/TON	
5000T FILL SAND PICKUP			\$11.75/TON	
1500T HOTMIX-COLD ASPHALT:				
#1 Pickup	\$115.00/TON			
#2 Delivery	\$130.00/TON			
1000T I1 67 Washed Rock Pickup			\$18.40/TON	

SS1 Emulsion:				
#1 Pickup		\$2.70/GAL		
#2 Delivery		\$2.83/GAL		
5000T 6" Gabion Rock Pickup			\$16.50/TON	

Pricing will remain for one (1) year for FY 2024-2025, July 1, 2024 through June 30, 2025. It is recommended to award all lowest and/or best bids.

RECOMMENDED ACTION:

Approve awarding the recommended lowest and/or best bids for Road Materials for repair and maintenance projects.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval to accept the recommended bids for Water Treatment Plant Chemicals for water treatment as follows: 1) Chlorine at \$1.165 per pound to Brenntag Southwest; 2) Fluorosilicic Acid at \$0.292 per pound to Pencco Inc.; 3) Poly-phosphate at \$0.647 per pound to Shannon Chemicals; 4) Aluminum/polymer liquid blend coagulant at \$0.427 per pound to WaterTech Inc.; 5) Sodium Chlorite solution at \$0.665 per pound to Evoqua Water Technologies; 6) Ferric Chloride at \$0.24 per pound to PVS Technologies; 7) Copper Sulfate at \$0.5131 per pound to Brenntag Southwest, or take other necessary action. (Mike Stewart)

BACKGROUND:

Bids were advertised in the local newspaper and on the City website and communicated to all known vendors. Bids were received on January 19, 2024 for Water Treatment Plant Chemicals for fiscal year 2025 and the recommended suppliers are listed below:

Brenntag Southwest	Chlorine	\$1.165 per pound
Pencco Inc.	Fluorosilicic Acid	\$0.292 per pound
Shannon Chemicals	Poly-phosphate	\$0.647 per pound
WaterTech Inc.	Aluminum Polymer Coagulant	\$0.427 per pound
Evoqua Water Technologies	Sodium Chlorite	\$0.665 per pound
PVS Technologies	Ferric Chloride	\$0.24 per pound
Brenntag Southwest	Copper Sulfate	\$0.5131 per pound

Pricing for all chemicals have increased for FY 2024-2025. It is recommended to award all lowest bids.

RECOMMENDED ACTION:

Approve awarding the recommended lowest and/or best bids for chemicals used for water treatment.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

10.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of a request from the Roxy Theater for a one-time supplemental appropriation for operating expenses of \$35,000.00, or take other necessary action. (Mike Miller)

BACKGROUND:

In September 2023, the City Council passed a matching grant policy, allocating that funding specifically for state, tribal and federal grant matches. This policy change negatively impacts the budget of the Roxy Theater mid-year, as they had budgeted for matching funds from non-grant sources from the City of Muskogee. The Roxy's contracted management company has requested a one-time supplemental appropriation for the current FY2024 budget since the matching grant fund changes happened mid-year, and after they had approved their annual budget. The Roxy's management company says they are in the process of applying for state, tribal and federal grants that would qualify for the match, but the time horizon for those grants is from 12 to 36 months.

RECOMMENDED ACTION:

Approve the request.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

11.

Meeting Date: 02/26/2024

Submitted For: Mike Stewart, Public Works

Initiator: Ashley Wallace

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of final payment to TLS Group, Inc., in the amount of \$71,036.27, for Four Corners Signalization, Project No. 2016040, or take other necessary action. (Mike Stewart)

BACKGROUND:

This project was for improvements to the traffic signals, wheelchair ramps, intersection modifications, and railroad detection for the Main Street and Cherokee Street downtown corridors.

RECOMMENDED ACTION:

Approve Final Pay to TLS Group, Inc., in the amount of \$71,036.27.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

12.

Meeting Date: 02/26/2024
Submitted For: Mike Stewart, Public Works **Initiator:** Ashley Wallace
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of final payment to Mason Enterprise Group, in the amount of \$3,519.00, for Sewer Plant Chiller, Project No. 2022038, or take other necessary action. (Mike Stewart)

BACKGROUND:

The Sewer Plant Chiller is complete and ready for final payment.

The project consisted of:

- Supply and Install three (3) Trane fan motors for space heaters
- Remove existing piping and re-pipe the supply to the water softener and back flow preventer
- Supply and Install new piping to the boiler loop
- Pressurize new piping, leak check and set pressure regulator
- Supply and Install six (6) actuator motors for the AHU
- Supply and Install six (6) thermostats and wiring for the thermostats to the actuators
- Wire thermostats and actuators, reconnect power to existing circuits and check operation
- Remove the damaged coils from AHU 1
- Supply and install new Trane coil(s) for AHU 1
- Connect new coil(s) to the existing piping system and restore water supply

RECOMMENDED ACTION:

Approve Final Payment to Mason Enterprise Group in the amount of \$3,519.00.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

13.

Meeting Date: 02/26/2024
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source: Councilor Perline Boyattia-Craig

Information

AGENDA ITEM TITLE:

Approval of the appointment of Joy Sloan to the Parks and Recreation Board, to serve a four (4) year term, filling the expiring term of Evelyn Hibbs, beginning March 1, 2024, and ending February 29, 2028, or take other necessary action. (Councilor Perline Boyattia-Craig)

BACKGROUND:

The term of Ms. Evelyn Hibbs expires on February 29, 2024. This will fill her vacancy.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

14.

Meeting Date: 02/26/2024
Submitted For: Mike Miller, City Manager
Initiator: Judy Villalobos, Office Administrator II
Department: City Manager
Staff Information Source: Mayor Coleman

Information

AGENDA ITEM TITLE:

Receive presentation from Eddie Warrior Correctional Center on their plans for a Work-Release Program to provide job opportunities and career training, and take other necessary action. (Mayor Marlon J. Coleman)

BACKGROUND:

The Eddie Warrior Correctional Center is actively developing a work release program aimed at providing valuable employment opportunities for individuals within their population. This initiative holds significant promise for incarcerated individuals, offering steady work-related training and employment opportunities. The program's focus on fostering skills and providing meaningful employment stands to greatly benefit those currently in the correctional facility, paving the way for rehabilitation and successful reintegration into society.

RECOMMENDED ACTION:

Receive report, or take other necessary action.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

15.

Meeting Date: 02/26/2024

Submitted For: Mike Miller, City Manager

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Receive annual report from the Muskogee Tourism Authority to discuss their projects, goals, and activities, and take other necessary action. (Mike Miller)

BACKGROUND:

City Council has requested the MTA give a report on activities to the City Council.

RECOMMENDED ACTION:

Receive the report.

Fiscal Impact

Attachments

Tourism Annual Report



ANNUAL REPORT 2023

MUSKOGEE TOURISM AUTHORITY

Table of Contents

2	About
3	Executive Summary
4	Roxy Theater
6	Visit Muskogee
9	Marketing & Promotion
13	Budget
14	Grant Support
15	2023 Highlights
17	2024 & Beyond



“

Muskogee is lucky to have the Tourism Authority, to be a certified film friendly community and have received the state's RedBud award for tourism.”

- Oklahoma Labor Commissioner Leslie Osborn

MUSKOGEE TOURISM AUTHORITY

The Muskogee Tourism Authority (MTA) is a public trust of the City of Muskogee. The MTA oversees the Roxy Theater and the Visit Muskogee Tourism Program. Oxford Productions, Inc. professionally manages the Roxy Theater and Visit Muskogee.

“ To undertake or support, either through financial or other means, activities within the community of Muskogee, OK, which enhance, support and foster tourism.”

- Muskogee Tourism Authority Trust Indenture



Tammye Howell
Executive Director of Tourism



Demi Gilliam Smith
Deputy Director of Tourism



Melissa Lee
Tourism Office Manager



Oscar Ray
Roxy Theater General Manager



Toni Cotton*
Roxy Theater Fiscal Manager

Jacqueline Bennett*
Roxy Theater Food & Beverage

Sharon Radeker*
Roxy Theater Food & Beverage

Patrick Kays**
Roxy Theater VISTA

**part time, **grant-funded position*

Board of Trustees

- Daniel Chepkauskas, *Chair*
- Evelyn Hibbs, *Vice-Chair*
- Tracy Cole, *Secretary/Treasurer*
- Councilor Patrick Cale
- Michael Gragg
- Mark Patel
- Councilor Traci McGee
- Aanje Wilkerson
- Tim Wheeler

Tourism Advisory Committee

- Sarah Gile, *Chair - Castle of Muskogee Seat*
- Dylan Lucht, *Vice Chair - Main Street Muskogee Seat*
- Darren Armstrong - *At-Large Seat*
- Heather Cain - *Muskogee Hotel Lodging Association Seat*
- Dr. Ron Ramming - *At-Large Seat*
- Sharon Ray - *Museums Seat*

Executive Summary

To Mayor, City Council, MTA Board, MTA Advisory Committee and Community Members:



Quarterly Partner Meeting Hosted by Visit Muskogee

As we reflect on the past year, I am filled with gratitude for the unwavering support and enthusiasm of our community for tourism. Muskogee's rich culture and warm hospitality make it a destination of choice, and I want to express my sincere appreciation to everyone involved. Tourism isn't just about attracting visitors; it's about fostering economic growth and preserving our unique heritage. Through the collaborative efforts of our community, we've not only welcomed guests but also contributed significantly to the city's economic prosperity. As we move forward, let's continue to celebrate our cultural treasures, create memorable experiences and showcase Muskogee as a must-visit destination.

Together, we are shaping a vibrant future for Muskogee.

TOURISM INDUSTRY OVERVIEW

Muskogee's tourism industry has experienced notable growth, with a steady increase in visitors over recent years. In 2023, the city welcomed more than 500,000 tourists, contributing significantly to the local economy. Key attractions, such as the Castle of Muskogee, Honor Heights Park, Roxy Theater and Five Civilized Tribes Museum, continue to draw visitors seeking cultural enrichment. Strategic tourism events, including NJCAA and B.A.S.S. Nation tournaments, the renowned Azalea Festival, Oklahoma Renaissance Festival and Jeep Jam, among many others, have played a pivotal role in driving tourism. Hotel occupancy rates have consistently remained above the national average, reflecting Muskogee's appeal as a destination. Notably, Muskogee proudly boasts more hotels than the average community of similar size, enhancing our hospitality offerings.

Our lodging partners support tourism tremendously and have played a critical role in helping secure some of the city's largest events. The integral role of restaurants and dining experiences in complementing Muskogee's tourism appeal also cannot be understated, as they serve as pivotal components in enhancing visitors' experiences and contributing to the overall allure of our city. Additionally, the community's commitment to preserving its cultural heritage has been a driving force, attracting those interested in the rich history of the Five Civilized Tribes, Jefferson Highway and more. As Muskogee continues to invest in infrastructure and enhance its tourism offerings, the outlook remains promising for sustained growth and an enduring positive impact on the local economy.

CONTRIBUTION TO THE LOCAL ECONOMY

Tourism in Muskogee has emerged as a potent economic engine, catalyzing job creation and revenue generation. In 2023, the industry directly supported more than 2,500 jobs, spanning hospitality, entertainment and service sectors. This employment surge not only provides livelihoods but also fosters a dynamic and diverse local workforce. Moreover, tourism contributed substantially to the city's revenue stream, injecting millions of dollars into the economy. Revenue generated from accommodations, dining and attractions has a ripple effect, benefitting local businesses and services. This financial influx enhances municipal infrastructure and public services, creating a symbiotic relationship between tourism and community development.

In 2023, there was a small decrease in hotel/motel tax collected throughout the year. It wasn't until later in the year when the city increased auditing efforts that a significant uptick in hotel/motel tax collections was recorded. This bodes well for tourism heading into 2024. As Muskogee continues to position itself as a premier destination, the positive economic impact of tourism remains a cornerstone, elevating the city's prosperity and quality of life for residents.

With gratitude,

Tammye Howell

Executive Director of Tourism



Roxy Theater

Operated by the Muskogee Tourism Authority

HISTORY

Muskogee’s Roxy Theater is the ONLY Roxy left in OK and one of fewer than fifty surviving Roxy Theaters nationwide. It has become a destination for tourists, movie historians and photographers seeking an eclectic location.

ACCOMPLISHMENTS: 2023

- ▶ Selected for \$25,000 Cherokee Nation grant by Cherokee Chief Chuck Hoskin, Jr.
- ▶ Hosted Cuba Gooding, Jr. for a special reunion showing of “The Tuskegee Airmen”
- ▶ Hosted the Roxy Theater’s 2023 Oklahoma Movie Hall of Fame Induction, welcoming Cleavon Little, Ryan Merriman and George ‘Fritz’ Kiersch; and also recognizing the films “Sherwood Forest: Top Secret” and “The Cherokee Word for Water”
- ▶ Hosted regular movie premiers, including “Brinlee” and “From Wounded Knee to Standing Rock: A Reporter’s Journey”
- ▶ Hosted regular open-mic events, including comedy, poetry and the Songwriter’s Song Swap
- ▶ Hosted the annual Bare Bones International Film Festival
- ▶ Hosted two weeks of Camp Roxy, providing scholarships thanks to a grant from the Muskogee Area Arts Council

Roxy Theater

Operated by the Muskogee Tourism Authority

- ▶ Hosted sold-out audiences for the Billy Lee Martin - Comedy Stampede Tour
- ▶ Hosted traveling performance of Loretta Lynn's granddaughter, Tayla Lynn, and Conway Twitty's grandson, Tre Twitty
- ▶ Hosted full crowds for the annual interactive Rocky Horror Picture Show
- ▶ Hosted Polar Express Pajama Party in partnership with Three Rivers Museum
- ▶ Numerous rentals, birthday parties, field trips, business events, etc.
- ▶ Welcomed new grant-funded AmeriCorps VISTA position
- ▶ Collaborated with the City of Muskogee on necessary facility improvements
- ▶ Overall increase in grants and sponsorships from previous year





Visit Muskogee offers a range of services and functions aimed at promoting and supporting tourism in Muskogee.

Marketing & Promotion

Visit Muskogee actively markets and promotes the city to attract tourists. This includes advertising campaigns, social media marketing, website management, and producing promotional materials like brochures, videos and travel guides.

Visitor Information Center

Visit Muskogee operates a visitor information center as well as booths at various events throughout the year, offering tourists information about attractions, accommodations, events, transportation and other local services. Staff provides maps, brochures and personalized recommendations.

Event Planning & Support

Visit Muskogee assists in organizing and promoting events, festivals, conferences and conventions. Staff works with local businesses, event planners, law enforcement and other stakeholders to attract and facilitate these events, which can boost tourism and the local economy.

Partnerships & Collaboration

Visit Muskogee collaborates with local businesses, hotels, restaurants, attractions and transportation services to create package deals, special offers and tourism-related initiatives that benefit both visitors and local stakeholders.

Market Research & Data Analysis

Visit Muskogee conducts market research, collects data and analyzes tourism trends to understand visitor preferences, behaviors and spending patterns. This information helps in developing effective marketing strategies and identifying growth opportunities.

Support for Visitor Services

Visit Muskogee provides support for visitor services such as transportation options, visitor safety, accessibility and sustainability initiatives to enhance the overall visitor experience.

Destination Development

Visit Muskogee contributes to destination development by identifying potential tourism opportunities, preserving cultural heritage, improving infrastructure and advocating for policies that support sustainable tourism growth.

Advocacy & Representation

Visit Muskogee advocates on behalf of the tourism industry, representing the interests of local businesses and stakeholders to government bodies and policymakers.

Tourism Education & Training

Visit Muskogee offers educational programs, training and resources to local businesses and tourism professionals to enhance their understanding of the industry and improve service quality.

Film Recruitment & Assistance

Visit Muskogee holds Film Friendly certification from the State Film + Music Office and actively works to recruit film professionals and productions to the city. Staff also assists and facilitates these media projects with permitting and coordination, location scouting, support services and more.



A NEW LOGO: THE NEXT CHAPTER IN TOURISM

Visit Muskogee launched a new logo that embodies the warmth, authenticity and dynamic spirit of the city. The logo represents the next chapter in Muskogee's tourism journey, showcasing its unique history, local culture and inviting charm, making it a must-visit destination.

The logo was designed by Civitas, a marketing and communications agency that specializes in working with governments, companies, economic development organizations, causes and coalitions. Guided by their expertise, the logo combines modern aesthetics with a deep appreciation for Muskogee's heritage. It was carefully designed to reflect the following key brand values:

- ▶ **Inviting:** Muskogee is a warm and welcoming destination, inviting travelers with open arms. The logo's design embraces visitors and makes them feel at home from the moment they arrive.
- ▶ **Authentic:** Celebrating Muskogee's unique history and local culture authentically, the logo is a true representation of the region's rich heritage.
- ▶ **Dynamic:** Muskogee is an ever-evolving destination with a dynamic blend of old-world charm and modern appeal. The logo captures this perfect blend, making it clear that Muskogee is a place where history meets innovation.

At the heart of the logo is a captivating and contemporary icon, built from a geometric pattern. This pattern is not just visually stunning but also pays homage to Muskogee's deep-rooted history and culture. The geometric design symbolizes precision, order and progress, showcasing a destination that is on the rise. Embedded within this intricate geometric pattern is a subtle yet clever representation of Visit Muskogee's monogram, "VM."

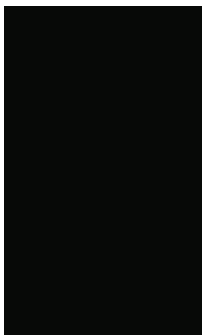
The chosen color palette for the logo is a testament to Muskogee's natural beauty. These colors mirror the region's breathtaking landscapes, from its serene waters to the lush hues of Oklahoma's Green Country. The unforgettable sunsets that grace Muskogee are also reflected in the logo's warm and inviting color scheme, creating a visual connection between the destination and its visitors.

A NEW LOGO: THE NEXT CHAPTER IN TOURISM

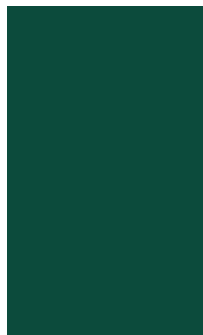
LOGOS



COLOR PALETTE



BLACK



GREEN



BLUE



YELLOW



RED ORANGE

Marketing & Promotion

MARKETING CAMPAIGN

Visit Muskogee strategically tailors its robust marketing initiatives to cater to diverse travel seasons. With a focus on capturing the essence of Muskogee’s attractions, our campaigns shift their emphasis throughout the year. In spring, our promotions center around the renowned Azalea Festival, highlighting the city’s cultural allure. As summer arrives, the spotlight shifts to outdoor adventures with our trail and ride guides, enticing nature enthusiasts and adventurers. Additionally, during the winter season, our Christmas campaign evokes the magical spirit of the holidays in Muskogee. Targeted specifically at audiences beyond Muskogee, our marketing aims to entice travelers from varied backgrounds, travel influencers, group travel experts, as well as professionals in the travel and event planning industry. By showcasing Muskogee as an enticing destination, these initiatives seek to capture the attention of individuals who may not be familiar with the city, inviting them to explore its unique offerings and experiences. Please note that due to our primary focus on attracting visitors from outside Muskogee, local residents may not always witness these promotional efforts.

TACTICS

Activities Guides & Ride Guides

More than 5,000 Activities Guides are distributed annually at 24/7, self-serve locations in Muskogee (8 sites) as well as throughout the region in hotels, gas stations and other tourist hot-spots (171 sites) thanks to a cooperative agreement with Certified Folder. Visit Muskogee guides are also available statewide at various events and mailed directly to potential visitors sent to Visit Muskogee by the State Tourism & Recreation Department. Visit Muskogee also widely distributes a Ride Guide for motorcycle enthusiasts.



Local Activities Guides Locations:

- ▶ Civic Center
- ▶ Oklahoma Music Hall of Fame
- ▶ Three Rivers Museum
- ▶ River Country Water Park
- ▶ Honor Heights Park @ The Papillion
- ▶ Castle of Muskogee
- ▶ Muskogee War Memorial Park: USS Batfish
- ▶ Muskogee Public Library



Kiosks

Visit Muskogee has installed interactive, touch screen kiosks at various locations throughout Muskogee to help residents and visitors explore the city.

Kiosk Locations:

- ▶ Downtown Visitor Center
- ▶ Port of Muskogee
- ▶ Muskogee Little Theatre
- ▶ Five Civilized Tribes Museum
- ▶ Castle of Muskogee
- ▶ Muskogee-Davis Airport



Visitor Cards

Approximately 10,000 visitor cards were distributed throughout the city this year, encouraging people to plan their visit by scanning a QR code and downloading the Visit Muskogee app.

Visitor Card Locations:

- ▶ Oklahoma Music Hall of Fame
- ▶ Muskogee Public Library
- ▶ Muskogee Civic Center
- ▶ Muskogee Little Theater
- ▶ Mattie Jane's on Main
- ▶ Queen City + Co.
- ▶ Maine's/Max's Garage
- ▶ Muskogee Davis Regional Airport
- ▶ Three Rivers Museum
- ▶ Five Civilized Tribes Museum
- ▶ Port of Muskogee
- ▶ Castle of Muskogee
- ▶ Honor Heights Park @ The Papillion
- ▶ Starbucks
- ▶ McDonalds (BA Turnpike)
- ▶ River Country Waterpark
- ▶ RibCrib BBQ
- ▶ Chili's Bar & Grill
- ▶ Tropical Smoothie
- ▶ Fairfield Inn & Suites by Marriott
- ▶ Holiday Inn Express & Suites
- ▶ Home2Suites by Hilton
- ▶ La Quinta Inn & Suites
- ▶ Comfort Inn & Suites



Flowcode QR Codes
Where & Number Scanned

1. Hotel Cards 670
2. Download Our App 147
3. 2022 Activities Guide 89
4. Okie Raceway 53
5. Guide to Green Country 75

Visit Muskogee App

The app serves as a personalizable and mobile guide to Muskogee containing lists of lodgings, dining, shopping and leisure activities that allow users to plan the perfect trip.



7,781 Total Users	11,971 Page Views	38sec. Avg. Session Duration	137 IOS Downloads	7,917 Total Sessions	75 Android Downloads
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Marketing & Promotion

monthly VISIT MUSKOGEE MUSKOGEE

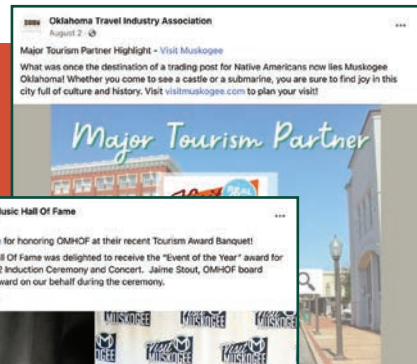
Visit Muskogee collects email addresses from a variety of campaigns and events, and sends a monthly newsletter showcasing the latest and greatest events for visitors to check out.

Enewsletter *(Increase/decrease based on previous year)*

Click-to-Open Rate	4.30%	↑ 1.61%
Click Rate	1.36%	↑ .50%
Contacts	4,667	
Campaigns Sent	60	↑ 66.67%
Emails Sent	50,456	↑ 41.91%
Delivery Rate	99.35%	↑ 1.19%
Unsubscribe Rate	.34%	↓ .14%
Bounce Rate	.65%	↓ 1.19%
Open Rate	31.76%	↓ .30%

Social Media *(Increase/decrease based on previous year)*

Reach	111,680	↑ 19%
Followers	33,888	
Page Likes	32,919	
Visits	11,273	↑ 121.7%
New Page Likes	538	↑ 31.5%
Median Post Engagement	18	↑ 157%
Messaging Conversations	71	↑ 1,300%
New Contacts	59	↑ 637.5%



Instagram @visitmuskogee | Twitter/X @visitmuskogee23 | Threads @visitmuskogee | YouTube @visitmuskogee



Downtown Visitor Center

Now in its second year, the Downtown Visitor Center serves as a gateway for visitors, offering a tangible space where guests can gather information, maps and personalized recommendations. In an era dominated by digital communication, a physical center fosters a sense of authenticity and trust among tourists seeking memorable encounters and genuine insights into Muskogee's offerings.

Visitor Packets

Visit Muskogee distributed more than 500 visitor packets to support events, conferences, etc.

Marketing & Promotion

Earned Media

Articles in the Muskogee Phoenix, regularly appearing on local radio 101.7 Okie Country. TV stories covering NJCAA and B.A.S.S. Nation Tournament on Channels 2 and 6.



ATTRACTING TOURISM: Muskogee offers much for holiday travelers



Advertising

CLICK TO PLAN YOUR TRIP!!



Christmas Guide

In partnership with the Muskogee Phoenix, Visit Muskogee developed and distributed 12,000 Magical Muskogee Christmas Guides that highlight the city's holiday events, attractions, restaurants and shopping experiences. Located in rack stations around town, the guide will also be handed out to visitors driving through the Castle of Muskogee holiday display.



Green Country Tourism

Visit Muskogee has partnered with Green Country Tourism, the destination marketing organization for the 18-county region of northeast Oklahoma. This new partnership includes a cooperative program that supports local businesses by giving them opportunities for free or highly-discounted rates on advertising.



Jefferson Highway

As a member of the Jefferson Highway Association, Visit Muskogee is an active participant in promoting and preserving this historic highway. This year, Visit Muskogee paid for the Historic Signage Program along the highway that will have information for visitors and QR codes to learn more.



Film Friendly

After achieving Film Friendly certification last year by the State Film + Music Office, Visit Muskogee is building on its efforts to attract the film industry to the city. Initiatives include engaging with state and tribal film offices to get more productions in Muskogee, as well as building a new website, filmfriendlymuskogee.com, with resources and information to assist film professionals with doing business in Muskogee.



Budget

Fiscal Performance Summary

Muskogee Tourism Authority Revenue July 2022 - June 2023	Roxy Revenue	189,720.93
	Visit Muskogee Revenue	
	Hotel/Motel Tax	516,500.00
	Other Support	79,322.98
	Total Operating Revenue:	\$785,543.91

Muskogee Tourism Authority Expenses July 2022 - June 2023	Roxy Expenses	217,888.63*
	Visit Muskogee Expenses	653,908.48*
	Total Operating Expenses:	\$859,242.13
<i>*Carry-over funds utilized</i>		

Taxes July 2022 - June 2023	
Sales Tax Collected	\$30,459,171.86
Total Lodging Tax Collected	\$938,587.18
Lodging Tax Allocated to MTA	\$516,500.00

The Muskogee Tourism Authority's financial statements are independently audited every fiscal year by Morse & Co., PLLC.

Grant Support

Visit Muskogee is proud to provide funding to events that support Muskogee's tourism and economy. An online grant portal was launched to further facilitate the program.

GRANTEES

- B.A.S.S. Nation Series
- Okie Bedouin Creole Festival
- Castle of Muskogee: Christmas
- Cruis'n Angels Car Show
- Exchange Club: Chili Cook Off
- Exchange Club: Jeep Jam
- Hilldale Robotics State Event
- Jefferson Highway: Signage Project
- MHS All Class Reunion
- Muskogee Chamber of Commerce
- Muskogee Civic Center: Broadway's Next Hit Musical
- Muskogee Civic Center: Lucha Libre
- Muskogee Civic Center: The Magic Show of Michael Grandinetti
- Muskogee Civic Center: River City Fights 4
- Muskogee Golf Club: APT Golf Tournament
- Muskogee Little Theatre: Peter Pan
- Muskogee Parks: Depot Green Movie Nights
- Muskogee Parks: Localmotion - Fall Festival of Arts
- Muskogee Parks: Oklahoma Festival of Ballooning
- Muskogee Regional Jr. Livestock Show
- Muskogee Senior Games
- Neighbors Building Neighborhoods: MONAA
- NJCAA Basketball Tournament
- Oklahoma Music Hall of Fame: Induction Sponsorship
- Oklahoma Music Hall of Fame: Thursday Night Live Sponsorship
- Okie Raceway Park
- Oklahoma Senior Games
- Port Muskogee: Three Forks Harbor Signage Project
- Roxy Theater: Oklahoma Movie Hall of Fame
- Three Rivers Museum: Bass Reeves



63%
of appropriation was committed
to advertising and grants



2023 Highlights

This year Visit Muskogee hosted its first ever Tourism Awards in which they honored individuals, businesses and organizations in Muskogee who have made great contributions to the local tourism industry.



Home2Suites earned the Hospitality Award that recognized outstanding commitment to providing exceptional hospitality and creating memorable experiences for visitors.



Jonathan Rowe earned Best Individual Contributor/Volunteer of the Year Award for his remarkable dedication and selfless efforts in volunteering, contributing significantly to the success of Muskogee's tourism initiatives.



The Event of the Year went to the Oklahoma Music Hall of Fame Induction, celebrated for its exceptional execution and impact on the local community, showcasing the rich musical heritage of Muskogee.



Destination of the Year went to the Castle of Muskogee as a premier destination that consistently offers outstanding experiences to visitors and locals alike.

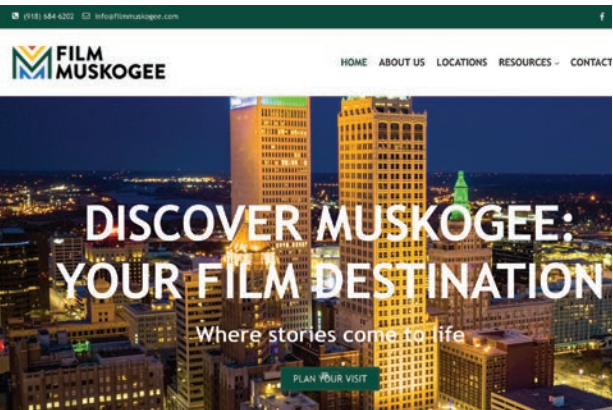


Cherokee Nation, Bravado Wireless and Arvest Bank were recognized as Event Sponsors/Supporters of the Year for their unwavering support and partnership in making tourism events and initiatives a resounding success.



Collaboration of the Year went to Muskogee Public Schools for their outstanding collaboration with Visit Muskogee in promoting educational and engaging experiences for visitors.

VISIT MUSKOGEE: 2023



- ▶ Launched Film Muskogee website



- ▶ Nominated and secured 5 Civilized Tribes Museum to True West Magazine as a Top 10 Western Museum



- ▶ Successfully recruited and executed first year of NJCAA Region II State Wide Basketball tournament (*Secured 5 year contract*)



- ▶ Successfully hosted Grand Gathering by the Widows Sons motorcycle conference (*over 1,000 bikers from across the globe*)

2023 Highlights

- ▶ **Successfully recruited and Executed B.A.S.S. Nation Central Regional**
(over 75 anglers from around the region stayed and competed in Muskogee for a week)
- ▶ **Tammye Howell, Executive Director of Tourism, invited to serve on Green Country Tourism Board**
- ▶ **Received Red Bud Merit Award for Best Brochure or Publication, \$10,000 or Less, from the Oklahoma Travel Industry Association**
- ▶ **Hosted tourism partnership meeting every quarter**
(Invited attractions, hoteliers, restaurants, and other community leaders to collaborate on tourism projects and events)
- ▶ **Strengthened ties with Native American partners, including the Cherokee Nation to promote the B.A.S.S. Nation Series Central Regional and the Muscogee Nation to promote the NJCAA Region II Basketball Tournament**



LOOKING AHEAD: 2024

- ▶ **Tulsa Boat, Sport & Travel Show**
(January 29-February 4)
- ▶ **NJCAA Region II Basketball Tournament**
(March 13-16)
- ▶ **TORA! TORA! TORA! Air Show Practice**
(March 14-17)
- ▶ **TNT Fireworks B.A.S.S. NATION Series Central Qualifier**
(April 3-5)
- ▶ **Regional Family Motor Coach Association (FMCA) Convention at Hatbox Field/Event Center**
(May 17-20)
- ▶ **Jefferson Highway Convoy**
(October 16-17)
- ▶ **Visit Muskogee is actively working with local stakeholders to bring back the Muskogee County Fair!**



MOVING MUSKOGEE FORWARD THROUGH TOURISM DEVELOPMENT



Roxy Theater

220 W. Okmulgee Ave. Muskogee, OK 74401

918-684-6366

RoxyMuskogee.org



Visit Muskogee

216 W. Okmulgee Ave. Muskogee, OK 74401

918-684-6202

VisitMuskogee.org

Muskogee Tourism Authority | Managed by Oxford Productions, Inc.

Regular City Council

Meeting Date: 02/26/2024
 Submitted For: Jody King, Planning Dept
 Initiator: Cathy Sanders, Planning and Community Development Admin I
 Department: Planning Dept
 Staff Information Source:

Information

AGENDA ITEM TITLE:

Hold a Public Hearing to discuss the outcome of the Community Development Block Grant- Coronavirus Response (CDBG-CV 2020), an Application for Funding to Prevent, Prepare for, and Respond to Coronavirus, and take other necessary action. (Jody King)

BACKGROUND:

The City of Muskogee applied to the Oklahoma Department of Commerce (ODOC) Community Development Block Grant funding program for coronavirus response funding. The State of Oklahoma had funds available to units of local government to provide funding for programs that primarily benefit persons defined as low and moderate income.

The total amount of funding available for the 2020 CDBG-CV program is \$8,680,036. The funds will be allocated among the participating eighteen (18) communities that are eligible (based on population), 2020 Units of Local Governments. Muskogee was one of eighteen communities and was awarded \$405,749.24

The CDBG-CV grant was a flexible source of assistance for addressing the health and economic challenges brought on by the Coronavirus pandemic. These funds were intended to pay costs not covered by other forms of assistance and to specifically benefit persons of low and moderate incomes. The Federal Register further details the rules, waivers and alternative requirements for CDBG-CV (Vol. 85, No.162, 51459).

Under the State’s CDBG-CV program, The City of Muskogee chose three eligible activities. The eligible activities were:

1. Food Assistance Boxes
2. Green Country Data Plans
3. Muskogee County Transit Public Transportation Bus Filtration Systems

Food Assistance Boxes

The City handed out a total of 5,513 food boxes

- 64% (3,550) boxes were given out at MHA/Low Income Housing/Elderly Income Based Housing
 - Served a total of 921 residents
- 36% (1,963) boxes were given out at Civic Center/Rotary Park/Hatbox Field
- 77% of people surveyed had been negatively affected by the Covid-19 pandemic: Lost job, decreased work hours, school/daycare closures, illness, quarantine, other.
- 66% of people surveyed reported that they were at or below current Section 8 income limits, and

the other 34% live in Muskogee Housing Authority sites. (Income based housing)

- The City was reimbursed for \$203,981 and received the funds on September 26, 2022.

Green Country Data Plans

Green Country serves almost exclusively low to moderate income people, and during COVID, telemedicine was a huge necessity for everyone. The grant helped pay for the data plan for clients and staff iPads to have access to telemedicine and other healthcare needs.

GCBHS serves a diverse population in Muskogee, shown in the following racial and ethnic client data in FY2022:

Caucasian 57%

American Indian 16%

African American 13%

Biracial 10%

Hispanic 4%

The following were the expenses for a total reimbursable of \$142,125.92:

- \$116,148.49, My Care Solutions and ATT First Net expense for iPad data plans from 7/28/2020 through August 31, 2022
- \$20,640.00, My Care Solutions expense for iPad data plans from September 1, 2022 through December 31, 2022.
- \$5,337.43, Admin (for GCBHS staff time for compiling documentation)

Muskogee County Transit Public Transportation Bus Filtration Systems

Using the vendor, Creative Bus, we procured air filtration systems for seven buses and purchased enough filters for a year of replacement.

The City is reimbursing this cost, now at \$47,623.32, and closing out this grant with the Department of Commerce.

The total grant amount spent will be \$405,279.

RECOMMENDED ACTION:

Open a Public Hearing and receive comments. No action is required.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

17.

Meeting Date: 02/26/2024

Submitted For: Avery Rigney, Public Works

Initiator: Kristal Keim, PW
Office Admin II

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Ordinance No. 4224-A, an ordinance amending the City of Muskogee Code of Ordinances, by amending Chapter 82, Utilities, Article VI, Refuse Collection, Section 82-743, Other Trash Containers, Adding Repealer, Severability and Setting an Effective Date, or take other necessary action. (Mike Stewart)

BACKGROUND:

This proposed ordinance amends Section 82-743, Other Trash Containers, by amending the language in this section which authorizes other forms of trash containers. This allows us to continue to improve our trash service and helps to prevent injury to our city workers. In addition, this amendment :

- Makes the city more aesthetically pleasing.
- Improves our public image.
- Improves cost-effectiveness
- Helps with Stormwater concerns

RECOMMENDED ACTION:

Approve Ordinance 4224-A

Fiscal Impact

Attachments

Ordinance 4224-A

ORDINANCE NO. 4224-A

AN ORDINANCE AMENDING THE CITY OF MUSKOGEE CODE OF ORDINANCES, BY AMENDING CHAPTER 82, UTILITIES, ARTICLE VI, REFUSE COLLECTION; SECTION 82-743, OTHER TRASH CONTAINERS, BY AMENDING SECTION 82-743, ADDING REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

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

Section 1. The City of Muskogee Code of Ordinances, Chapter 82, Utilities, Article VI, Refuse Collection, Section 82-743, Other Trash Containers, is hereby amended to read as follows:

82-742, COLLECTION CARTS; OWNER RESPONSIBILITY

- (a) Except as otherwise provided in this article, all residential customers shall place their trash and garbage in carts of the type and size as shall be specified by the city.
- (b) The city shall provide one cart for each residence. The resident shall be responsible for the safekeeping of the cart until such time as an inspection is made by the sanitation department and service is terminated. Should any person change his residence they should promptly notify the sanitation department whose duty it shall be to transfer responsibility for the cart to the new resident. If the cart is lost, stolen or damaged beyond normal wear and tear, the cost of replacement, plus ten percent, shall be charged to the resident at current replacement costs. All carts shall remain the property of the city even though the resident has been charged for a replacement cart.
- (c) All carts to be emptied shall be placed at the curb or curblin. Carts are not to be obstructed from the sanitation collectors' view (i.e., behind parked cars, behind hedges, etc.). The cart shall be placed for collection no earlier than 7:00 p.m. the day before collection and no later than 7:00 a.m. the day of collection. The cart shall be returned to its storage place by 7:00 a.m. the day after collection.

82-743, OTHER TRASH CONTAINERS

Residents are only allowed to use the trash carts provided by the City of Muskogee for the collection of refuse by the City. No other forms of trash containers shall be placed at the curb or curblin.

- ~~(a) Residents will be allowed to place at the cart other types of containers for collection. The authorized containers shall be as follows:~~
 - ~~(1) Plastic bags, limit of five for leaf and lawn residue only. The bags shall be securely tied or fastened to prevent spillage and shall weigh no more than 35 pounds each; and~~
 - ~~(2) Cardboard boxes shall be picked up if they are broken down, folded flat and weigh no more than 35 pounds each.~~

~~(b) The following items are deemed to be improper containers and should not be placed at the curb for collection:~~

- ~~(1) Paper shopping bags;~~
- ~~(2) Metal or plastic trash cans;~~
- ~~(3) Wastebaskets;~~
- ~~(4) Baskets;~~
- ~~(5) Tubs; or~~
- ~~(6) Barrels.~~

~~(c) Any improper containers placed at the curb will be subject to disposal.~~

82-744, EXTRA COLLECTIBLE SOLID WASTE; UNLAWFUL POSSESSION OF CARTS;
TERMINATION OF SERVICE

- (a) Any excess collectible waste shall be picked up on Fridays by calling the sanitation department prior to 3:00 p.m. on Thursday. Limbs should be cut in 48-inch lengths and bundled.
- (b) All carts are to remain at the residence to which they are assigned. It shall be unlawful and an offense for any person to be found in possession of a cart in any place other than the cart assigned to a residence.
- (c) Upon a resident terminating his collection service, the resident will account for his cart with the city. The cart should be in good and working condition, normal wear and tear excepted. If a cart has been lost, stolen or damaged beyond normal wear and tear, the cost of replacement, plus ten percent, or repair shall be charged against the resident on his next bill.

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

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

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS ____ DAY OF _____, 2024.

CITY OF MUSKOGEE

MARLON J. COLEMAN, MAYOR

(Seal)

ATTEST:

TAMMY L. TRACY, CITY CLERK

Approved as to Form and Legality:

KATRINA BODENHAMER, CITY ATTORNEY

Meeting Date: 02/26/2024
Initiator: Maggie Eaton, Human Resources Director
Department: Personnel
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Resolution No. 2932 approving and authorizing execution of the Blue Cross Blue Shield Benefit Program Application and required addendums, Blue Cross Blue Shield Exhibit to the Stop Loss Coverage Policy, Prime Therapeutics Required Documents, and all other required documents, all to become effective on May 1, 2024, and authorizing the City Manager, or designee, to execute all necessary documents for renewal and implementation purposes, or take other necessary action. (Maggie Eaton)

BACKGROUND:

Each year, the City of Muskogee Health Insurance Committee diligently reviews renewal options for the insurance plan. The Committee carefully considers and evaluates each option to insure the selection made is most beneficial for the Health Fund and more importantly to the employees. The committee has selected a renewal they feel is the best option for the 2024-2025 plan year. This renewal has the following changes:

1. We are increasing our Specific Stop Loss or Specific Deductible from \$100,000 to \$125,000. This allows for Stop Loss premiums to drop significantly, by just over \$100,000.
2. The selected renewal increases funding by the following:
 - a. For the employees who elect to cover their dependents on the City's health fund, they will see a slight increase. The tier, spouse and two or more dependents, will see the largest increase of \$23.39 per paycheck. As a reminder, this is a pretax deduction which is a net increase of approximately \$19.00 per paycheck. Again, this does not have any impact on employee coverage. The City still covers the employee at 100% and even subsidizes part of the dependent cost.
 - b. The City's bi-weekly contribution will increase by \$39.97, resulting in an overall yearly cost increase for the City of approximately \$439,500.

The cost of healthcare is always rising and our broker, Alliant, is constantly looking for the best, most cost-efficient options for our employees. That being said, our Colonial Critical Illness policy will be upgraded with zero additional cost. All other benefits will remain the same and no cost changes to Dental, Vision, Life Insurance or any other Colonial policies.

As a reminder, the quotes we get are only good for 30 days. If this expires, and we have to get a new quote, any potential new claims could cause the prices to increase.

The Health Committee approved the renewal discussed 4 to 1.

RECOMMENDED ACTION:

Approve Resolution No. 2932.

Fiscal Impact

Attachments

Resolution 2932

Colonial Policy Upgrade

Stop Loss Proposal

Zero Card Renewal

RESOLUTION NO. 2932

A RESOLUTION APPROVING THE FOLLOWING AGREEMENTS: BLUE CROSS BLUE SHIELD BENEFIT PROGRAM APPLICATION AND REQUIRED ADDENDUMS, BCS THE STOP LOSS COVERAGE POLICY, PRIME THERAPEUTICS CLIENT REQUIREMENTS DOCUMENTS, AND ALL OTHER REQUIRED DOCUMENTS, ALL TO BECOME EFFECTIVE ON MAY 1, 2024, AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL NECESSARY DOCUMENTS FOR RENEWAL AND IMPLEMENTATION PURPOSES.

WHEREAS, the City of Muskogee, through brokerage services through Alliant Insurance Services (“Consultant”) and Third Party Administrator services through Blue Cross Blue Shield (“TPA”) to provide said services;

WHEREAS, the City of Muskogee has approved the Blue Cross Blue Shield Benefit Program Application and all necessary addendums and exhibits, the current (valid through April 30, 2024) BCS Stop Loss Coverage Policy, and the Prime Therapeutics Client Requirements Documents.

WHEREAS, the Insurance Committee has hereby discussed certain recommendations to renew and approve these changes;

WHEREAS, the City of Muskogee finds that the recommendation of staff and the Insurance Committee are in the best interest of the City, and for a governmental purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, MUSKOGEE COUNTY, OKLAHOMA ACCEPTS THE ABOVE CONTRACTS AS PRESENTED.

Section 4. The City Council of the City of Muskogee does hereby authorize the City Manager, or designee, upon review and approval of the City Attorney in accordance with Council Policy 2-1, to execute all documents attached hereto and any and all other documents necessary to facilitate and finalize the agreements identified herein.

ADOPTED AND APPROVED THIS ____ DAY OF ____ 2024.

ATTEST:

CITY OF MUSKOGEE

(seal)

Tammy L. Tracy, City Clerk

Marlon J. Coleman, Mayor

Approved as to form and legality this ____ day of ____, 2024

Katrina Bodenhamer, City Attorney



APPLICATION FOR GROUP INSURANCE

Colonial Life & Accident Insurance Company
P.O. Box 1365, Columbia, SC 29202-1365
www.coloniallife.com

BCN(s): _____

Applicant (Company): _____

Corporate Address: _____
Street

City / State / Zip Code

Product(s) Applied For:

- Group Accident Insurance
Group Cancer Insurance
Group Term Life Insurance
Group Specified Disease Insurance
Group Disability Insurance
Group Hospital Confinement Indemnity Insurance
Voluntary Group Short Term Disability Insurance

Replacement:

Is there any Group Life Insurance plan in force or being applied for (with another carrier) on some or all employees?
Yes No If Yes, complete the information below:

Table with 2 columns: Name of Carrier, Termination Date

The applicant agrees that no insurance shall be effective until approved by Colonial Life & Accident Insurance Company and that acceptance of the policy will be an approval of all policy terms. The policy specifications will be made a part of the policy along with a copy of this form.

WARNING: Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Signed at: City State

Applicant Signature (authorized representative / officer) Applicant Printed Name

Title Date (mm/dd/yyyy)

Damon Francis
Producer / Broker Signature Producer / Broker Printed Name

Date (mm/dd/yyyy) License Number Producer Number



Stop Loss Insurance

Risk Management Solutions to Protect Your Business

Prepared for: **City of Muskogee**

Effective Date: **5/1/2024**

Name of Group: City of Muskogee
 Effective Date: 5/1/2024
 Administrator: Blue Cross/Blue Shield (OK)

Proposal No: 239890
 Expiration Date: 2/23/2024

SPECIFIC STOP LOSS COVERAGE

	Option 1	Option 2	Option 3
Covered Expenses:	Medical Rx	Medical Rx	Medical Rx
Specific Deductible per Person	\$100,000	\$125,000	\$150,000
Aggregating Specific Deductible:	\$0	\$0	\$0
Benefit Period:	PAID	PAID	PAID
Lifetime Maximum:	Unlimited	Unlimited	Unlimited
Single: 250 COBRA 0	\$108.07	\$90.18	\$66.01
Family: 171 Retirees 22	\$313.04	\$263.24	\$192.73
Comp: 421	\$191.33	\$160.47	\$117.48
Monthly Premium:	\$80,541	\$67,549	\$49,458
Annual Premium:	\$966,495	\$810,592	\$593,496
Commissions:	0.00%	0.00%	0.00%
Terminal Liability Option:	No	No	No

AGGREGATE STOP LOSS COVERAGE

	Option 1	Option 2	Option 3
Covered Expenses:	Medical Rx	Medical Rx	Medical Rx
Benefit Period:	PAID	PAID	PAID
Corridor:	25%	25%	25%
Maximum Aggregate Benefit:	\$1,000,000	\$1,000,000	\$1,000,000
Single: 250	\$681.24	\$715.98	\$742.55
Family: 171	\$1,692.87	\$1,779.21	\$1,845.23
Composite: 421	\$1,092.14	\$1,147.84	\$1,190.43
Attachment Point:	\$5,517,490	\$5,798,882	\$6,014,064
Minimum Attachment Point:	\$5,241,615	\$5,508,938	\$5,713,361
Aggregate Premium Rate:	\$5.83	\$5.93	\$6.00
Annual Aggregate Premium:	\$29,469	\$29,960	\$30,335
Commissions:	0.00%	0.00%	0.00%
Terminal Liability Option:	No	No	No
Estimated Maximum Cost:	\$6,513,453	\$6,639,434	\$6,637,895

Proposal Acceptance

Please acknowledge acceptance of the terms in this proposal by signing and returning by proposal expiration date or effective date, whichever is sooner. No signed proposal will be accepted after the effective date unless otherwise agreed by mutual agreement. Failure to remit the signed application and/or disclosure by the expiration date of this proposal will result in updated large claim data being required for our review. Please indicate which option is selected and whether aggregate is to be included.

Option Selected: Option #2

Specific coverage type selected:

Composite: Single/Family: X

Are you also purchasing aggregate coverage:

Yes, Composite: Yes, Single/Family: X No Aggregate Coverage:

Signature: _____

Date: _____

Name of Group: City of Muskogee
Effective Date: 5/1/2024
Administrator: Blue Cross/Blue Shield (OK)

Proposal No: 239890
Expiration Date: 2/23/2024

SUMMARY OF PLAN LIMITATIONS AND EXCLUSIONS

BCS will follow the group's Plan Document subject to the BCS stop loss policy exclusions and requirements.

BCS will follow all state mandates that pertain to stop loss policies.

In most claim situations, BCS will agree with the standard third party reporting package as the basis for claim reimbursements however there may be claim submissions that will require additional information and that additional information may vary depending on the claim submission.

If the enrollment changes by 15% or more prior to the policy effective date, BCS has the right to re-rate, laser, and/or rescind this proposal.

This proposal is being provided to you in reliance upon the accuracy and completeness of the experience data provided to BCS by you, or on your behalf, when this proposal was requested. We may modify or withdraw this proposal, or declare the policy null and void, based upon incorrect, false or misleading information provided to us.

For firm quotes, this proposal expires on the Expiration Date or the Proposal Effective Date whichever is sooner. However, this proposal expires immediately on the date you file a voluntary petition, or an involuntary petition is filed against you, that commences a Federal bankruptcy proceeding, or the date you become insolvent or unable to meet your debts as they become due.

BCS reserves the right to modify or withdraw this proposal upon receipt of material information from whatever source.

Reinstating Attachment Point (incurred date) definition: A claim is considered to be incurred on the date that a service is rendered or a supply is delivered. In the case of a hospital claim, each day of a hospital stay is considered a separate incurred date.

We recommend that the group maintain in-force coverage until written acceptance of replacement coverage is provided by us.

IMPORTANT NOTES

The Specific Deductible is per covered person per policy period.

If aggregate is included in this proposal, Claims up to the Specific Stop Loss deductible will be applied toward Aggregate Stop Loss coverage and the Monthly Aggregate Factor equals the Expected Losses adjusted by the corridor percentage.

PBM rebates paid to the plan will not be reimbursable under the aggregate.

Name of Group: City of Muskogee
Effective Date: 5/1/2024
Administrator: Blue Cross/Blue Shield (OK)

Proposal No: 239890
Expiration Date: 2/23/2024

ADDITIONAL NOTES

The network is BCBS of Oklahoma ASO-PPO with Blue Card. The Rx Drug vendor is Prime.

Coverage applies to all active employees and their dependents; COBRA continuees and their dependents.

Retirees are covered under the Stop Loss. Retirees under age 65 are covered. Retirees age 65 and over are covered. Retirees age 65 and over must be Medicare primary.

BCS Financial will offer a "no new laser" renewal offer with a rate cap of 50%. The rate cap does not include rate changes due to changes in risk characteristics, including (but not limited to) a change in contract (e.g. basis, deductible, aggregating specific liability), change in census/demographic of more than 10%, change in network, change in commission, change in benefits covered or a change in your administrator. "No new laser" and rate cap options, as proposed herein, are for one renewal cycle (subsequent policy period hereto). "No new laser" and rate cap options may be offered at the next renewal at the sole discretion of BCS Financial.

Plan Mirroring Endorsement is included.

This proposal includes Monthly Aggregate Accommodation.

This proposal covers ZERO Card claims under the Specific and Aggregate coverage.

Employee Drew Saffell, date of birth 5/21/1988, is lasered @ \$135,000.00.

This firm renewal offer expires on February 23, 2024.



BCS Stop Loss Insurance Program

Complete array of coverage options for your business

The stop loss delivery system, while offering protection against catastrophic or unpredictable losses, is often a complex multi-layered process involving insurance companies, third-party administrators, brokers, and customers. The BCS Stop Loss Program offers employers the following options:

Specific and aggregate coverage to both large and small self-funded groups

Specific coverage can include medical-only or medical with Rx

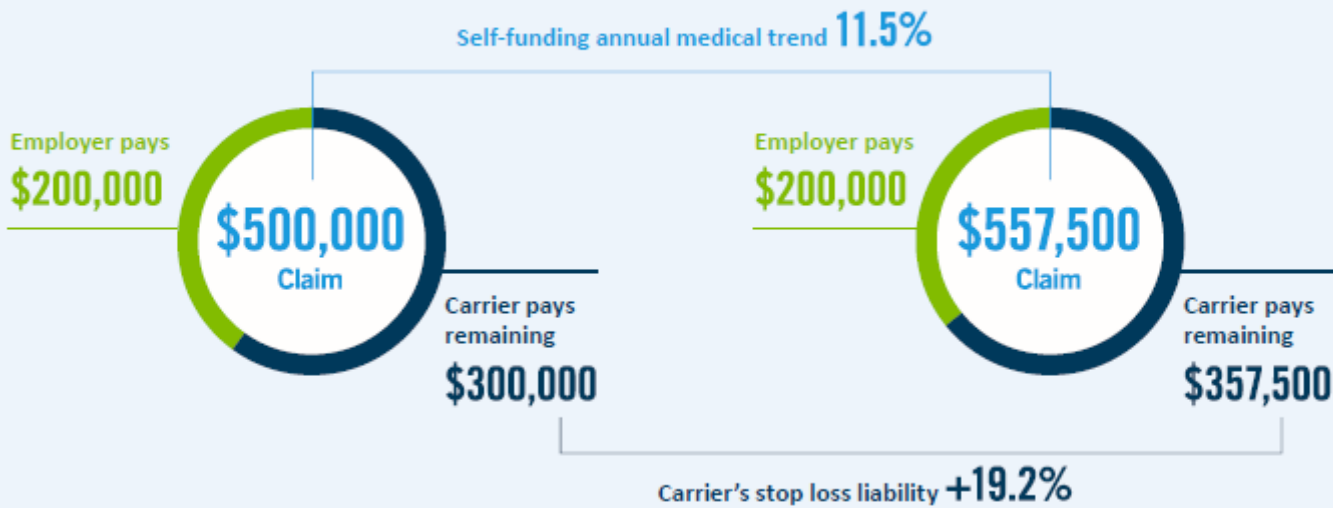
Aggregate coverage can include medical-only or a combination of medical with Rx, dental, and vision

Multiple stop loss reinsurance arrangements

Accumulation periods from 24/12 to 12/24 (and everything in-between)

Optional claim management services through our BCS Risk Navigator program powered by Blue Health Intelligence data

Leveraging Impact on Specific Stop Loss Protection



In this example, an 11.5% annual trend in first dollar claims leverages into a 19.2% trend in Stop Loss claim cost.

The BCS Advantage

The Power of Blue

Owned by all primary Blue Cross and Blue Shield licensees

70+ Years

Service to Blue Plans

20+ Years

Experience writing stop loss coverage with a half billion dollars in total written premium to date



Licensed in all 50 states

6 Million

Lives covered

\$691M

Gross Written Premium

A

Rated A (Excellent) by A.M. Best



Agreement to do business with BCS Insurance Company ("BCS") if you accept this proposal

Electronic record and signature disclosure

Please review this notice carefully to confirm that you wish to accept electronic delivery of policy documents, other notices and disclosures which we may be required by law to provide to you from time to time. If you agree to receive and access these materials electronically, your signature on this document or other acceptance will confirm agreement. If you do not wish to receive electronic delivery please note this above the signature line where you sign your name.

Getting paper copies

At any time, you may request a paper copy of any record provided or made available electronically. You will also have the ability to download and print electronic documents we send to you. If you wish for us to send you paper copies of documents you will not be charged for copies.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time tell us that you want to receive future required notices and disclosures in paper format. If you elect to change to paper delivery, please contact us at toll free 1-800-621-9215, email us at uquotes@bcscf.com or write to us at 2 Mid America Plaza, Oakbrook Terrace, IL 60181. Please be advised that electing paper delivery will slow the speed with which we can complete certain transactions and notify you of certain other information. In addition, you will no longer be able to use the BCS system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise using the process described above, we will provide electronically all required notices, disclosures, authorizations, acknowledgments, and other documents that are required to be provided or made available to you.

How to contact BCS

You may contact us to let us know your changes as to how we may contact you.

Frequency and severity of high-cost claims are rising, reinforcing the role Stop Loss Insurance plays in a self-funded employer's risk management strategy.



Top 10 High Cost Diagnoses*

Data from 2017 through 2021 | Incurred within a 1 year period | Paid runout through April 2022 for all years

Diagnosis Category	Total Claims Dollars (in billions)	Frequency Rate Per 100,000 Members	Average Severity of Each Claim (in millions)	Highest Cost Single Claim Amount (in millions)
Other Diseases of Lung	\$ 4.8	2.6	\$ 0.9	\$ 7.1
Encounter for Other and Unspecified Procedures and Aftercare	\$ 3.1	2.2	\$ 0.7	\$ 4.3
Other Respiratory Conditions of Fetus and Newborn	\$ 2.2	1.1	\$ 1.0	\$ 9.6
Disorders of Fluid Electrolyte and Acid-Base Balance	\$ 1.8	1.1	\$ 0.8	\$ 4.5
Coagulation Defects	\$ 1.3	0.7	\$ 0.9	\$ 8.2
Lymphoid Leukemia	\$ 1.2	0.7	\$ 0.9	\$ 9.5
Myeloid Leukemia	\$ 1.1	0.7	\$ 0.8	\$ 7.4
Symptoms Involving Cardiovascular System	\$ 1.1	0.6	\$ 0.9	\$ 8.6
Other and Unspecified Disorders of Metabolism	\$ 1.0	0.6	\$ 0.8	\$ 4.9
Chronic Kidney Disease (CKD)	\$ 0.9	0.6	\$ 0.7	\$ 4.5
Top 10 Total	\$ 18.5	10.8	\$ 0.9	\$ 9.6
Total All Large Claims	\$ 46.0	27.7	\$ 0.8	\$ 13.7

Large claims defined as total ground up paid dollars for claims over \$500k per member per year. Approximately \$46 billion dollars in large claims ground up costs. These top 10 diagnoses comprise 40% of all large claims ground up costs.



Top 10 Most Expensive Claims*

Data from 2008 through 2021 | Incurred within a 1 year period | Paid runout through April 2022 for all years

Diagnosis Category	Year Incurred	Total Paid Claims (in millions)
Diseases of White Blood Cells	2015	\$ 18.3
Heart Failure	2020	\$ 13.7
Coagulation Defects	2015	\$ 11.6
Intervertebral Disc Disorders	2015	\$ 10.0
Other Respiratory Conditions of Fetus and Newborn	2017	\$ 9.6
Lymphoid Leukemia	2021	\$ 9.5
Coagulation Defects	2013	\$ 9.3
Chronic Ulcer of Skin	2015	\$ 9.2
Lymphoid Leukemia	2020	\$ 9.2
Other Congenital Anomalies of Heart	2020	\$ 9.0

*Data comprised of more than 40 million unique members nationwide.



Addendum to The Zero Card Service Fee in Administrative Services Agreement

This Addendum to the Administrative Services Agreement is made and entered into on [redacted] (the "Effective Date") between City of Muskogee ("Client") and The Zero Card, Inc. ("Consultant"), a Delaware Corporation headquartered at 100 S Cincinnati, Suite 503 Tulsa, OK, 74103. NOW THEREFORE, in consideration of the mutual promises herein, the parties, intending to be legally bound, hereby agree that the following constitutes additional terms and conditions of the stated contract.

This Agreement amends and modifies the Service Fee in Exhibit 1 of the Administrative Services Agreement dated 5/1/2019 made and entered into by the Client and The Zero Card hereto as follows:

- Effective 5/1/2024 the Client will pay a 20% Service Fee of paid claims to Consultant to be funded weekly through claims account on file or other previously agreed upon payment method
- Term of Addendum is two years

All other provisions of the Administrative Services Agreement remain in full force and effect, other than any provision that conflicts with the terms and spirit of this Agreement, which shall be deemed to be amended appropriately in order to be consistent with this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Addendum as of the Effective Date.

Client
 Signature: _____
 Name: _____
 Title: _____
 Date: _____

The Zero Card Inc.
 Signature: _____
 Name: _____
 Title: _____
 Date: _____

Regular City Council

19.

Meeting Date: 02/26/2024
Submitted For: Jody King, Planning Dept
Initiator: Cathy Sanders, Planning and Community Development Admin I
Department: Planning Dept
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Resolution No. 2975 declaring the property located at 1016 South C Street in the City of Muskogee, as surplus property, and authorize the City Manager to negotiate and execute a Quit Claim Deed for the subject property, or take other necessary action. (Jody King)

BACKGROUND:

The application for surplus property was submitted by Mr. Reameatez Hopkins Sr. on January 4, 2024. The property was posted on January 9, 2024 to begin the bidding process and ended on January 19, 2024. The lot is currently zoned as R-5 Mobile Home, and the lot size is 14,000 square feet, with the lot width being approximately 98 feet and the lot depth being approximately 139 feet which meets all the requirements as listed in Chapter 90-08(B) to be a buildable lot. This property was deeded to the City of Muskogee on March 7, 2016 by the Muskogee County Board of Commissioners. Mr. Reameatez's application opened the bidding period, and no one else submitted a bid on the subject property.

RECOMMENDED ACTION:

Approve the Resolution.

Fiscal Impact

Attachments

Surplus Property Res 2975
Staff Report
Quit Claim Deed

RESOLUTION NO. 2975

A RESOLUTION DECLARING CERTAIN REAL PROPERTIES PRESENTLY IN THE POSSESSION OF THE CITY OF MUSKOGEE, SAID TRACT OF LAND DESCRIBED AS MUSKOGEE O.T. BLOCK 310 LOT 12, CITY OF MUSKOGEE, MUSKOGEE COUNTY, STATE OF OKLAHOMA, TO BE SURPLUS TO THE NEEDS OF THE CITY OF MUSKOGEE AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF SAID REAL PROPERTIES.

WHEREAS, the City of Muskogee, Oklahoma has in its possession certain real properties which are no longer needed; and

WHEREAS, the City of Muskogee desires to dispose of said real properties, which are no longer needed, as surplus properties according to the provisions of the Charter and the Ordinances of said City;

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

SECTION 1: That property described as:

Muskogee O.T. Block 310 Lot 12

are hereby declared to be surplus to the needs of the City of Muskogee, Oklahoma, and the City Manager is authorized to dispose of said real properties.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS _____ DAY OF FEBRUARY, 2024.

MARLON J. COLEMAN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

Seal

Approved as to form and legality this _____ day of _____, 20____.

KATRINA BODENHAMER, CITY ATTORNEY

Planning & Community Development Staff Report

City of Muskogee Public Works & Finance Committee

Monday, February 12, 2024 @ 5:30 P.M.

City of Muskogee City Hall, 229 W Okmulgee Ave., 3rd Floor Council Chambers

Consider approval of Resolution 2975 declaring the property located at 1016 S. C. Street in the City of Muskogee, as surplus property, or take other necessary action.

Planning Department Analysis

Current Zoning & Use: R-5; Mobile Home

Proposed Zoning & Use: No change; no change

Quarter Section, Range, Township: NW35-18E-15N

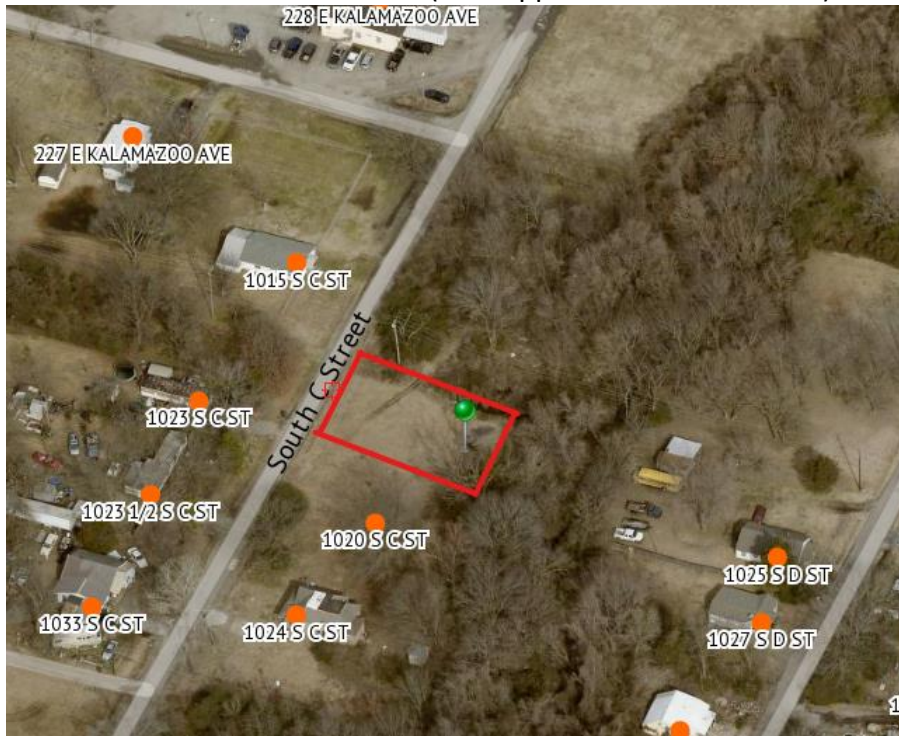
Street Address: 1016 S. C. Street

Legal Description: Muskogee O.T. Block 310 Lot 12

Discussion: The application for surplus property was submitted by Mr. Reameatez Hopkins Sr. on January 4, 2024. The property was posted on January 9, 2024 to begin the bidding process and ended on January 19, 2024. The lot is currently zoned as R-5 Mobile Home, and the lot size is 14,000 square feet, with the lot width being approximately 98 feet and the lot depth being approximately 139 feet which meets all the requirements as listed in Chapter 90-08(B) to be a buildable lot. This property was deeded to the City of Muskogee on March 7, 2016 by the Muskogee County Board of Commissioners.

RECOMMENDATION: Approve the resolution.

Aerial Photo of 1016 S. C. Street (with approximate boundaries)



County Assessor Website Photo of Property (Act Data)



QUIT CLAIM DEED

This Indenture,

Made this _____ day of _____, 20____, between the City of Muskogee, a Municipal Corporation duly organized and existing under the laws of the State of Oklahoma, party of the first part, and **Reameatez Hopkins Sr.**, party of the second part,

WITNESSETH, that said party of the first part, in consideration of the sum of Ten and No/100 Dollars, and other valuable consideration, the receipt of which is hereby acknowledged, does hereby quitclaim, grant, bargain, sell and convey unto the party of the second part, and to his heirs and assigns forever, all its right, title, interest, estate, and every claim and demand, both at law and in equity, in and to all of the following described property, situated in Muskogee County, State of Oklahoma,

Muskogee O.T. Block 310 Lot 210

Subject to the following: Should the grantee, his heirs or assigns, fail to mow weeds and grass or remove trash within three (3) years and because of such failure the City of Muskogee must commence an action for abatement or expend public funds to remedy said condition(s) then the property shall revert to the City of Muskogee. The City's right to said reversion shall lapse if notice thereof is not filed within three (3) years of the date above referenced.

together with all and singular the hereditaments and appurtenances thereunto belonging.

TO HAVE AND TO HOLD the above described premises unto the said party of the second part his heirs and assigns forever, so that neither they, the party of the first part or any person in its name and behalf, shall or will hereafter claim or demand any right or title to the said premises or any part thereof except as heretofore set forth; but shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, the said party of the first part has hereunto set its hand the day and year first above written.

THE CITY OF MUSKOGEE, OKLAHOMA

Tammy L. Tracy, City Clerk

Mike Miller, City Manager

STATE OF OKLAHOMA }

ACKNOWLEDGEMENT

COUNTY OF Muskogee }

SS:

Before me, the undersigned, a Notary Public, in and for said County and State on this _____ day of _____, 20____, personally appeared _____, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth as the City Manager on behalf of the City of Muskogee.

Given under my hand and seal of office the day and year last above written.

My commission:

Notary Public

Regular City Council

20.

Meeting Date: 02/26/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Resolution No. 2974 declaring items of personal property presently in the possession of the City of Muskogee, to be surplus to the needs of the City of Muskogee, and authorize the City Manager, or his designee, to offer for sale or dispose of the same, all as per the attached list, or take other necessary action. (Dennis Read)

BACKGROUND:

There are currently several items located at Public Works and Facilities, per the attached list, that are no longer needed, or cannot be used, by the City of Muskogee. The City would like to dispose of these items of personal property as surplus.

RECOMMENDED ACTION:

Approve Resolution.

Fiscal Impact

Attachments

RES 2974

RESOLUTION NO. 2974

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY PRESENTLY IN THE POSSESSION OF THE CITY OF MUSKOGEE, TO BE SURPLUS TO THE NEEDS OF THE CITY OF MUSKOGEE AND AUTHORIZING THE CITY MANAGER TO OFFER FOR SELL OR DISPOSE OF THE SAME AS ATTACHED LIST.

WHEREAS, the City of Muskogee, Oklahoma has in its possession certain items of personal property which can no longer be put to good use; and

WHEREAS, the City of Muskogee desires to dispose of items of personal property, which are no longer needed, as surplus properties, according to the provisions of the Charter and the Ordinances of the City;

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

SECTION 1: The property listed herein is hereby declared to be surplus to the needs of the City of Muskogee, Oklahoma.

<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>WORKS?</u>	<u>SERIAL #</u>	<u>BRAND</u>	<u>MODEL</u>
<u>Public Works</u>					
Plastic Baler	1	Yes	54034	Marathon	6030
Plastic Baler	1	Yes	10235	International	IVB606HD
<u>Facilities</u>					
Brown Map File Cabinet	3	Yes		Mayline Company	
Putty Map File Cabinet	3	Yes		SAFCO	
Brown Legal File Cabinet	3	Yes		HON	
Beige Folding chair	9	Yes		Style Selections	
Vacuum Cleaner	1	Yes		Bissell	
Stick Vacuum Clnr	1	Yes		Bissell	
Refrigerator	1	Yes		Amana	
Gas Stove	1	Yes		Amana	
Green Air Compressor	1	Yes			
Water Fountain	1	Yes		Elkay	
Frame Picture flowers	1	Yes			

Exterior glass shade	4	Yes			
Picture-Music	1	Yes			
Recess can lights/rings	5	Yes			
Blk/Ylw work light	1	Yes		Pelican	
2-lt Iron Exterior light fixture	1	Yes			
20ft Iron Pole for Exterior fixture	1	Yes			
Electric Hanging Heater	1	Yes			
Gas Powered Hanging Heater	1	Yes			
Green leather chair	2	Yes			
Red chairs/metal base	29	Yes			
Red electric floor scuffer	1	Yes	1586	Blast Pro Mfg.	BP 9

SECTION 2: The City of Muskogee authorizes the City Manager to sell or otherwise dispose of said real property and personal property listed above.

PASSED AND APPROVED by the City Council of the City of Muskogee, Oklahoma this _____ day of _____, 2024.

CITY OF MUSKOGEE,
A municipal corporation,

MARLON J. COLEMAN, MAYOR

ATTEST

TAMMY L. TRACY, CITY CLERK

APPROVED as to form and legality this _____ day of _____, 2024.

KATRINA BODENHAMER, CITY ATTORNEY

Regular City Council

21.

Meeting Date: 02/26/2024

Submitted For: Mike Stewart, Public Works

Initiator: Kristal Keim, PW
Office Admin II

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Change Order No. 2, for AIP Project No. 3-40-0062-013, at Davis Field, or take other necessary action. (Mike Stewart)

BACKGROUND:

Electrical junction structure 5 had to be shifted north from the plan location due to a gas line running parallel to the existing east/west pavement along with a fiber optic line. The junction structure had to be placed between the gas line and the fiber optic line without room for adjustment. Shifting the electrical junction structure to this location caused a steep grade from the existing ditch that has been susceptible to erosion in periods of heavy rain. Electrical junction structure 5 has 3 conduits entering the structure from the east and south with 6 5kV cables for the Runway, Taxiway and PAPI homerun circuits. This change will protect the home circuit from erosion and possible damage from future mowing operations. This change increases contact time by 3 working days for Phase 1. (1 day added for earth work, 1 day added for forming and 1 day added for concrete placement)

RECOMMENDED ACTION:

Approve of change order #2-final for AIP project NO. 3-40-0062-013 at Davis Field or take other necessary action.

Fiscal Impact

FUNDING SOURCE:

520-6070-430.62-40

Original Contract Amount \$783,860.57

Net Increase of this Change Order \$3,020.25

Total Decrease of all previous Change Orders -\$1,103.40

Total Increase of all Change Orders to date \$1,916.85

Total Contract Costs \$785,777.42

Attachments

Change Order No. 2-Final

CHANGE ORDER NO. 2-FINAL

AIP Project No. 3-40-0062-013

Olsson Project No. 021-01890

Owner: CITY OF MUSKOGEE
P.O. Box 1927
Muskogee, OK 74402

Contractor: Third Generation Electrical, Inc.
8620 South 33rd West Avenue
Tulsa, OK 74132

The above-named Contractor agrees to make the following change(s) in the plans and/or specifications for the above-designated project:

- Description of change to be incorporated:** Line Item No. 38 will be added. A concrete ditch flume will be placed adjacent to electrical junction structure 5 on the homerun circuit. The existing topsoil will be stripped 5 inches, scarified and recompacted. The contractor will construct a 2-foot flat bottom concrete pilot channel with variable side slopes. The channel will generally match the configuration of the existing ditch. The contractor has the option to pour the flat section separately from the side slopes or to pour the channel monolithically. Expansion joint will be placed around junction structure 5 and around the existing storm drain inlet, where the current drainage is flowing.

Concrete will be placed per the P-610 specification and sloped to drain to the existing storm drain inlet. The concrete will be reinforced with #3 Bars at 18" on center to mitigate shrinkage cracking and provide for long-term stability.

Due to weather patterns and construction progress, temporary seeding was not required. Other line items have been adjusted to reflect the as-constructed quantity versus the original plan quantity. Minor variations were required to account for field conditions.

- Reason for ordering change:** Electrical junction structure 5 had to be shifted north from the plan location due to a gas line running parallel to the existing east/west pavement along with a fiber optic line. The junction structure had to be placed between the gas line and the fiber optic line without room for adjustment. Shifting the electrical junction structure to this location caused a steep grade from the existing ditch that has been susceptible to erosion in periods of heavy rain. Electrical junction structure 5 has 3 conduits entering the structure from the east and south with 6 5kV cables for the Runway, Taxiway and PAPI homerun circuits. This change will protect the home circuit from erosion and possible damage from future mowing operations.

- Settlement for the cost of the above change is to be made as follows:**

Item No.	Spec No.	Item Description	Original Contract Quantity	Revised Contract Quantity	Overrun (Underrun)	Unit	Unit Price	ADD (DEDUCT)
1	C-102	Temporary Seeding	1	0	(1)	LS	\$300.00	(\$300.00)
7	P-620	Temporary Marking	490	0	(490)	SF	\$3.15	(\$1,543.50)
14	L-110	Non-Encased Electrical Conduit, 3-Way, 2" SCH 40 Conduit, Minimum 24" Cover	1,030	1,006	(24)	LF	\$27.00	(\$648.00)
18	L-110	Pushed or Directional Bored Electrical Conduit, 3-Way, 2" SCH 80 Conduit, Minimum 24" Cover	453	464	11	LF	\$26.75	\$294.25
19	L-115	Electrical Junction Structure Removal	14	7	(7)	EA	\$200.00	(\$1,400.00)
24	L-125	Guidance Sign Removal	11	12	1	EA	\$75.00	\$75.00
25	L-125	Taxiway Light Structure Replacement	9	7	(2)	EA	\$700.00	(\$1,400.00)
101	C-102	Temporary Seeding	1	0	(1)	LS	\$100.00	(\$100.00)
301	C-102	Temporary Seeding	1	0	(1)	LS	\$100.00	(\$100.00)

401	C-102	Temporary Seeding	1	0	(1)	LS	\$100.00	(\$100.00)
501	C-102	Temporary Seeding	1	0	(1)	LS	\$100.00	(\$100.00)
601	C-102	Temporary Seeding	1	0	(1)	LS	\$100.00	(\$100.00)
604	L-108	1/c No. 8 AWG 5kV, L-824, Type C Cable, Installed in Conduit	1,006	1,002	(4)	LF	\$2.90	(\$11.60)
38	P-610	Concrete Ditch Flume	0	1	1	LS	\$8,454.10	\$8,454.10
TOTAL								\$3,020.25

4. Cost Justification: Approximately 50 SY of concrete will be placed as part of this change order, which equates to a unit cost of \$169/SY. A 3-Foot-Wide Concrete Pilot Channel was bid for Grove Regional Airport in April 2022. The bid price was \$64.48/LF, which equates to \$193.44/SY. The proposed price for Muskogee is less than a recently bid project at a similar facility. The justification for the unit price for the concrete ditch flume is due to additional labor required to pour concrete on a slope. This work requires the concrete to be low slump, which adds additional effort to finish the concrete. The contractor expects one day to strip the existing area, one day to set forms and one day to pour the concrete monolithically. The labor required for this addition is justified based on the contractor's proposal.


5: Summary of Costs:

Original Contract Amount	\$783,860.57
Net <u>Increase</u> of this Change Order	\$3,020.25
Total <u>Decrease</u> of all previous Change Orders	-\$1,103.40
Total <u>Increase</u> of all Change Orders to date	<u>\$1,916.85</u>
 Total Contract Costs	 \$785,777.42


5. This change increases contract time by 3 working days for Phase 1.

(1 day added for earth work, 1 day added for forming and 1 day added for concrete placement)

Recommended by:

	Project Engineer	12/22/2023
Olsson Representative	Title	Date

Approved by:

	President	12-27-23
Contractor's Authorized Representative	Title	Date

Accepted by:

_____	Title	Date
Owner's Authorized Representative		

Distribution: Sponsor, Contractor, FAA, Engineer



CHANGE ORDER PROPOSAL & REQUEST

To:

City of Muskogee

 Project:

Muskogee-Davis Regional Airport Project No. 3-40-0062-013

Date:

12/4/2023

 C/O #:

2

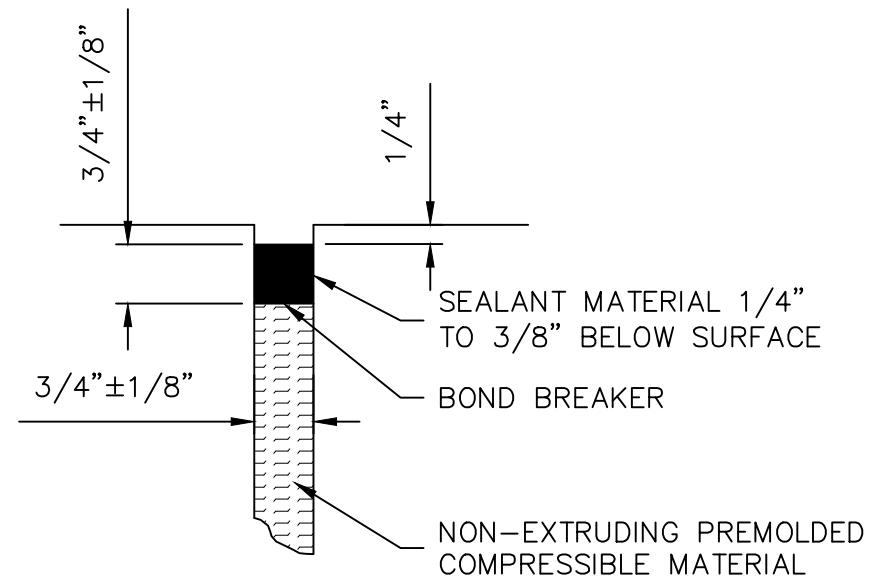
Third Generation Electric is pleased to quote the following scope of work:

Pour concrete ditch flume as per provided drawing dated 11/16/2023.

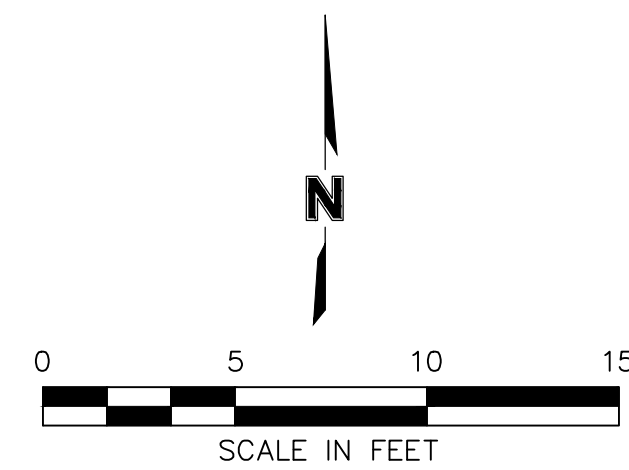
LABOR

Labor Type	Quantity	Units	Unit Rate	Extension
Concrete	82.00	Hours	35.00	\$2,870.00
Electrician	0.00	Hours	66.60	\$0.00
Foreman	9.00	Hours	76.11	\$684.98
Project Manager	2.00	Hours	95.15	\$190.29
Estimator of C/O	1.00	Hours	95.15	\$95.15
			Subtotal	\$3,840.42
			Burden/Fringes on Labor	\$1,017.33
			Subtotal	\$4,857.75
			Overhead and Profit	\$728.66
			Total Labor	\$5,586.41

LABOR BURDEN/FRINGE	
Workers compensation insurance	6.85%
General liability insurance	2.37%
State unemployment insurance	1.42%
FICA	7.65%
Umbrella liability insurance	1.42%
Health insurance	6.78%
TOTAL	26.49%
MISCELAEIOUS RATES	
Overhead and profit	15.00%
Bond rate	1.50%



STANDARD EXPANSION JOINT
NO SCALE



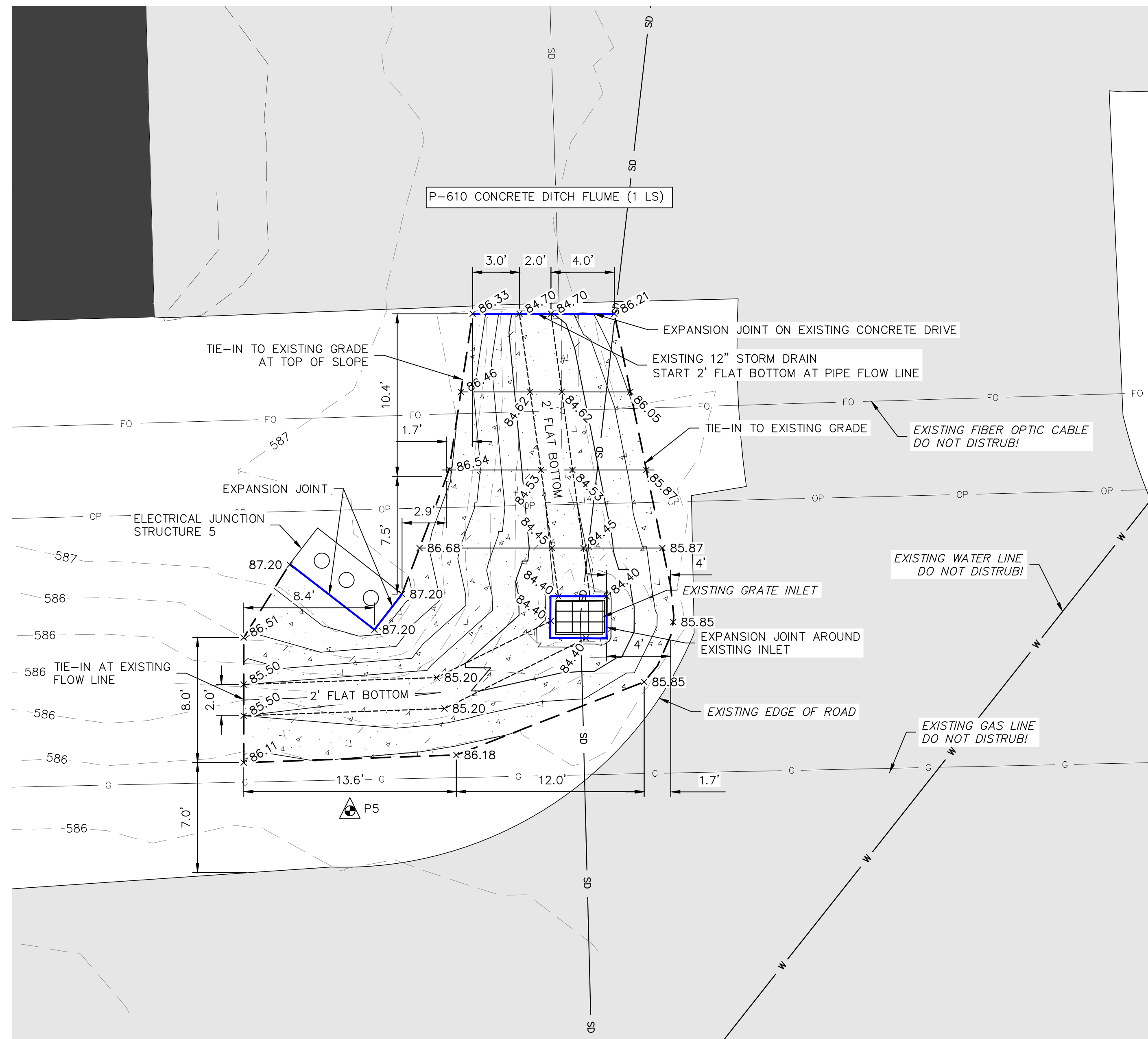
NOTES:

- EXISTING UTILITIES SHOWN ARE APPROXIMATE LOCATIONS FROM PUBLIC RECORDS AND AS-BUILT PLANS. VERIFICATION OF EXACT LOCATIONS AND DEPTHS SHALL BE COMPLETED PRIOR TO EXCAVATION.
- ALL ELEVATIONS ARE TOP OF SLAB. ALL THE DIMENSIONS ARE TO THE EDGE OF THE PAVEMENT. ADD 500 TO ALL ELEVATIONS.
- CONTRACTOR SHALL STRIP EXISTING TOP SOIL TO A DEPTH OF 5-INCHES BELOW THE EXISTING GROUND SURFACE AND COMPACT THE SUBGRADE. REMOVAL OF THE TOP SOIL SHALL BE CONSIDERED SUBSIDIARY TO P-610 5-INCH CONCRETE. TOP SOIL SHALL BE WASTED ONSITE IN THE CONTRACTOR STAGING AND STORAGE AREA.
- CONTRACTOR SHALL POUR 5-INCH MONOLITHIC P-610 CONCRETE FOR THE CONCRETE DITCH FLUME.
- CONTRACTOR SHALL SAW CUT CONCRETE DITCH FLUME AT SPACING TRANSVERSE SPACING NO LESS THAN 7.5' AND 1/8" WIDE.
- FORMS AND THE MIXING, PLACING, FINISHING, AND CURING OF CONCRETE SHALL CONFORM TO THE REQUIREMENTS OF ITEM P-610.
- CONTRACTOR CAN ELECT TO POUR POUR FLAT BOTTOM AND TAPERS MONOLITHICALLY OR IN SEPARATE POURS.

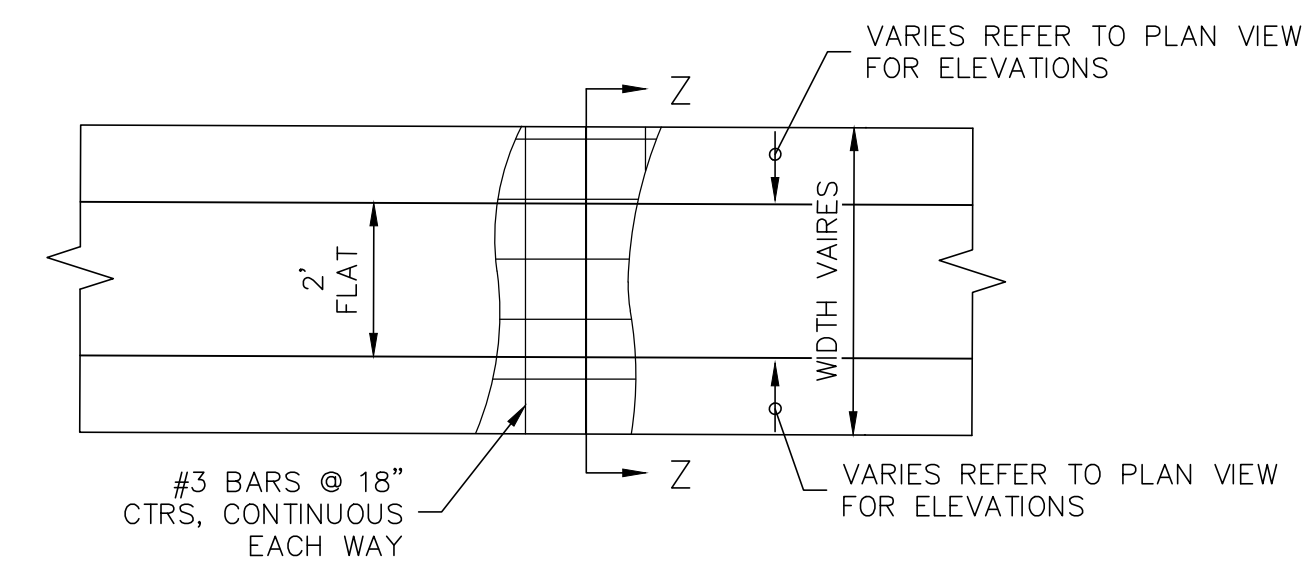
SURVEY CONTROL

DESCRIPTION	ELEVATION	NORTHING	EASTING
P1 NGS MUSKPORT	590.65'	251274.07	2752516.77
P2 NGS MUSKPORT AZ MK	595.30'	252838.23	2752478.06
P3 RW 13 END	606.66'	251197.70	2750638.54
P4 RW 31 END	580.70'	246248.09	2755869.61
P5 CTL /60D	586.55'	250563.35	2753323.09

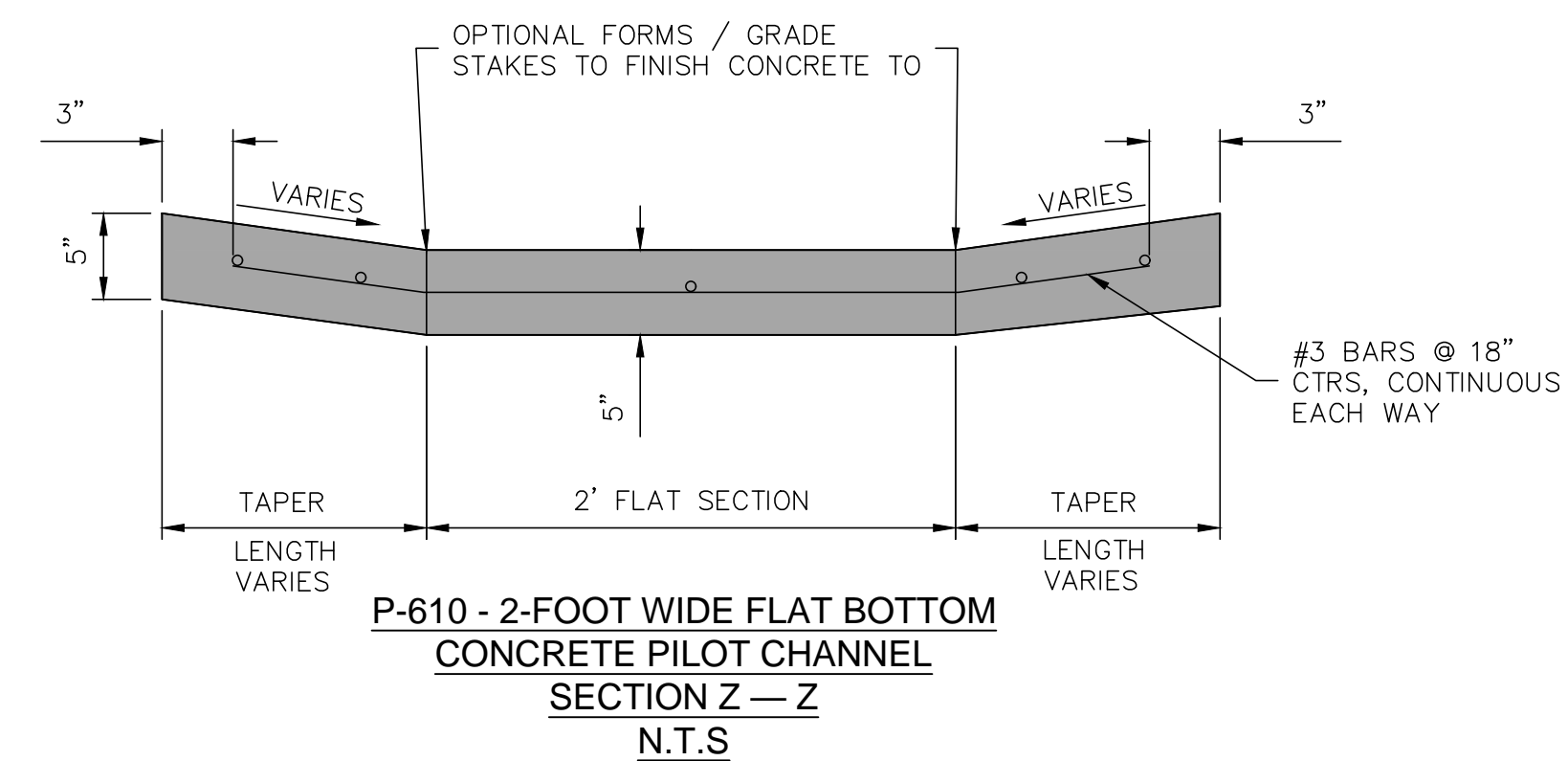
- ELEVATIONS ARE BASED ON NAVD 88.
- SURVEY BY OLSSON.
- THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES BETWEEN COORDINATES, ELEVATIONS, STATIONING AND OFFSETS.



ELECTRICAL JUNCTION STRUCTURE 5 DRAINAGE PLAN



CONCRETE PILOT CHANNEL PLAN



P-610 - 2-FOOT WIDE FLAT BOTTOM CONCRETE PILOT CHANNEL SECTION Z - Z N.T.S.

USER: dharrington

DWG: F:\2021\01501-02000\021-01890\40-Design\AutoCAD\Final Plans\Sheets\ARPT\C_DRN_02101890.dwg
DATE: Dec 06, 2023 3:54pm

olsson

REVISIONS DESCRIPTION
CHANGE ORDER NO. 2

REV. NO. 1
DATE 11/16/2023

CONCRETE DITCH FLUME

AIRFIELD LIGHTING IMPROVEMENTS

AIP NO. 3-40-0062-013

MUSKOGEE, OKLAHOMA

REVISIONS

2022

drawn by: DDH
checked by: BMC
approved by: BMC
QA/QC by: DDH
project no.: 021-1890
drawing no.:
date: 11/16/2023

SHEET

CO NO.2

1 of 1

Regular City Council

22.

Meeting Date: 02/26/2024
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Leslie Arnold, Attorney Secretary
Department: City Attorney
Staff Information Source: City Attorney

Information

AGENDA ITEM TITLE:

Consider approval of a contract renewal with Midwest Employers Casualty Company for Excess Workers' Compensation Insurance, in the amount of \$118,551.00, or take other necessary action. (Katrina Bodenhamer)

BACKGROUND:

United Safety & Claims solicited bids from three companies for excess workers' compensation insurance for claims over and above our self-insurance retention. Midwest Employers Casualty Company remained the most competitive. ARCH Insurance declined to quote, as did Safety National Casualty Corporation. Therefore, Staff recommends remaining with the current carrier, Midwest Employers Casualty Company. The premium amount increased from 97,753.00 to \$118,551.00 for the 2024-2025 fiscal year.

The self-insurance retention remains at \$750,000 for police and fire, and remains at \$500,000 for all other classes of employees.

RECOMMENDED ACTION:

Approve the contract renewal with Midwest Employers Casualty Company for fiscal year 2024-2025.

Fiscal Impact

Attachments

Renewal Quote

Insurer: Midwest Employers Casualty Company

Policy Effective Date: 03/15/2024

Insured: City of Muskogee
Policy #: EWC009486

Quote Date: 02/20/2024
Quote Expiration Date: 60 Days

POLICY TERMS	QUOTE OPTIONS					
	0249679	0249748				
Named States	OK	OK				
<u>SPECIFIC:</u>						
Specific Limit	STATUTORY	STATUTORY				
Specific Retention	\$500,000	\$500,000				
Specific Retention - 7710 OK	\$750,000	\$750,000				
Specific Retention - 7720 OK	\$750,000	\$750,000				
<u>EMPLOYERS LIABILITY:</u>						
Employers Liability Limit	\$1,000,000	\$1,000,000				
Employers Liability Retention	See Specific	See Specific				
<u>AGGREGATE:</u>						
Aggregate Limit	NA	NA				
Aggregate Retention	NA	NA				
Estimated Aggregate Retention	NA	NA				
Minimum Aggregate Retention	NA	NA				
<u>RATING BASE:</u>						
Est. Annual Payroll	\$25,037,256	\$25,037,256				
Est. Annual Manual Premium	\$885,299	\$885,299				
Length of Policy (Years)	1.000000	2.000000				
Est. Policy Normal Premium	\$885,299	\$1,770,598				
Rate per \$100 of Payroll	0.4735	0.4735				
<u>PREMIUM:</u>						
Total Est Policy Prd Premium (including Flat Charges)	\$118,551	\$237,102				
Policy Minimum Premium	\$118,551	\$237,103				
Deposit Premium	\$118,551	\$118,551				
Deposit Flat Charge(s)	NA	NA				
Total Deposit Due	\$118,551	\$118,551				
Terrorism Risk Ins Act of 2002 (incl in Total Deposit Due above)	\$3,557	\$3,557				

CONDITIONS / COMMENTS:

* MECC must be notified of any aircraft changes occurring during the policy period.



**Endorsement Schedule
Quotation**

Insurer: Midwest Employers Casualty Company

Policy Effective Date: 03/15/2024

Insured: City of Muskogee
Policy #: EWC009486

Quote Date: 02/20/2024
Quote Expiration Date: 60 Days

Quote Option(s) 0249748 Include(s) the following Endorsements:

CMB-187 Two Year Policy Short Rate Table
ISI-285 More Than One Premium Adjustment

The following endorsements apply to all quote options:

CMB-1 Amendment to Schedule Item 1
CMB-6-CLS Amendment to Schedule Item 6
CMB-11 Amendment to Schedule Item 11
CMB-160 Foreign
CMB-199-OK Policyholder Disclosure Notice of Terrorism Insurance
ISI-254-EXC Aircraft Exclusion
ISI-OK Oklahoma



**Policyholder Disclosure
Notice of Terrorism
Insurance Coverage**

Coverage for acts of terrorism, as defined in the Terrorism Risk Insurance Act as amended, (the "Act"), is included in the quote for your policy.

As defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Act.

However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 80% beginning on January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The Act contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism, as defined in the Act is shown below, and does not include any charges for the portion of losses covered by the United States government under the Act.

Quote Option	<u>0249679</u>	<u>0249748</u>
TRIA Charge:	\$3,557	\$3,557
	=====	=====

Name of Insurer: Midwest Employers Casualty Company

Name of Insured: City of Muskogee

Regular City Council

23.

Meeting Date: 02/26/2024
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source: Councilor Tracy Hoos

Information

AGENDA ITEM TITLE:

Consider the appointment of Councilor Shirley Hilton-Flanary to the Council-Management Relations subcommittee, replacing Councilor Perline Boyattia-Craig, or take other necessary action. (Councilor Tracy Hoos)

BACKGROUND:

In October 2023, City Council approved the creation of Council Policy 1-14, Council-Management Relations. This policy established a process to place Council-management relations issues on agendas and make recommendations to City Council. This policy authorized the creation of a subcommittee with the appointment of three (3) Council members to deal directly with written complaints about Council appointed employees, conduct annual reviews, propose amendments to employment contracts, and other management relations.

At the time of creation, Councilors Jaime Stout, Tracy Hoos, and Perline Boyattia-Craig were appointed to the subcommittee. With the upcoming expiring term of Councilor Perline Boyattia-Craig, a new council member will need to be appointed to fill the vacancy.

Councilor Tracy Hoos is recommending the appointment of Councilor Shirley Hilton-Flanary to fill this vacancy.

RECOMMENDED ACTION:

Approve the appointment of Shirley Hilton-Flanary

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

24. a.

Meeting Date: 02/26/2024

Submitted For: Mike Miller, City Manager

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source: Mayor Marlon J. Coleman; Councilor Tracy Hoos

Information

AGENDA ITEM TITLE:

Pursuant to Section 307 B.1 Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the employment and evaluate the performance of Municipal Judge, Toni Bradley-Smith, and if necessary, take appropriate action in Open Session. (Councilors Stout, Hoos, and Boyattia-Craig)

BACKGROUND:

The City Attorney advises that matters pertaining to the employment of any individual salaried public officer or employee are appropriate items for Executive Session, and that all matters discussed therein are confidential and not open to public disclosure.

RECOMMENDED ACTION:

Convene in Executive Session to discuss the employment, and evaluate the performance of Municipal Judge Toni Bradley-Smith, and if necessary, take appropriate action in Open Session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

24. b.

Meeting Date: 02/26/2024
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Leslie Arnold, Attorney Secretary
Department: City Attorney
Staff Information Source: City Attorney

Information

AGENDA ITEM TITLE:

Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss Worker's Compensation Claims No. 10-19-7085 and No. 10-21-7624, and if necessary, take appropriate action in Open Session. (Katrina Bodenhamer)

BACKGROUND:

The City Attorney desires to discuss with the Mayor and Council pending Worker's Compensation Claims, No. 10-19-7085 and No. 10-21-7624, arising from an employee injury on 4-23-19 and 01-10-22, both for the same employee.

The City Attorney advises the City Council that the Council should determine that disclosure of confidential communications between the Council and the City Attorney regarding the above referenced item will seriously impair the ability of the City to defend the City's interest, and from that determination, the Council should convene in executive session to discuss this matter.

RECOMMENDED ACTION:

Convene in Executive Session to discuss Worker's Compensation Claims No. 10-19-7085 and No. 10-21-7624, and if necessary, take appropriate action in open session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

24. c.

Meeting Date: 02/26/2024
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Austin Witt, Deputy City Attorney
Department: City Attorney
Staff Information Source:

Information

AGENDA ITEM TITLE:

Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session with Attorney Matt Sill to provide an update regarding (PFAS) contamination In Re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-mn-2873, United States District Court, District of South Carolina, and if necessary, take appropriate action in Open Session. (Katrina Bodenhamer)

BACKGROUND:

The City Attorney and attorney Matt Sill desire to discuss with the Mayor and Council the litigation status of the water contaminant case, possible additional litigation which may arise in the future regarding the same topic, as well as the possible retention of Fulmer Sill for additional related litigation. The City Attorney advises the City Council that the Council should determine that disclosure of confidential communications between the Council and the City's attorneys regarding the above referenced item will seriously impair the ability of the City to defend the City's interest, and from that determination, the Council should convene in executive session to discuss this matter.

RECOMMENDED ACTION:

Convene in Executive Session to discuss pending and possible litigation, and if necessary, take appropriate action in Open Session.

Fiscal Impact

Attachments

No file(s) attached.
