

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

(Public Comment during Public Hearing or Agenda item comment)

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

AGENDA
PUBLIC WORKS COMMITTEE
APRIL 8, 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

1. Consider approval of Public Works Committee minutes of March 11, 2024, or take other necessary action.
2. Hold a public hearing and consider a recommendation to the Muskogee City Council for approval of Ordinance 4223-A, rezoning the property located at 4340 Eufaula, in the City of Muskogee, from I-1 Light Industrial to R-5 Mobile Home, and if approved authorize staff to revise the official City zoning map, or take other necessary action. (Jody King)
3. Consider a recommendation to the City Council for Ordinance 4230-A requesting the annexation of the John T. Griffin Industrial Park as I-2, Heavy Industrial, located within Section 10, Township 14 North, Range 18 East, or take other necessary action. (Jody King)
4. Receive report on the Azalea Cleanup Event that took place March 20th through March 23rd, or take other necessary action. (Mike Stewart)
5. Consider approval to purchase a 2023 Caterpillar 303.5 CR Mini Excavator for the Parks & Recreation Department for the amount of \$66,950.00, utilizing Sourcewell cooperative purchase pricing, or take other necessary action. (Mark Wilkerson)
6. Consider approval of amended Council Policy 3-3-3, Vacation Leave Policy, or take other necessary action. (Maggie Eaton)

RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.

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

Public Works Committee

1.

Meeting Date: 04/08/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Public Works Committee minutes of March 11, 2024, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

3-11-2024 pw min

MINUTES

OF THE PURCHASING COMMITTEE OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN THE 2ND FLOOR CONFERENCE ROOM CITY HALL MARCH 11, 2024

The Purchasing Committee of the City of Muskogee, Oklahoma, met in Regular Session at 5:00 p.m., on MARCH 11, 2024, in the 2nd Floor Conference Room, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

The meeting was called to order and the roll was called as follows:

Present: Chair Jaime Stout; Committee Member Derrick Reed; Committee Member Patrick Cale

Absent: Committee Member Traci McGee

Staff Mike Miller, City Manager; Roger Kolman, Assistant City Manager; Alicia Glanz, Deputy

Present: Treasurer; Jody Moore, Fire Chief

1. Consider approval of Purchasing Committee Minutes of February 12, 2024, or take other necessary action.

Motion was made by Committee Member Derrick Reed, seconded by Committee Member Patrick Cale

AYE: Chair Jaime Stout, Committee Member Derrick Reed, Committee Member Patrick Cale

Carried - Unanimously

2. Consider approval of claims for all City departments February 3, 2024 through March 1, 2024, or take other necessary action.

Motion was made by Committee Member Derrick Reed, seconded by Committee Member Patrick Cale

AYE: Chair Jaime Stout, Committee Member Derrick Reed, Committee Member Patrick Cale

Carried - Unanimously

3. Consider approval of the lowest and best bid from RJR Enterprises for the Langston Park Splashpad Project, for the base bid amount of \$272,715.50, with an Alternate A-1 Bid of \$18,315.00 for an additional shade structure, for a total of \$291,030.50, or take other necessary action. (Mark Wilkerson)

Motion was made by Committee Member Derrick Reed, seconded by Committee Member Patrick Cale

AYE: Chair Jaime Stout, Committee Member Derrick Reed, Committee Member Patrick Cale

Carried - Unanimously

There being no further business, the meeting was adjourned.

JAIME STOUT, CHAIRPERSON
PURCHASING COMMITTEE

purmin

Meeting Date: 04/08/2024

Initiator: Kady McKeen, Planning and Community Development Admin - Temporary

Information

AGENDA ITEM TITLE:

Hold a public hearing and consider a recommendation to the Muskogee City Council for approval of Ordinance 4223-A, rezoning the property located at 4340 Eufaula, in the City of Muskogee, from I-1 Light Industrial to R-5 Mobile Home, and if approved authorize staff to revise the official City zoning map, or take other necessary action. (Jody King)

LEGAL DESCRIPTION:

A part of Lots 4, 5 and 6 in Block A of the Tom Hines Subdivision of part of Section 20, Township 15 North, Range 19 East, and a strip of land 30 feet wide joining Lot 6 on the South, more particularly described as follows: Beginning at the SE corner of Lot 6; Thence North along the East line of said Lots 6, 5 and 4 to a point 2 feet North of the SE corner of said Lot 4; thence West parallel with the South line of said Lot 5 for a distance of 107.92 feet to the point of intersection with the South line of said Lot 4; Thence continuing West parallel with the South line of said Lot 5 for a distance of 28.08 feet; Then South 126.52 feet to the intersection of the South line of said Lot 6; Thence continuing South along said line for a distance of 30 feet; Thence East parallel with the South line of said Lot 6 for a distance of 136 feet; Thence North for a distance of 30 feet to the Point of Beginning, Muskogee County, State of Oklahoma.

BACKGROUND:

The applicants are requesting to rezone 4340 Eufaula, from I-1 Light Industrial to R-5 Mobile Home to allow for residential development on the property. The residential zone of R-5, Mobile Home **would not** have a negative impact on the surrounding area and does comply with the 2013 City of Muskogee Future Land Use Map and Comprehensive Plan.

Existing Zoning and Land Use:

- North: I-1, Light Industrial – Vacant Lot
- South: R-5, Mobile Home and I-1, Light Industrial – Vacant Lot
- East: I-1, Light Industrial – Brick Home
- West: I-1, Light Industrial – Brick Home

Notices have been sent to the property owners within a 300 foot radius, as required, and published in the paper twenty (20) days prior to the Public Hearing.

Public Hearings will be held on

- Monday, April 1, 2024 at 9:00 A.M.: Planning & Zoning Commission, postponed to a special call held on Wednesday, April 3, 2024 at 9:00 A.M.
- Monday April, 8, 2024 at 5:30 A.M.: Public Works Committee
- Monday, April 22, 2024 at 5:30 P.M.: City Council

At the special call meeting of the Planning & Zoning Commission, the Commission recommended

approval of rezone 3-2. The applicant brought forth 8 petitions against the rezone, of which 5 were valid property owners within 300 ft based on the verified abstract list provided. This creates a petition providing at least 50% of the noticed property owners being against the rezone.

RECOMMENDED STAFF ACTION:

Reccomend Approval

Fiscal Impact

Attachments

Public Hearing Notice

Ordinance 4223-A

Site Plan

Staff Report with Pictures

PUBLIC HEARING NOTICE

Applicant(s): Cassandra Del Rio

All interested persons are hereby given notice that a public hearing will be held in the Council Chambers of the Municipal Building, located at 229 W Okmulgee Ave., 3rd floor, Muskogee, Oklahoma 74401, in accordance with city ordinance 3948-A, § 1(Att.), 9-22-2014, for the following property:

4340 Eufaula within the corporate limits of the City of Muskogee, Muskogee County, State of Oklahoma, to recommend **the approval of Ordinance No. 4223-A rezoning the property from I-1 Light Industrial to R-5 Mobile Home**, to City Council, of the City of Muskogee, Muskogee County, State of Oklahoma.

The property being more particularly described as:

A part of Lots 4, 5 and 6 in Block A of the Tom Hines Subdivision of part of Section 20, Township 15 North, Range 19 East, and a strip of land 30 feet wide joining Lot 6 on the South, more particularly described as follows: Beginning at the SE corner of Lot 6; Thence North along the East line of said Lots 6, 5 and 4 to a point 2 feet North of the SE corner of said Lot 4; thence West parallel with the South line of said Lot 5 for a distance of 107.92 feet to the point of intersection with the South line of said Lot 4; Thence continuing West parallel with the South line of said Lot 5 for a distance of 28.08 feet; Then South 126.52 feet to the intersection of the South line of said Lot 6; Thence continuing South along said line for a distance of 30 feet; Thence East parallel with the South line of said Lot 6 for a distance of 136 feet; Thence North for a distance of 30 feet to the Point of Beginning, Muskogee County, State of Oklahoma.

A notice was provided to the property owners whom are within a 300 foot radius to the above mentioned site to inform them of the following public hearings regarding the above proposal:

Monday, April 1, 2024 at 9:00 A.M.: City of Muskogee Planning and Zoning Commission

Monday, April 8, 2024 at 5:30 P.M.: Public Works Committee

Monday, April 22, 2024 at 5:30 P.M.: City Council

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

If you have questions about this notice or need additional information prior to the public hearing, please contact the Planning Department at (918) 684-6232.

ORDINANCE NO. 4223-A

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF MUSKOGEE AS PROVIDED BY CHAPTER 90, SECTION 01-03, OF THE MUSKOGEE CITY CODE, SEPTEMBER 2014, BY RE-ZONING PROPERTY LOCATED AT 4340 EUFAULA. THE TRACT OF LAND IS IN THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 15 NORTH, RANGE 19 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 21,161 SQUARE FEET MORE OR LESS, AND PROVIDING FOR SEVERABILITY. THE PROPERTY IS MORE PARTICULARLY DESCRIBED AS:

A part of Lots 4, 5 and 6 in Block A of the Tom Hines Subdivision of part of Section 20, Township 15 North, Range 19 East, and a strip of land 30 feet wide joining Lot 6 on the South, more particularly described as follows: Beginning at the SE corner of Lot 6; Thence North along the East line of said Lots 6, 5 and 4 to a point 2 feet North of the SE corner of said Lot 4; thence West parallel with the South line of said Lot 5 for a distance of 107.92 feet to the point of intersection with the South line of said Lot 4; Thence continuing West parallel with the South line of said Lot 5 for a distance of 28.08 feet; Then South 126.52 feet to the intersection of the South line of said Lot 6; Thence continuing South along said line for a distance of 30 feet; Thence East parallel with the South line of said Lot 6 for a distance of 136 feet; Thence North for a distance of 30 feet to the Point of Beginning, Muskogee County, State of Oklahoma.

(Kassandra Del Rio, Applicant)

FROM "I-1" LIGHT INDUSTRIAL

TO

"R-5" MOBILE HOME

WHEREAS, the City of Muskogee Planning and Zoning Commission, in a meeting held _____, did recommend the approval of the rezoning of the property set out above in the title of the Ordinance, and did authorize the director of the Commission to advise the Council of the City of Muskogee of this recommendation, NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA,

Section 1. THAT, the official zoning map of the City of Muskogee as provided by Chapter 90, Section 01-03, of the Muskogee City Code, September 2014, is hereby amended by changing the District Classification by rezoning;

A part of Lots 4, 5 and 6 in Block A of the Tom Hines Subdivision of part of Section 20, Township 15 North, Range 19 East, and a strip of land 30 feet wide joining Lot 6 on the South, more particularly described as follows: Beginning at the SE corner of Lot 6; Thence North along the East line of said Lots 6, 5 and 4 to a point 2 feet North of the SE corner of

said Lot 4; thence West parallel with the South line of said Lot 5 for a distance of 107.92 feet to the point of intersection with the South line of said Lot 4; Thence continuing West parallel with the South line of said Lot 5 for a distance of 28.08 feet; Then South 126.52 feet to the intersection of the South line of said Lot 6; Thence continuing South along said line for a distance of 30 feet; Thence East parallel with the South line of said Lot 6 for a distance of 136 feet; Thence North for a distance of 30 feet to the Point of Beginning, Muskogee County, State of Oklahoma.

FROM "I-1" LIGHT INDUSTRIAL

TO

R-5 MOBILE HOME

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

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

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

Section 4. SEVERABILITY. Should any part, section, subsection, sentence, provision, clause, or phrase hereof be held invalid, void, or unconstitutional for any reason, such holding shall not render invalid, void, or unconstitutional any other section, subsection, sentence, provision, clause, or phrase of this Ordinance, and the same are deemed severable for this purpose.

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

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

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

KATRINA BODENHAMER, CITY ATTORNEY

SURVEYOR'S NOTES

PREPARED FOR: KASSANORA QUISTIAN
 BEARINGS ARE ASSUMED AND BASED UPON THE RECORDED PLAT.
 EASEMENTS MAY EXIST THAT ARE NOT SHOWN.

REFER TO CURRENT ZONING FOR NEW CONSTRUCTION GUIDELINES.

GROSS LAND AREA: 21,117.7 SQ. FEET OR 0.48 ACRES.

WE HAVE EXAMINED A MAP BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP, CITY OF MUSKOGEE, OKLAHOMA, COMMUNITY PANEL NO. 4010100120F - FEBRUARY 4, 2011, WHICH INDICATES THE SURVEYED PROPERTY TO BE WITHIN UNSHADED ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN).

ALL UTILITIES MAY NOT BE SHOWN - CALL OKCE 1-800-522-6543!

LEGAL DESCRIPTION - AS PROVIDED OCD BK. 4873, PG. 64

A PART OF LOTS 4, 5 AND 6 IN BLOCK A OF THE TOM HINES SUBDIVISION OF PART OF SECTION 20, TOWNSHIP 15 NORTH, RANGE 19 EAST, AND A STRIP OF LAND 30 FEET WIDE JOINING LOT 6 ON THE SOUTH, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SE CORNER OF LOT 6; THENCE NORTH ALONG THE EAST LINE OF SAID LOTS 6, 5 AND 4 TO A POINT 2 FEET NORTH OF THE SE CORNER OF SAID LOT 4; THENCE WEST PARALLEL WITH THE SOUTH LINE OF SAID LOT 5 FOR A DISTANCE OF 107.92 FEET TO A POINT OF INTERSECTION WITH THE SOUTH LINE OF SAID LOT 4; THENCE CONTINUING WEST PARALLEL WITH THE SOUTH LINE OF SAID LOT 5 A DISTANCE OF 28.08 FEET; THENCE SOUTH 128.52 FEET TO THE INTERSECTION OF THE SOUTH LINE OF SAID LOT 6; THENCE CONTINUING SOUTH ALONG SAID LINE FOR A DISTANCE OF 30 FEET; THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID LOT 6 FOR A DISTANCE OF 136 FEET; THENCE NORTH FOR A DISTANCE OF 30 FEET TO THE POINT OF BEGINNING, MUSKOGEE COUNTY, OKLAHOMA.

CERTIFICATE OF SURVEY

FRITZ LAND SURVEYING, LLC AND THE UNDERSIGNED PROFESSIONAL LAND SURVEYOR, UNDER CERTIFICATE OF AUTHORIZATION CA #5848, DO HEREBY STATE THAT THIS PLAT OF SURVEY IS A TRUE AND ACCURATE REPRESENTATION OF THE SURVEY MADE ON THE GROUND AND OF THE FACTS AS FOUND AT THE TIME OF THE SURVEY AND THAT THIS PLAT MEETS OR EXCEEDS THE MINIMUM TECHNICAL STANDARDS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

WITNESS MY HAND AND SEAL THIS 16th DAY OF JANUARY, 2024.



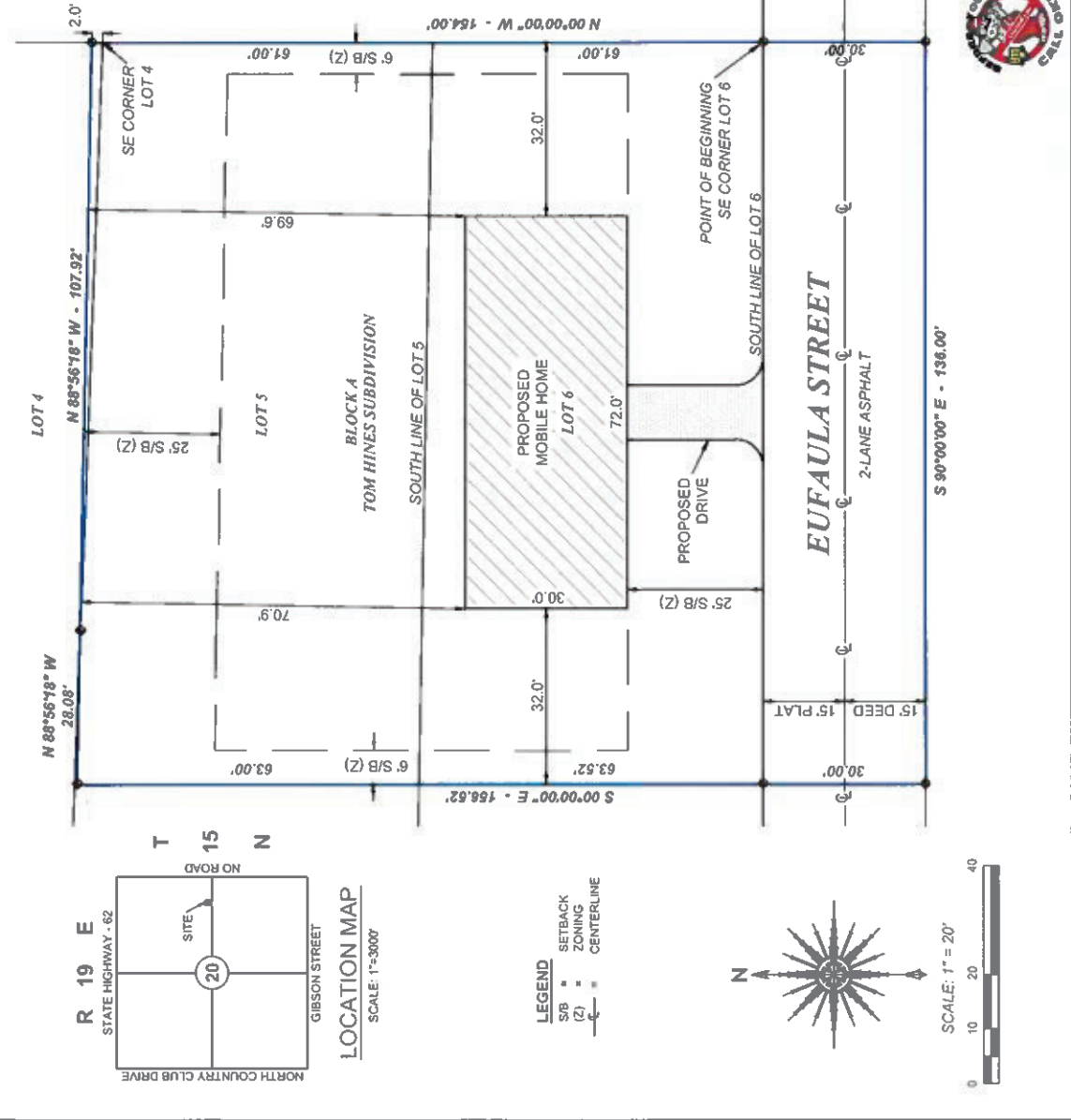
Handwritten signature of Andy Fritz

ANDY FRITZ, PLS
 OK LIC. 1694
 CA #5848

SITE PLAN

PART OF LOTS 4, 5 AND 6 IN BLOCK A OF THE TOM HINES SUBDIVISION
 MUSKOGEE, MUSKOGEE COUNTY, OKLAHOMA

SURVEY: N/A	DATE: N/A	PREPARED BY: FRITZ LAND SURVEYING, LLC
DRAFT: RLL	DATE: 01.16.2024	524 E. MAIN ST., JENKS, OK 74037
APPROVED: PLS	DATE: 01.16.2024	PH: 918-528-5121
REV:	PROJ. NO. 24025	FRITZLANDSURVEYING@GMAIL.COM
		C.A. # 5848 EXPIRES: 6-30-2024



Planning & Community Development Staff Report

City of Muskogee Planning & Zoning Commission

Monday, April 1, 2024 @ 9:00 A.M.

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

Hold a Public Hearing and Consider Action on the Recommendation to the Muskogee City Council for Approval of Ordinance 4223-A, Rezoning the Property Located at 4340 Eufaula, from I-1 Light Industrial to R-5 Mobile Home, and if approved Authorize Staff to Revise the Official City Map, or Take Other Necessary Action. (Jody King)

Planning Department Analysis

Current Zoning & Use: I-1 Light Industrial; Vacant Lot

Proposed Zoning & Use: R-5 Mobile Home; Residential Development

Quarter Section, Range, Township: NE20, R19E, T15N

Street Address: 4340 Eufaula, Muskogee OK

Legal Description: A part of Lots 4, 5 and 6 in Block A of the Tom Hines Subdivision of part of Section 20, Township 15 North, Range 19 East, and a strip of land 30 feet wide joining Lot 6 on the South, more particularly described as follows: Beginning at the SE corner of Lot 6; Thence North along the East line of said Lots 6, 5 and 4 to a point 2 feet North of the SE corner of said Lot 4; thence West parallel with the South line of said Lot 5 for a distance of 107.92 feet to the point of intersection with the South line of said Lot 4; Thence continuing West parallel with the South line of said Lot 5 for a distance of 28.08 feet; Then South 126.52 feet to the intersection of the South line of said Lot 6; Thence continuing South along said line for a distance of 30 feet; Thence East parallel with the South line of said Lot 6 for a distance of 136 feet; Thence North for a distance of 30 feet to the Point of Beginning, Muskogee County, State of Oklahoma.

Discussion: The applicants are requesting to rezone 4340 Eufaula, from I-1 Light Industrial to R-5 Mobile Home to allow for residential development on the property. The residential zone of R-5, Mobile Home would not have a negative impact on the surrounding area and does comply with the Future Land Use Map and Comprehensive Plan.

Existing Zoning and Land Use:

North: I-1, Light Industrial – Vacant Lot

South: R-5, Mobile Home and I-1, Light Industrial – Vacant Lot

East: I-1, Light Industrial – Brick Home with large Yard West: I-1, Light Industrial – Brick Home



4340 Eufaula Lot Picture



Aerial view of the North side of 4340 Eufaula



South Side of 4340 Eufaula



West Side of 4340 Eufaula



East Side of 4340 Eufaula



Public Works Committee

3.

Meeting Date: 04/08/2024
Initiator: Jody King, Planning Director
Department: Planning Dept
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider a recommendation to the City Council for Ordinance 4230-A requesting the annexation of the John T. Griffin Industrial Park as I-2, Heavy Industrial, located within Section 10, Township 14 North, Range 18 East, or take other necessary action. (Jody King)

BACKGROUND:

Legal Description

A part of the west half of the east half of the SE/4 and part of the west half of the SE/4 of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma, more particularly described as follows, to-wit:

Tract I:

All that part of the west half of the east half of the SE/4 lying west of the center line of the railroad, and

Tract II:

The west half of the SE/4 LESS the following described tract: Beginning at a point 224.83 feet east of the southwest corner of the SE/4; thence north 536.30 feet; thence east 960.87 feet to the Railroad Right of Way; thence south 08 degrees 04 minutes west 161.95 feet; thence continuing southwesterly along said right of way to the south line of said SE/4; thence west 876.89 feet to the point of beginning

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same. And;

The East Half of the East Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The East Half of the West Half of the Southeast Quarter of the Southwest Quarter LESS the East 165 feet of the South 660 feet of the West Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The West 330 feet of the East 660 feet of the Southeast Quarter of the Southwest Quarter LESS the West 165 feet of the South 660 feet of the East half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The West Half of the West Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma. And;

The East 165 feet of the SW¹/₄ of the SE¹/₄ of the SW¹/₄ and the West 165 feet of the SE¹/₄ of the SE¹/₄ of the SW¹/₄ of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma. And;

The East 330 feet of the SW¹/₄ of the SW¹/₄ of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma. And;

The NW/4 of the NW/4 and the south 276.45 feet of the west half of the west half of the NE/4 of the NW/4 and the west 121.29 feet of the north 1043.55 feet of the east half of the NE/4 of the NW/4, all in section 15, township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma. And;

The East 208.71 feet of the North 1043.55 feet of the West half of the West half of the NE/4 of the NW/4 of Section 15, Township 14 North, Range 18 E of the Indian Meridian, Muskogee County, State of Oklahoma, according to the official plat thereof.

Background

The John T Griffin Industrial Park is located south of Dal tile is contiguous to the City of Muskogee Corporate City Limits. The annexation will include seven (7) parcels owned by the City-County Port Authority. The City will also take in surrounding infrastructure such as Dal-Tile Road and the newly completed Smith Ferry Road from Highway 64 to South 24th Street West. The roads are industrial concrete roads with another 30-50 years of expected life before major repairs may occur. The City already has sewer and water infrastructure in place at the industrial site ready for connection. This annexation has been requested by Port Authority as an effort to continue the industrial growth of the community to provide high quality and high paying jobs. No other property will be annexed other than the property requested.

Ordinance 4230-A annexes the above property while also zoning the property to I-2 Heavy Industrial as detailed by the 2013 Muskogee Comprehensive Plan and Future Land Use Plan adopted by City Council on June 25, 2012 by Resolution 2404.

City Council passed Resolution 2976 to begin the annexation process at the regularly scheduled meeting on March 25, 2024.

A public notice was published in the Muskogee Phoenix on April 2, 2024 for 20 days of the public hearing to occur at the City Council meeting on April 22, 2024.

The Ordinance has been recommended for approval by the Planning & Zoning Commission on April 1, 2024

RECOMMENDED ACTION:

Reccomend Approval

Fiscal Impact

Attachments

Planning & Community Development Staff Report

Make a recommendation to the City Council to approve Resolution 2976 requesting the annexation of the John T Griffin Industrial Park located within Sections 10, Township 14 North, Range 18 East, directing staff to prepare public hearings that are in compliance with state statues

Planning Department Analysis

- Current Zoning & Use: No Zoning (County) & Vacant Industrial
- Proposed Zoning & Use: I-2 Heavy Industrial for Industrial Purposes
- Quarter Section, Range, Township: Southeast and Southwest Quarters of Section 10, Township 14 North, Range 18 East
- Street Address: Along Smith Ferry Road between the Railroad and South 24th Street West.

Legal Description

A part of the west half of the east half of the SE/4 and part of the west half of the SE/4 of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma, more particularly described as follows, to-wit:

Tract I:

All that part of the west half of the east half of the SE/4 lying west of the center line of the railroad, and

Tract II:

The west half of the SE/4 LESS the following described tract: Beginning at a point 224.83 feet east of the southwest corner of the SE/4; thence north 536.30 feet; thence east 960.87 feet to the Railroad Right of Way; thence south 08 degrees 04 minutes west 161.95 feet; thence continuing southwesterly along said right of way to the south line of said SE/4; thence west 876.89 feet to the point of beginning

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same. And;

The East Half of the East Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The East Half of the West Half of the Southeast Quarter of the Southwest Quarter LESS the East

165 feet of the South 660 feet of the West Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The West 330 feet of the East 660 feet of the Southeast Quarter of the Southwest Quarter LESS the West 165 feet of the South 660 feet of the East half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The West Half of the West Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma. And;

The East 165 feet of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of the SW $\frac{1}{4}$ and the West 165 feet of the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma. And;

The East 330 feet of the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma.

Discussion

The John T Griffin Industrial Park is located south of Dal Tile immediately outside, but contiguous to, the City of Muskogee Corporate limits. The annexation will take in seven (7) parcels owned by the Muskogee City-County Port Authority. The City will also take in surrounding infrastructure such as Dal-Tile Road and the newly completed Smith Ferry Road from Highway 64 to South 24th Street West. The roads are industrial concrete roads with another 30-50 years of expected life before major repairs may occur. This annexation has been requested by Port Muskogee as an effort to continue the industrial growth of the community to provide high quality and high paying jobs. We will not annex any other property than the property requested.

In order to proceed with the annexation, the City Council will need to pass a resolution that directs staff set a public hearing before City Council on this matter as required in 11 O.S. 21-103. A notice requires publication in a local newspaper at least 14 days prior to the public hearing and no further than 30 days prior.

RECOMMENDATION: Approve the request



Application for Annexation

Legal Description of the area to be annexed (attach supporting documentation):

See attached deeds of the properties/easements included in the annexation's boundary.

Name of Property Owner(s): Muskogee City-County Port Authority
Street Address of Owners: 5201 Three Forks Rd. Phone Number: (918) 682-7886
City: Fort Gibson State: OK Zip: 74434

Name of Applicant if Different from Property Owner(s): City of Muskogee
Street Address of Applicant: 229 W. Okmulgee Ave Phone Number: (918) 682-6602
City: Muskogee State: OK Zip: 74401

Existing Use of the Property: Non-developed Industrial Land
Area of the Property (sq. ft/acres): 119.2855 acres

State Purpose of Annexation:
To prepare for future development, Port Muskogee and the City of Muskogee have agreed to an annexation of industrial land owned by the port to be taken in by the City to provide city services to the area surrounding Dal-Tile known as the John T. Griffin Industrial Park.

I certify that the above information is correct:
Signature of Owner:  Date: _____



Application for Annexation

Instructions & Information for an Annexation

1. All of the following must be submitted to the Planning Department to begin the Annexation process:

Completed application form.

MM \$25.00 application fee, plus cost of legal notice (nonrefundable regardless of outcome of request).

An AutoCAD compatible file, and a PDF file of a site plan of the property showing the following information:

- Property lines and their dimensions
- Structures and their uses
- Adjacent rights-of-way and their width
- Easements and their dimensions
- Owner's name, address and phone number
- Legal description
- Vicinity map
- North arrow
- Scale

2. The request must be submitted a minimum of three (3) weeks prior to a regularly scheduled Planning Commission meeting. This time is necessary to publish two (2) legal notices in the Muskogee Daily Phoenix and for review of the request by the various City departments. The public notices will be published once each week for two (2) successive weeks prior to the Planning Commission meeting. A staff report and recommendation will be available prior to the Planning Commission meeting. The request will be heard by the Planning Commission, Public Works Committee and the City Council. These meetings are open to the public, and testimony will be accepted both for and against the request. The applicant and/or owner should be present at these meetings. The decision of the Council is the final action on an annexation request.

3. It is recommended that the applicant discuss their request with the Planning Department prior to submitting the application. Submit your Application by emailing the Planning Department at planning@muskogeeonline.org noting your Name and Application type on the subject line, or you can submit your application via mail or in-person on a flash drive to:

City of Muskogee
 Planning Department
 P.O. Box 1927
 Muskogee, Oklahoma 74402

For Office Use Only:

Date Received	Receipt No.	Ordinance Number	Planning Commission Meeting Date	Public Works Meeting Date	City Council Meeting Date
11/6/2023	N/A	4219-A	N/A	N/A	11/27/2023



Application for Annexation

Legal Description of the area to be annexed (attach supporting documentation):

See attached deeds of the properties/easements included in the annexation's boundary.

Name of Property Owner(s): Muskogee City-County Port Authority
Street Address of Owners: 5201 Three Forks Rd. Phone Number: (918) 682-7886
City: Fort Gibson State: OK Zip: 74434

Name of Applicant if Different from Property Owner(s): City of Muskogee
Street Address of Applicant: 229 W. Okmulgee Ave Phone Number: (918) 682-6602
City: Muskogee State: OK Zip: 74401

Existing Use of the Property: Non-developed Industrial Land
Area of the Property (sq. ft/acres): 119.2855 acres

State Purpose of Annexation:
To prepare for future development, Port Muskogee and the City of Muskogee have agreed to an annexation of industrial land owned by the port to be taken in by the City to provide city services to the area surrounding Dal-Tile known as the John T. Griffin Industrial Park.

I certify that the above information is correct:

Signature of Owner: _____ Date: _____

10-44-18 M

#15. RS

943325

STATE OF OKLAHOMA
MUSKOGEE COUNTY
FILED OR RECORDED

Pioneer Closing Service #2001070065
P.I.D.N. #0010 0077 07
DOC STAMPS:
Property Address: a part of Sec 10, T14N, R18E Containing 1.5 acres, Muskogee County, OK
Mailing Address: 4901 Harold Scoggins Dr., Muskogee, OK 74403

JUL 25 4 34 PM '01

KAREN ANDERSON
COUNTY CLERK

INDIVIDUAL WARRANTY DEED

(Oklahoma Statutory Form)

54527
That Jack Herschell Ashwood aka Jack Herschel Ashwood and Harriet Sue Ashwood aka Harriette Sue Ashwood aka Harriette Sue Ashwood, husband and wife parties of the first part, in consideration of the sum of TEN & NO/100----- and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto Muskogee City-County Port Authority party of the second part, the following described real property and premises situate in Muskogee County, State of Oklahoma, to-wit:

A part of the west half of the east half of the SE/4 and part of the west half of the SE/4 of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma, more particularly described as follows, to-wit:

Tract I:

All that part of the west half of the east half of the SE/4 lying west of the center line of the railroad, and

Tract II:

The west half of the SE/4 LESS the following described tract: Beginning at a point 224.83 feet east of the southwest corner of the SE/4; thence north 536.30 feet; thence east 960.87 feet to the Railroad Right of Way; thence south 08 degrees 04 minutes west 161.95 feet; thence continuing southwesterly along said right of way to the south line of said SE/4; thence west 876.89 feet to the point of beginning

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said party of the second part, his heirs and assigns forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and incumbrances of whatsoever nature.

EXCEPT covenants, conditions, easements, restrictions and mineral conveyances of record.

Signed and delivered this 19th day of July, 2001.

Jack Herschell Ashwood
Jack Herschell Ashwood aka Jack Herschel Ashwood

Harriette Sue Ashwood
Harriet Sue Ashwood aka Harriette Sue Ashwood aka Harriette Sue Ashwood

INDIVIDUAL ACKNOWLEDGMENT-OKLAHOMA FORM

STATE OF OKLAHOMA)
) ,SS
County of Muskogee)

Before me, a Notary Public, in and for said County and State, on this 19th day of July, 2001, personally appeared Jack Herschell Ashwood aka Jack Herschel Ashwood and Harriet Sue Ashwood aka Harriette Sue Ashwood aka Harriette Sue Ashwood, husband and wife to me known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their free and voluntary act and deed for the purposes therein set forth. Given under my hand and seal the day and year last above written.

My commission expires 03/30/04

Shelly Hitt
Shelly Hitt Notary Public

Notary Public
In and for
State
of
Oklahoma

SHELLY HITT
Muskogee County
Comm. Exp. 3/30/04



BOOK PAGE
2856 355

1860

pc's 13'

DOC STAMPS \$472.50 TAX ID# #2009020053 Pioneer Abstract & Title Co., Inc.

Property Address: Muskogee, OK 74401
Mailing Address: 4901 Harold Scoggins Dr
Muskogee, OK 74403

I-2009-002449 Book 3944 Pg: 240
03/06/2009 3:56 pm Pg 0240-0240
Fee: \$ 13.00 Doc: \$ 472.50
Karen Anderson - Muskogee County Clerk
State of Oklahoma

**CORPORATION
WARRANTY DEED**
(Oklahoma Statutory Form)



That Cal McCarter Ministries, Inc., a corporation Party of the first part, in consideration of the sum of TEN & NO/100----- and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto Muskogee City-County Port Authority, parties of the second part, the following described real property and premises situate in Muskogee County, State of Oklahoma, to-wit:

The East Half of the East Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The East Half of the West Half of the Southeast Quarter of the Southwest Quarter LESS the East 165 feet of the South 660 feet of the West Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The West 330 feet of the East 660 feet of the Southeast Quarter of the Southwest Quarter LESS the West 165 feet of the South 660 feet of the East half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The West Half of the West Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, their heirs and assigns of the survivor, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and incumbrances of whatsoever nature.

EXCEPT covenants, conditions, easements, restrictions and mineral conveyances of record.

Signed and delivered this 6th day of March, 2009.

State of Oklahoma
Muskogee County
Documentary Stamps \$ 472.50

CAL McCARTER MINISTRIES, INC.
By Kelly J. Watson
Kelly J. Watson-Vice Chairman

CORPORATION ACKNOWLEDGMENT-OKLAHOMA FORM

STATE OF OKLAHOMA, County of Muskogee, SS.
On this 6th day of March, 2009, before me, a Notary Public, in and for said County and State, personally appeared Kelly J. Watson to me known to be the identical person who executed the within and foregoing instrument as its Vice Chairman, and acknowledged to me that she executed the same as her free and voluntary act and deed and as the free and voluntary act and deed of said corporation, for the purposes therein set forth.

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

My commission expires



Cathy Pitts
Notary Public

505

ped 13

Pioneer Abstract & Title Co., Inc. #2009030044
P.I.D.N.#
DOC STAMPS \$ 70.50
Property Address: Muskogee, OK
Mailing Address:

1-2009-003262 Book 3951 Pg: 174
03/27/2009 3:18 pm Pg 0174-0174
Fee: \$ 13.00 Doc: \$ 70.60
Karen Anderson - Muskogee County Clerk
State of Oklahoma

PO Box 2819
Muskogee, Ok
74402

INDIVIDUAL
WARRANTY DEED
(Oklahoma Statutory Form)


That David W. Riede and Debbie Riede, husband and wife parties of the first part, in consideration of the sum of TEN & NO/100----- and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto Muskogee City-County Port Authority party of the second part, the following described real property and premises situate in Muskogee County, State of Oklahoma, to-wit:

The East 330 feet of the SW¼ of the SW¼ of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma.

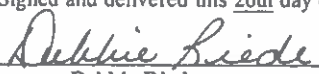
together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said party of the second part, their heirs and assigns forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and incumbrances of whatsoever nature.

EXCEPT covenants, conditions, easements, restrictions and mineral conveyances of record.



David W. Riede

Signed and delivered this 26th day of March, 2009.


Debbie Riede

State of Oklahoma
Muskogee County
Documentary Stamps \$ 70.50

INDIVIDUAL ACKNOWLEDGMENT-OKLAHOMA FORM

STATE OF OKLAHOMA)
) ,SS
County of Muskogee)

Before me, a Notary Public, in and for said County and State, on this 26th day of March, 2009, personally appeared David W. Riede and Debbie Riede, husband and wife to me known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their free and voluntary act and deed for the purposes therein set forth.

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

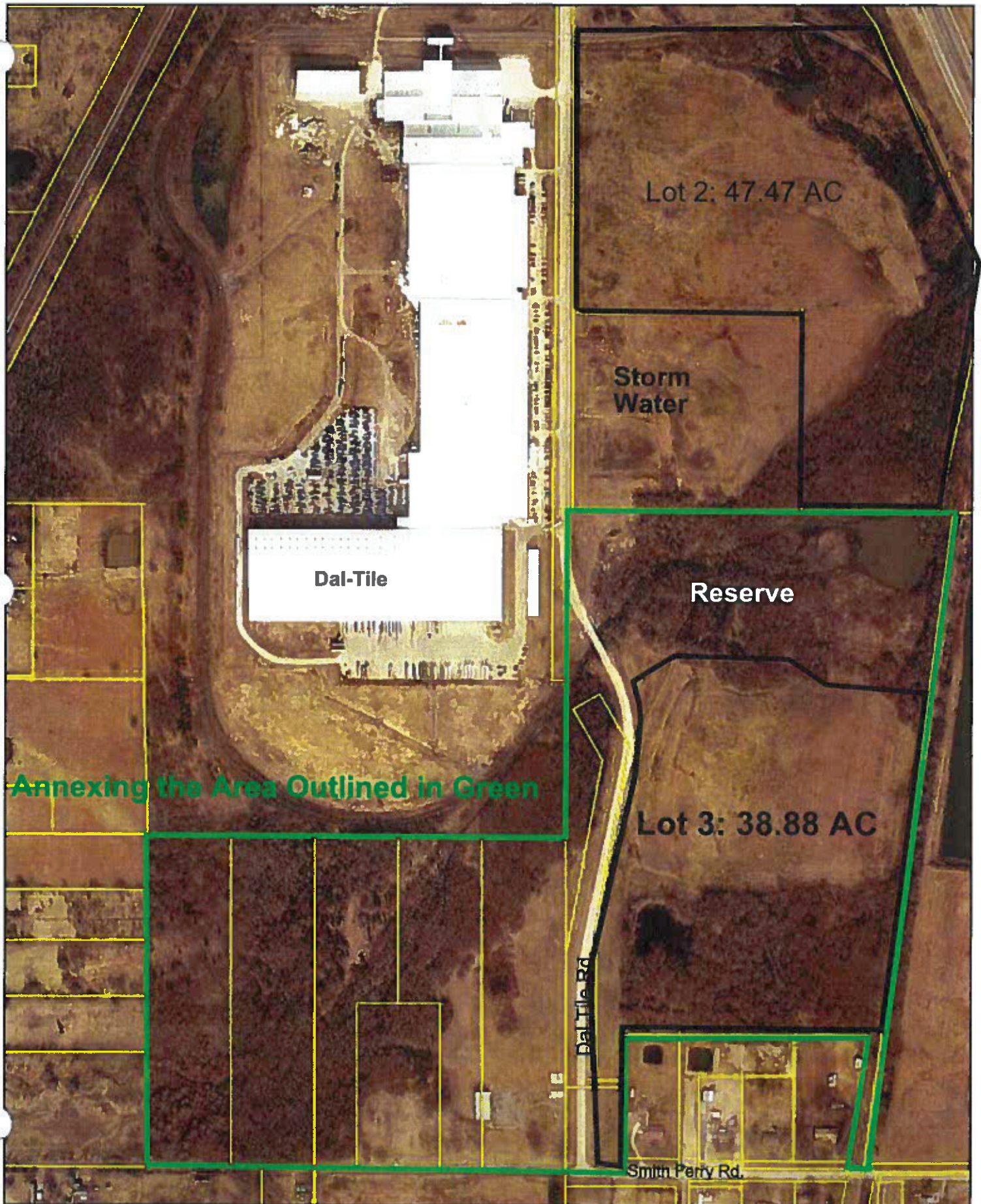
My commission expires

NOTARY PUBLIC
IN AND FOR STATE OF OKLAHOMA
Debra Bowen
Muskogee County
Comm. Exp. 07-23-10
02012241



Notary Public





1 inch = 476 feet

Created By jking@muskogeeonline.org on 11/6/2023 5:19:50 PM

via [DataScout OneMap](#)

This map should be used for reference purposes only and should not be considered a legal document. While every effort has been made to ensure the accuracy of this product, the publisher accepts no responsibility for any errors or omissions nor for any loss or damage alleged to be suffered by anyone as a result of the publication of this map and the notations on it or as a result of the use or misuse of the

Kimbra Scott

From: Jody King <jking@muskogeeonline.org>
Sent: Monday, November 6, 2023 5:36 PM
To: Kimbra Scott
Cc: Jeff Underwood; Mike Miller
Subject: Annexation at John T Griffin
Attachments: 23-1106_Port Muskogee John T Griffin.pdf

Kimbra,

I spoke with Jeff about the lot 6 procurement, he notified me that the property to the west of S 24th W was to be in consideration for that deal which is property I originally included in the annexation.

I have updated the application for annexation to reflect the removal of those properties in which will now only include lots 3 & 4. With the application (attached) you will find the application with the deeds of the properties north of Smith Ferry Rd. near Dal Tile Rd., and an updated rough map.

If anyone has any questions this evening, please give me a call at (918) 537-0228.

Best,

Jody King, MPA

Director of Planning & Community Development
229 W. Okmulgee Ave.
Muskogee, OK 74401
Office: (918) 684-6375



Annex Map



Legend

ParcelsInAnnex

RPID

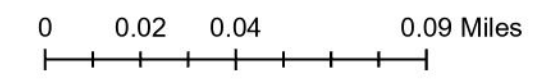
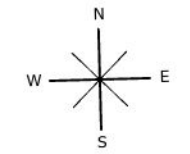
- 510028383
- 510028390
- 510028391
- 510028394
- 510028395
- 510028396
- 510028397
- 510050107

AnnexCitySouthSideIndPark

- AnnexCitySouthSideIndPark

Muskogee_CityLimits_Area

- Muskogee_CityLimits_Area



Created by the Planning Department
02/28/2024

Mapbox, Microsoft, Esri, Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap contributors, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, HERE, NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

ORDINANCE NO. 4230-A

AN ORDINANCE ESTABLISHING A ZONING CLASSIFICATION OF "I-2" HEAVY INDUSTRIAL AND ANNEXING TERRITORY ADJACENT TO THE CITY LIMITS UPON PETITION OF THE OWNER, SAID TERRITORY BEING LOCATED IN THE SW SECTION 10, TOWNSHIP 14 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA, ALL THAT CERTAIN REAL ESTATE BEING MORE PARTICULAR DESCRIBED HEREINAFTER; PROVIDING THAT SAID REAL ESTATE SHALL BE PART OF THE CITY OF MUSKOGEE, OKLAHOMA, AND ALL PROPERTY SITUATED THEREIN, SHALL BE SUBJECT TO THE JURISDICTION, CONTROL, LAWS, AND ORDINANCES OF THE CITY OF MUSKOGEE, OKLAHOMA; DIRECTING NOTIFICATION; PROVIDING FOR REPEALER, SEVERABILITY AND DECLARING AN EMERGENCY. (City-county Port Authority, Petitioner)

WHEREAS, the owners of the acres described in Section 1 of this Ordinance, said land being contiguous to and adjacent to the City of Muskogee, have requested in writing that the same THE PROPERTY BE ANNEXED INTO THE CITY OF MUSKOGEE CITY LIMITS.

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

Section 1: The area by which the petition seeks zoning and annexation is described as follows:

A part of the west half of the east half of the SE/4 and part of the west half of the SE/4 of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma, more particularly described as follows, to-wit:

Tract I:

All that part of the west half of the east half of the SE/4 lying west of the center line of the railroad, and

Tract II:

The west half of the SE/4 LESS the following described tract: Beginning at a point 224.83 feet east of the southwest corner of the SE/4; thence north 536.30 feet; thence east 960.87 feet to the Railroad Right of Way; thence south 08 degrees 04 minutes west 161.95 feet; thence continuing southwesterly along said right of way to the south line of said SE/4; thence west 876.89 feet to the point of beginning

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same. And;

The East Half of the East Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The East Half of the West Half of the Southeast Quarter of the Southwest Quarter LESS the East 165 feet of the South 660 feet of the West Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee

County, State of Oklahoma.

AND

The West 330 feet of the East 660 feet of the Southeast Quarter of the Southwest Quarter LESS the West 165 feet of the South 660 feet of the East half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

AND

The West Half of the West Half of the Southeast Quarter of the Southwest Quarter of Section 10, Township 14 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma. And;

The East 165 feet of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of the SW $\frac{1}{4}$ and the West 165 feet of the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma. And;

The East 330 feet of the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 10, Township 14 North, Range 18 East of the Indian Meridian, Muskogee County, Oklahoma.

Section 2: The zoning classification of the real estate hereinbefore described in Muskogee County will be zoned I-2 Heavy Industrial Zoning Classification as approved in the 2013 City of Muskogee Comprehensive Plan and Land Use Map Adopted June 25, 2012 upon annexation;.

Section 3: The increase of the City by the annexation of the hereinbefore described property will redound to the benefit of the City and the same is hereby zoned and annexed.

Section 3: A copy of the Ordinance, together with an accurate map of the territory zoned and annexed, certified by the Mayor and the City Clerk, shall be filed in the office of the County Clerk of Muskogee County, Oklahoma.

Section 4: SEVERABILITY. Should any 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 5: EMERGENCY. This Ordinance being designated to protect the health and safety of the inhabitants of the City of Muskogee, Oklahoma, an emergency is hereby declared to exist whereby the same shall be in full force and effect from and after its adoption and publication.

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

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

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

KATRINA BODENHAMER, CITY ATTORNEY

DRAFT

Public Works Committee

4.

Meeting Date: 04/08/2024

Submitted For: Avery Rigney, Public Works

Initiator: Kristal Keim, PW
Office Admin II

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Receive report on the Azalea Cleanup Event that took place March 20th through March 23rd, or take other necessary action. (Mike Stewart)

BACKGROUND:

The Azalea Cleanup is an annual event created for the purpose of cleaning up the City of Muskogee before the Azalea Festival in April. The Cleanup took place March 20th-23rd.

There will be a PowerPoint presentation at the Public Works and Finance Committee meeting presented by Public Works staff.

RECOMMENDED ACTION:

Receive report and take any necessary action.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee

5.

Meeting Date: 04/08/2024
 Submitted For: Mark Wilkerson, Parks & Recreation
 Initiator: Rick Ewing, Assistant Director Parks & Recreation
 Department: Parks & Recreation
 Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to purchase a 2023 Caterpillar 303.5 CR Mini Excavator for the Parks & Recreation Department for the amount of \$66,950.00, utilizing Sourcewell cooperative purchase pricing, or take other necessary action. (Mark Wilkerson)

BACKGROUND:

In FY24, a new excavator was budgeted for the Parks & Recreation Department. The department would like to purchase a 2023 Caterpillar 303.5 CR Mini Excavator from Warren Cat in the amount of \$66,950.00, with all standard equipment in addition to the additional features of hydraulic quick coupler, thumb, 18" bucket, and angle blade for backfilling trenches and grading. This unit is offered to the City of Muskogee under Sourcewell cooperative purchase pricing for a total discount of \$20,366.00 off the list price of \$85,536.00. The optional extended warranty of 84-MO/5000-HR at \$1,780.00 was included with the price. The purchase amount of \$66,950.00 is funded in account 213-7520-452.64-50.

RECOMMENDED ACTION:

Recommend approval to purchase the Caterpillar 303.5 CR Mini Excavator as quoted for the amount of \$66,950.

Fiscal Impact

FUNDING SOURCE:

This unit is offered to the City of Muskogee under Sourcewell cooperative purchase pricing for a total discount of \$20,366.00 off the list price of \$85,536.00. The optional extended warranty of 84-MO/5000-HR at \$1,780.00 was included with the price. The purchase amount of \$66,950.00 is funded in account 213-7520-452.64-50.

Attachments

Caterpillar 303.5 CR quote
 Caterpillar 303.5 CR specs



Quote 294022-01

Apr 01, 2024

CITY OF MUSKOGEE FLEET DEPARTMENT
FLEET DEPARTMENT
PO 1927
MUSKOGEE
Oklahoma
74402

Attention: RICK EWING

Dear Rick Ewing, Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

One (1) New Caterpillar Model: 303.5 Hydraulic Excavators with all standard equipment in addition to the additional specifications listed below:

STOCK NUMBER: C133016

SERIAL NUMBER: 0RE903793

YEAR: 2023

SMU: 5

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Jeremy Mangrum
Machine Sales Representative

One (1) New Caterpillar Model: 303.5 Hydraulic Excavators with all standard equipment in addition to the additional specifications listed below:

STANDARD EQUIPMENT

POWERTRAIN -Cat C1.7 NA engine -(U.S. EPA Tier 4 Final/ -JAPAN MLIT Tier 3) -Automatic engine idle -Automatic engine shutdown -Automatic two speed travel -Fuel water separator -

UNDERCARRIAGE -Track, 300 mm (11.8") -Dozer blade(BOCE) with float -Tie downs on track frame -

HYDRAULICS -Variable displacement piston pump -Smart tech electronic pump -Load sensing/flow sharing hydraulics -Automatic swing brake -Hydraulic lockout - all controls -One and two way auxiliary flow -Continuous auxiliary flow -Bio oil capable

ELECTRICAL -12 volt electrical system -Software (machine and monitor) -65 ampere alternator -650CCA maintenance free battery -Battery disconnect -Signaling/warning horn -12 volt power socket -

OPERATOR ENVIRONMENT -Product link PLE243 (regulations apply) -Cab sound pressure 94dB(A) ISO 6395 -Coat hook -Next generation color LCD monitor (IP66) --Fuel level and coolant temperature -gauges --Maintenance and machine monitoring --Performance and machine adjustments --Numeric security code --Multiple languages --Hour meter with wake up switch -Cup Holder -Utility space for mobile phone -ROPS - ISO 12117-2:2008 -TOPS - ISO 12117:1997 -Top guard ISO 10262: 1998 Level I -Adjustable wrist rests -Non suspension vinyl seat -Retractable high visibility seat belt -Removable washable floormat -Tilt operator station -Storage pocket -Skylight -Mounting bosses for front guard

OTHER STANDARD EQUIPMENT -Control Pattern Changer -Caterpillar corporate "one key" system -Door locks on cab door and external -enclosure doors -Lockable fuel cap -Beacon socket -Joystick travel and steering mode -Travel cruise control -Boom light -

INSTRUCTIONS -REGIONAL STANDARD EQUIPMENT INCLUDES: -United States and Canada --Accumulator, certified --Retractable high visibility -seat belt 75mm (3") --Ecology drain - engine --Auxiliary hydraulic lines --Auxiliary line quick disconnects -South America --Accumulator, certified --Retractable high visibility -seat belt 75mm (3") --Ecology drain - engine --Auxiliary hydraulic lines --Auxiliary line quick disconnects -

MACHINE SPECIFICATIONS

303.5 07A CR MHE CFG2B	616-3219
303.5 07A CR HYD EXCAVATOR	558-1751
SEAT, SUSPENSION, VINYL	519-9266
CAT KEY, WITH PASS CODE OPTION	525-4465
FILM, PRODUCT LINK, ANSI	541-4787
2 WAY CONTROL	542-1495
FILM, INC. CANADA	542-1504
BOOM LIGHT, LED	542-8886
HYDRAULIC OIL, STD	546-1520
SOFTWARE, PROPORTIONAL CONTROL	557-1709
SOFTWARE, STICK STEER CONTROL	557-1710
SOFTWARE, CODED START	557-1713
ALARM, TRAVEL	558-1744
BOOM, STANDARD	558-1754
LINES, BOOM W/O BLCV	558-1760
LINES, STICK W/O SLCV	558-1763
CANOPY, ROPS	563-6658
TRACK, 12", RUBBER	566-2914
BLADE, ANGLE, BOCE	568-5199
TRAVEL LEVERS AND PEDALS	568-5200
INSTRUCTIONS, ANSI	569-3572
LINKAGE, BUCKET, W/LIFTING EYE	571-9088
STICK, LONG, W/ THUMB BRACKET	571-9661
UNDERCARRIAGE, FIXED, ANGLE BLD	571-9665
DRAIN, ECOLOGY	573-4364
PRODUCT LINK, CELLULAR PL243	573-9677
LINES, BUCKET, LONG STICK	575-2776
CONTROL, 1ST AUX, JOYSTICK	575-4420
LINES, 1ST AUX, LONG STICK	575-7225
ENGINE, EPA TIER 4F	576-2961
MONITOR NEXT GEN, NO CAMERA	580-7179
ACCUMULATOR	588-2227
CWT EXTRA, 550LBS	592-1442
FILM, CANOPY	594-5727
FLOORMAT, CANOPY, W/TRAVEL	594-7895
SEAT BELT, 3" RETRACTABLE	599-7202
FILM, ROPS, ISO, CANOPY	602-3576
LANE 3 ORDER	0P-9003
SERIALIZED TECHNICAL MEDIA KIT	421-8926
SHIPPING/STORAGE PROTECTION	0P-2266
PACKING, LAST MILE PROGRAM	0P-4299
COUPLER, PG, HYDR.D.LOCK, 3-4T	485-5300
PINS, BUCKET, 40MM	154-2638
BUCKET-HD, 18", 2.9 FT3, 3T	464-9902
THUMB, HYDRAULIC, 3-4T	452-2740

CATERPILLAR LIST PRICE	\$85,536.00
SOURCEWELL DISCOUNT OF 20% OFF LIST	(\$17,107.20)
BALANCE BEFORE ADDITIONAL DEALER DISCOUNT	\$68,428.80
ADDITIONAL DISCOUNT PROVIDED BY WARREN CAT	(\$3,258.80)
BALANCE DUE BEFORE OPTIONAL EXTENDED WARRANTY	\$65,170.00
<i>OPTIONAL EXTENDED WARRANTY</i>	<i>\$1,780.00</i>
BALANCE INCLUDING OPTIONAL EXTENDED WARRANTY	\$66,950.00

WARRANTY

Standard Warranty:	Standard 24 Month 2000 Hour Full Machine Coverage
Extended Coverage:	303.5-84 MO/5000 HR PREMIER- OPTIONAL FOR ADDITIONAL CHARGE

F.O.B/TERMS:

Delivered to Muskogee, OK

PAYMENT TERMS

Cash Invoice Terms

CASH WITH ORDER	QUOTE SELL PRICE
\$0.00	\$66,950.00

Accepted by _____ on _____

Signature



Cat[®] 303.5 CR

MINI EXCAVATOR

FEATURES:

The Cat[®] 303.5 CR Mini Excavator delivers power and performance in a compact size to help you work in a wide range of applications.

ALL DAY COMFORT

- Choose either a canopy or a sealed and pressurized cab which can be equipped with air conditioning, adjustable wrist rests, and a suspension seat option to help keep you working comfortably all day long.

EASY TO OPERATE

- Controls are easy to use and the intuitive Next Generation LCD monitor provides easy to read machine information. An advanced touchscreen monitor can also be equipped.

STICK STEER TRAVEL MODE

- Moving around the job site is even easier with the Cat Stick Steer option. Easily switch from traditional travel controls with levers and pedals to joystick controls to move the machine and to operate the blade. The benefit of less effort and improved control is in your hands!

BIG PERFORMANCE IN A COMPACT DESIGN

- Strong lift and dig performance helps you get the job done faster. The compact radius design lets you access and work in the tightest areas. Dozer float allows for easy clean up.

SAFETY ON THE JOB SITE

- Your safety is our top priority. The Cat mini excavator is designed to help keep you safe on the job. Courtesy work lights and a fluorescent retractable seat belt are just a couple of the safety features we've built into the machine.

SIMPLE SERVICE FOR LESS DOWNTIME

- Maintenance is quick and easy on the Cat mini excavator. Routine check points are easy to access at ground level through the side doors. The unique tilt up cab or canopy lets you reach additional service areas when needed.

LOWER OPERATING COSTS

- Equipped with features such as auto idle, auto engine shutdown, and efficient hydraulics with a variable displacement pump, the Cat mini excavator was designed with reducing your operating costs in mind.

UNMATCHED DEALER SUPPORT

- Your Cat dealer is here to help you reach your business goals. From providing equipment solutions to operator training to service needs and beyond, your Cat dealer is ready to help.

Specifications

Engine

Engine Model	C1.7	
Net Power @ 2,200 rpm		
ISO 9249, 80/1269/EEC	17.6 kW	23.6 hp
Gross Power @ 2,200 rpm		
SAE J1995:2014	18.4 kW	24.7 hp
Bore	84.0 mm	3.3 in
Stroke	100.0 mm	3.9 in
Displacement	1.7 L	104.0 in ³

- Meets U.S. EPA Tier 4 Final and EU Stage V emission standards.
- Net power advertised is the power available at the flywheel when the engine is at rated speed and rated power when the engine is installed with the factory configured fan, air intake system, exhaust system, and alternator with a minimum alternator load.

Weights

Minimum Operating Weight with Canopy*	3480 kg	7,673 lb
Maximum Operating Weight with Canopy**	4050 kg	8,930 lb
Minimum Operating Weight with Cab*	3620 kg	7,982 lb
Maximum Operating Weight with Cab**	4190 kg	9,239 lb
EU: CE Plate Weight with Canopy***	3530 kg	7,784 lb
EU: CE Plate Weight with Cab***	3630 kg	8,004 lb

*Minimum Weight is based on fixed rubber tracks, operator, full fuel tank, standard stick, blade, bucket and no extra counterweight.

**Maximum Weight is based on steel tracks, operator, full fuel tank, long stick, blade, bucket and extra counterweight.

***CE Plate Weight is based on the most common EU configuration. Includes 75 kg (165 lb) operator and full fuel tank and excludes bucket.



303.5 CR Mini Excavator

Weight Increase from Minimum Configuration

Cab	140 kg	309 lb
Counterweight (light)	100 kg	221 lb
Counterweight (extra)	250 kg	551 lb
Long Stick	20 kg	44 lb
Steel Tracks	130 kg	287 lb
Angle Blade	160 kg	353 lb

Travel System

Travel Speed – High	4.5 km/h	2.8 mph
Travel Speed – Low	2.6 km/h	1.6 mph
Maximum Traction Force – High Speed	16.9 kN	3,799 lbf
Maximum Traction Force – Low Speed	31.0 kN	6,969 lbf
Ground Pressure – Minimum Weight	29.6 kPa	4.3 psi
Ground Pressure – Maximum Weight	35.7 kPa	5.2 psi
Gradeability (maximum)	30 degrees	

Service Refill Capacities

Cooling System	7.0 L	1.8 gal
Engine Oil	6.0 L	1.6 gal
Fuel Tank	45.0 L	11.9 gal
Hydraulic Tank	20.0 L	5.3 gal
Hydraulic System	45.0 L	11.9 gal

Hydraulic System

Load Sensing Hydraulics with Variable Displacement Piston Pump

Pump Flow @ 2,400 rpm	100 L/min	26 gal/min
Operating Pressure – Equipment	245 bar	3,553 psi
Operating Pressure – Travel	245 bar	3,553 psi
Operating Pressure – Swing	181 bar	2,625 psi
Auxiliary Circuit – Primary		
Flow*	70 L/min	18 gal/min
Pressure*	245 bar	3,553 psi
Auxiliary Circuit – Secondary		
Flow*	25 L/min	7.0 gal/min
Pressure*	245 bar	3,553 psi
Digging Force – Stick (standard)	18.9 kN	4,249 lbf
Digging Force – Stick (long)	16.9 kN	3,799 lbf
Digging Force – Bucket	33.0 kN	7,419 lbf

*Flow and pressure are not combinable. Under load, as flow rises pressure goes down.

Swing System

Machine Swing Speed	9.0 rpm
Boom Swing – Left	75 Degrees
Boom Swing – Right	50 Degrees

Blade

Width	1780 mm	70.1 in
Height	350 mm	13.8 in

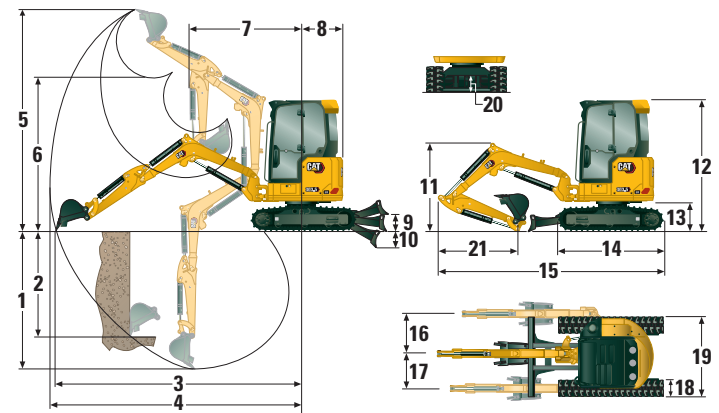
Certification – Cab and Canopy

Roll Over Protective Structure (ROPS)	ISO 12117-2:2008
Tip Over Protective Structure (TOPS)	ISO 12117:1997
Top Guard	ISO 10262:1998 (Level I)

Sound

Operator Sound Pressure (ISO 6396:2008)	78 dB(A)
Average Exterior Sound Pressure (ISO 6395:2008)	94 dB(A)

• European Union Directive “2000/14/EC”



Dimensions

	Standard Stick	Long Stick
1 Dig Depth	2810 mm (110.6 in)	3110 mm (122.4 in)
2 Vertical Wall	2250 mm (88.6 in)	2390 mm (94.1 in)
3 Maximum Reach at Ground Level	5130 mm (202.0 in)	5380 mm (211.8 in)
4 Maximum Reach	5270 mm (207.5 in)	5510 mm (216.9 in)
5 Maximum Dig Height	4920 mm (193.7 in)	5020 mm (197.6 in)
6 Maximum Dump Clearance	3490 mm (137.4 in)	3600 mm (141.7 in)
7 Boom in Reach	1760 mm (69.3 in)	1860 mm (73.2 in)
8 Tail Swing		
without Counterweight	890 mm (35.0 in)	890 mm (35.0 in)
with Counterweight (light)	960 mm (37.8 in)	960 mm (37.8 in)
with Counterweight (extra)	1005 mm (39.6 in)	1005 mm (39.6 in)
9 Maximum Blade Height	385 mm (15.2 in)	385 mm (15.2 in)
10 Maximum Blade Depth	535 mm (21.1 in)	535 mm (21.1 in)
11 Boom Height in Shipping Position	1520 mm (59.8 in)	1750 mm (68.9 in)
12 Overall Shipping Height	2480 mm (97.6 in)	2480 mm (97.6 in)
13 Swing Bearing Height	565 mm (22.2 in)	565 mm (22.2 in)
14 Overall Undercarriage Length	2220 mm (87.4 in)	2220 mm (87.4 in)
15 Overall Shipping Length†	4800 mm (189.0 in)	4850 mm (190.9 in)
16 Boom Swing Right	870 mm (34.3 in)	870 mm (34.3 in)
17 Boom Swing Left	640 mm (25.2 in)	640 mm (25.2 in)
18 Track Belt/Shoe Width	300 mm (11.8 in)	300 mm (11.8 in)
19 Track Width	1780 mm (70.1 in)	1780 mm (70.1 in)
20 Ground Clearance	310 mm (12.2 in)	310 mm (12.2 in)
21 Stick Length	1260 mm (49.6 in)	1560 mm (61.4 in)

†Overall Shipping Length depends on blade position during shipment.

Cab

Lift Capacities – Minimum Configuration			Lift Point Radius – 2 m (6.6 ft)			Lift Point Radius – 3 m (9.8 ft)			Lift Point Radius (Maximum)					
			Over Front			Over Side	Over Front			Over Side	Over Front		Over Side	m (ft)
			Blade Down	Blade Up	kg (lb)		Blade Down	Blade Up	kg (lb)		Blade Down	Blade Up		
3 m (9.8 ft)	Standard Stick	kg (lb)				*917 (*2,022)	*917 (*2,022)	904 (1,993)	*835 (*1,841)	583 (1,285)	575 (1,268)	3.95 (13.0)		
	Long Stick	kg (lb)							*758 (*1,671)	514 (1,133)	507 (1,118)	4.26 (14.0)		
2 m (6.6 ft)	Standard Stick	kg (lb)				*1176 (*2,593)	888 (1,958)	867 (1,911)	*809 (*1,784)	483 (1,065)	478 (1,054)	4.41 (14.5)		
	Long Stick	kg (lb)				*1033 (*2,377)	892 (1,967)	870 (1,918)	*750 (*1,653)	435 (959)	430 (948)	4.67 (15.3)		
1 m (3.3 ft)	Standard Stick	kg (lb)				*1547 (*3,411)	833 (1,836)	813 (1,792)	*860 (*1,896)	454 (1,001)	449 (990)	4.54 (14.9)		
	Long Stick	kg (lb)				*1462 (*3,223)	831 (1,832)	811 (1,788)	*805 (*1,775)	410 (904)	406 (895)	4.79 (15.7)		
0 m (0 ft)	Standard Stick	kg (lb)				*1676 (*3,695)	805 (1,775)	786 (1,733)	*947 (*2,088)	472 (1,041)	466 (1,027)	4.39 (14.4)		
	Long Stick	kg (lb)	*1345 (*2,965)	*1345 (*2,965)	*1345 (*2,965)	*1696 (*3,739)	793 (1,748)	774 (1,706)	*907 (*2,000)	424 (935)	420 (926)	4.63 (15.2)		

Minimum Weight includes cab, rubber tracks, no extra counterweight, operator, full fuel tank and blade.

Lift Capacities – Maximum Configuration			Lift Point Radius – 2 m (6.6 ft)			Lift Point Radius – 3 m (9.8 ft)			Lift Point Radius (Maximum)					
			Over Front			Over Side	Over Front			Over Side	Over Front		Over Side	m (ft)
			Blade Down	Blade Up	kg (lb)		Blade Down	Blade Up	kg (lb)		Blade Down	Blade Up		
3 m (9.8 ft)	Standard Stick	kg (lb)				*917 (*2,022)	*917 (*2,022)	*917 (*2,022)	*835 (*1,841)	720 (1,587)	663 (1,462)	3.95 (13.0)		
	Long Stick	kg (lb)							*758 (*1,671)	638 (1,407)	588 (1,296)	4.26 (14.0)		
2 m (6.6 ft)	Standard Stick	kg (lb)				*1176 (*2,593)	1086 (2,394)	988 (2,178)	*809 (*1,784)	602 (1,327)	556 (1,226)	4.41 (14.5)		
	Long Stick	kg (lb)				*1033 (*2,377)	*1033 (*2,377)	992 (2,187)	*750 (*1,653)	546 (1,204)	504 (1,111)	4.67 (15.3)		
1 m (3.3 ft)	Standard Stick	kg (lb)				*1547 (*3,411)	1031 (2,273)	936 (2,064)	*860 (*1,896)	568 (1,252)	524 (1,155)	4.54 (14.9)		
	Long Stick	kg (lb)				*1462 (*3,223)	1029 (2,269)	933 (2,057)	*805 (*1,775)	518 (1,142)	477 (1,052)	4.79 (15.7)		
0 m (0 ft)	Standard Stick	kg (lb)				*1676 (*3,695)	1003 (2,211)	909 (2,004)	*947 (*2,088)	591 (1,303)	545 (1,202)	4.39 (14.4)		
	Long Stick	kg (lb)	*1345 (*2,965)	*1345 (*2,965)	*1345 (*2,965)	*1696 (*3,739)	991 (2,185)	897 (1,978)	*907 (*2,000)	536 (1,182)	494 (1,089)	4.63 (15.2)		

Maximum Weight includes cab, steel tracks, extra counterweight, operator, full fuel tank and blade.

Canopy

Lift Capacities – Minimum Configuration			Lift Point Radius – 2 m (6.6 ft)			Lift Point Radius – 3 m (9.8 ft)			Lift Point Radius (Maximum)					
			Over Front			Over Side	Over Front			Over Side	Over Front		Over Side	m (ft)
			Blade Down	Blade Up	kg (lb)		Blade Down	Blade Up	kg (lb)		Blade Down	Blade Up		
3 m (9.8 ft)	Standard Stick	kg (lb)				*917 (*2,022)	884 (1,949)	866 (1,909)	*835 (*1,841)	555 (1,224)	549 (1,210)	3.95 (13.0)		
	Long Stick	kg (lb)							*764 (*1,684)	490 (1,080)	485 (1,069)	4.26 (14.0)		
2 m (6.6 ft)	Standard Stick	kg (lb)				*1176 (*2,593)	846 (1,865)	829 (1,828)	*809 (*1,784)	458 (1,010)	455 (1,003)	4.41 (14.5)		
	Long Stick	kg (lb)				*1034 (*2,280)	851 (1,876)	834 (1,839)	*755 (*1,664)	413 (911)	411 (906)	4.67 (15.3)		
1 m (3.3 ft)	Standard Stick	kg (lb)				*1547 (*3,411)	791 (1,744)	776 (1,711)	*860 (*1,896)	429 (946)	427 (941)	4.54 (14.9)		
	Long Stick	kg (lb)				*1461 (*3,221)	788 (1,737)	772 (1,702)	*809 (*1,784)	389 (858)	387 (853)	4.79 (15.7)		
0 m (0 ft)	Standard Stick	kg (lb)				*1676 (*3,695)	763 (1,682)	749 (1,651)	*947 (*2,088)	446 (983)	443 (977)	4.39 (14.4)		
	Long Stick	kg (lb)	*1351 (*2,978)	*1351 (*2,978)	*1351 (*2,978)	*1694 (*3,735)	749 (1,651)	735 (1,620)	*908 (*2,002)	402 (886)	399 (880)	4.63 (15.2)		

Minimum Weight includes canopy, rubber tracks, no extra counterweight, operator, full fuel tank and blade.

Lift Capacities – Maximum Configuration			Lift Point Radius – 2 m (6.6 ft)			Lift Point Radius – 3 m (9.8 ft)			Lift Point Radius (Maximum)					
			Over Front			Over Side	Over Front			Over Side	Over Front		Over Side	m (ft)
			Blade Down	Blade Up	kg (lb)		Blade Down	Blade Up	kg (lb)		Blade Down	Blade Up		
3 m (9.8 ft)	Standard Stick	kg (lb)				*917 (*2,022)	*917 (*2,022)	*917 (*2,022)	*835 (*1,841)	691 (1,523)	639 (1,409)	3.95 (13.0)		
	Long Stick	kg (lb)							*758 (*1,671)	612 (1,349)	566 (1,248)	4.26 (14.0)		
2 m (6.6 ft)	Standard Stick	kg (lb)				*1176 (*2,593)	1044 (2,302)	953 (2,101)	*809 (*1,784)	577 (1,272)	534 (1,177)	4.41 (14.5)		
	Long Stick	kg (lb)				*1033 (*2,277)	*1033 (*2,277)	956 (2,108)	*750 (*1,653)	523 (1,153)	483 (1,065)	4.67 (15.3)		
1 m (3.3 ft)	Standard Stick	kg (lb)				*1547 (*3,411)	989 (2,180)	901 (1,986)	*860 (*1,896)	544 (1,199)	504 (1,111)	4.54 (14.9)		
	Long Stick	kg (lb)				*1462 (*3,223)	987 (2,176)	898 (1,980)	*805 (*1,775)	495 (1,091)	458 (1,010)	4.79 (15.7)		
0 m (0 ft)	Standard Stick	kg (lb)				*1676 (*3,695)	961 (2,199)	874 (1,927)	*947 (*2,088)	566 (1,248)	523 (1,153)	4.39 (14.4)		
	Long Stick	kg (lb)	*1345 (*2,965)	*1345 (*2,965)	*1345 (*2,965)	*1696 (*3,739)	949 (2,092)	862 (1,900)	*907 (*2,000)	513 (1,131)	473 (1,043)	4.63 (15.2)		

Maximum Weight includes canopy, steel tracks, extra counterweight, operator, full fuel tank and blade.

*The above loads are in compliance with hydraulic excavator lift capacity rating standard ISO 10567:2007 and they do not exceed 87% of hydraulic lifting capacity or 75% of tipping capacity. The excavator bucket weight is not included on this chart. Lifting capacities are for standard stick.

303.5 CR Mini Excavator

Standard and Optional Equipment

Standard and optional equipment may vary. Consult your Cat dealer for details.

	Standard	Optional		Standard	Optional
ENGINE			OPERATOR ENVIRONMENT (continued)		
Cat® C1.7 NA Engine (U.S. EPA Tier 4 Final/EU Stage V)	✓		Next Generation Color LCD Monitor (IP66)	✓	
Automatic Engine Idle	✓		– Fuel Level and Coolant Temperature Gauges	✓	
Automatic Engine Shutdown	✓		– Maintenance and Machine Monitoring	✓	
Automatic Two Speed Travel	✓		– Performance and Machine Adjustments	✓	
Fuel Water Separator	✓		– Numeric Security Code	✓	
Power on Demand (not available in all regions)	✓		– Multiple Languages	✓	
Variable Displacement Piston Pump	✓		– Hour Meter with Wake Up Switch	✓	
Load Sensing/Flow Sharing Hydraulics	✓		– Jog Dial (cab only)	✓	
HYDRAULICS			Next Generation Advanced Monitor		✓
Smart Tech Electronic Pump	✓		– Touch Screen		✓
Accumulator	✓		– Site Reference System		✓
Automatic Swing Brake	✓		– High Definition Camera Capable (IP68 and IP69K)		✓
Auxiliary Hydraulic Lines	✓		– Numeric Security Code		✓
One and Two Way Auxiliary Flow	✓		UNDERCARRIAGE		
Continuous Auxiliary Flow	✓		Rubber Belt (300 mm/11.8 in wide)	✓	
Auxiliary Line Quick Disconnects	✓		Steel Track (300 mm/11.8 in wide)		✓
OPERATOR ENVIRONMENT			Dozer Blade	✓	
Tilt-up Canopy or Tilt-Up Cab	✓		Dozer Blade Float	✓	
Cab with Air Conditioning		✓	Angle Blade		✓
Cab with Heater		✓	Tie Downs on Track Frame	✓	
Top Guard ISO 10262:1998 Level I	✓		BOOM, STICK AND LINKAGES		
ROPS – ISO 12117-2:2008	✓		One Piece Boom (2400 mm/94.5 in)	✓	
TOPS – ISO 12117:1997	✓		Standard Stick (1260 mm/49.6 in)	✓	
Stick Steer Mode	✓		Long Stick (1560 mm/61.4 in)		✓
Travel Cruise Control	✓		Front Shovel Capable	✓	
Control Pattern Changer (optional in some regions)	✓		Pin-On	✓	
Adjustable Wrist Rests	✓		Dual Lock Manual Coupler		✓
Washable Floor Mat	✓		Hydraulic Coupler		✓
Travel Pedals and Hand Levers	✓		Thumb Ready (not available in all regions)	✓	
No Travel Pedals and Hand Levers (optional in some regions)		✓	Certified Lifting Eye (optional in some regions)	✓	
Machine Security	✓		Attachments including Couplers, Thumbs, Buckets, Augers and Hammers		✓
Standard Key with Pass Code	✓		2nd Auxiliary Hydraulic Lines		✓
Push to Start with Key Fob/Pass Code		✓	Bucket Divert Lines		✓
Fabric Suspension Seat (Cab only)	✓		Boom Lowering Check Valve		✓
Vinyl Suspension Seat (Canopy only)	✓		Stick Lowering Check Valve		✓
Vinyl Non-Suspension Seat (Canopy only) (not available in all regions)		✓	Hydraulic Quick Coupler Lines (not available in all regions)		✓
Hydraulic Lockout – All Controls	✓		ELECTRICAL		
Retractable High Visibility Seat Belt (75 mm/3 in)	✓		12 Volt Battery	✓	
Coat Hook	✓		Software (machine and monitor)	✓	
Cup Holder	✓		Maintenance Free Battery	✓	
Storage Pocket	✓		Battery Disconnect	✓	
Skylight	✓		Signaling/Warning Horn	✓	
Mounting Bosses for Front	✓		12 Volt Power Socket	✓	
Signaling/Warning Horn	✓		Product Link PL243 (regulations apply)		✓
Interior Light (Cab only)	✓		Product Link PLE643 (regulations apply)		✓
Boom Light, Halogen (not available in all regions)	✓		Travel Alarm (standard in some regions)		✓
LED Front Lights		✓	GUARDING		
LED Front and Rear Lights		✓	Polycarbonate Half Height Front Guard (Canopy only)		✓
LED Boom Light		✓	Polycarbonate Front Guard (ISO 10262:1998 Level I and EN356 P5A)		✓
Utility Space for Mobile Phone	✓		Heavy Duty Front Guard ISO 10262:1998 Level II		✓
Mirrors Left and Right		✓	OTHER		
Camera		✓	Bio Oil Capable		✓
Radio – Bluetooth®, Auxiliary, Microphone, USB (charging only) (Cab only)		✓	Eco Drain		✓
			Water Jacket Heater		✓
			Light Counterweight (100 kg/221 lb)		✓
			Extra Counterweight (250 kg/551 lb)		✓

For more complete information on Cat products, dealer services, and industry solutions, visit us on the web at www.cat.com

© 2021 Caterpillar
All rights reserved

Materials and specifications are subject to change without notice. Featured machines in photos may include additional equipment. See your Cat dealer for available options.

CAT, CATERPILLAR, LET'S DO THE WORK, their respective logos, "Caterpillar Corporate Yellow," the "Power Edge" and Cat "Modern Hex" trade dress as well as corporate and product identity used herein, are trademarks of Caterpillar and may not be used without permission.

AEHQ8351-00 (03-2021)

Build Number: 07A

(Global excluding
China and Japan)



Public Works Committee

6.

Meeting Date: 04/08/2024
Initiator: Maggie Eaton, Human Resources Director
Department: Personnel
Staff Information Source: Maggie Eaton

Information

AGENDA ITEM TITLE:

Consider approval of amended Council Policy 3-3-3, Vacation Leave Policy, or take other necessary action. (Maggie Eaton)

BACKGROUND:

During a review of the existing policy, it was discovered that a word was left off of Section K, subsection 3. The sentence is revised to state "Any potential accruals not initially credited due to an employee being at the maximum of their accrual level are permanently forfeited." We added the correct word to ensure the section matches current and past practices.

RECOMMENDED ACTION:

Approve amended City Council Policy 3-3-3 Vacation Leave

Fiscal Impact

Attachments

3-3-3 Track Change
3-3-3 Final

CITY COUNCIL POLICY 3-3-3

DISTRIBUTION: City Manager, All Departments

SUBJECT: Vacation Leave

APPLICATION: Except as may be provided differently to those eligible under a collective bargaining agreement, this Policy applies to all City of Muskogee employees, which may exclude the positions of Police and Fire Chief. Although it is understood by state law that neither the Fire or Police Chief are covered under the terms of the respective collective bargaining agreement, for purposes of this policy, they may be entitled to the same vacation leave provisions as their respective collective bargaining unit.

PURPOSE: To govern and explain the administration of the Vacation Leave benefits.

Vacation Leave Policy and General Administration

- A. Employees are provided Vacation Leave which is a full, base wage benefit of leave time that accrues to employees. The goal of Vacation Leave is to allow the employee an opportunity to have a period or periods of time away from work each year which provides an opportunity for the employee to recharge and refresh and/or spend quality time on hobbies, outside pursuits and/or with family and others. While Vacation Leave may be used for short term time off and/or in conjunction with time off for Holidays for example, all classified full time employees are encouraged to take one (1) consecutive week of Vacation Leave each year to achieve the goals stated for this benefit.
- B. Vacation Leave shall normally be scheduled at least forty eight (48) hours in advance. Vacation Leave shall not normally be approved and/or paid to an employee who fails to gain prior, written approval by the supervisor. Exceptions to this prior scheduling or approval rule shall be approved only by department heads or their designee.
- C. A department head or designee shall grant Vacation Leave considering the efficient operation and work requirements of the department and, whenever possible, the personal considerations and seniority of the employees making Vacation Leave requests. Vacation Leave shall not be unreasonably denied and any reasons for denial involving requests equal to or in excess of five (5) days of Vacation shall be provided to the employee by the supervisor in writing.
- D. Minimum vacation leave expended shall be one (1) hour. It is not the intention of this policy for employees to routinely use vacation in one (1) hour increments, nor shall such usage be allowed frequently and/or repeatedly unless a supervisor deems such an accommodation is not a detriment to the work unit. As involves Vacation Leave above the one (1) hour minimum usage requirement, additional leave usage shall be documented, rounded and deducted based on rounding to the nearest quarter (1/4) hour. Holidays arising during a period of Vacation Leave shall not result in any deduction of Vacation Leave on the day of the Holiday or day of Holiday observation.
- E. Vacation Leave shall not be used during a period of disciplinary suspension. Additionally, Vacation Leave shall not be utilized for purposes of personal or family illness unless all available Sick Leave has been exhausted. However this prohibition to utilize Vacation Leave in place of

Sick Leave shall not apply to Vacation Leave scheduled at least forty eight hours (48 hours) in advance.

- F. Vacation Leave accrued by an employee who transfers from one department to another shall be transferred to the new department unless an employee is moving into a position as a sworn Police or Fire employee for the first time. In such cases, the employee shall be paid out for previous accrued Vacation Leave (and/or Compensatory Leave) time and shall then start (new) accruals as a new hire/probationary sworn employee within the Police and/or Fire Department.
- G. Vacation Leave usage shall at no time exceed the amount of Vacation Leave previously accrued/earned by an employee except as involves Leave Donation provisions. If an employee is deemed working within an emergency situation that would require that employee to continue working and would result in the forfeiture of further accruals based on the employee being at the maximum accrual level (topped out), special payment at regular pay rates for up to forty (40) hours of Vacation Leave may be provided to the employee with the advance approval of the City Manager. However both employees and supervisors shall make every effort to avoid such topped out Vacation Leave situations.
- H. Vacation Leave is normally compensated at the regular base pay, straight time rate applicable during the time the Vacation is taken by the employee. An exception to this rate of pay may be approved by the City Manager or designee if an employee has been working in a higher grade level/out of classification assignment for at least the prior ninety (90) days.
- I. Vacation leave may not be used as the last day of work. Upon separation, an employee shall be paid for the unused portion of accrued Vacation Leave through the last date of employment; however, an employee dismissed for embezzlement of City funds, theft or deliberate destruction of City property shall be ineligible for payment of accrued Vacation Leave.
- J. If an employee becomes ill while on Vacation Leave, Sick Leave can be used in place of Vacation accruals if the illness is verified by a doctor's statement. In any such case, the doctor's statement must be provided to the supervisor and include a reference to the estimated initiation date and the expected length (duration) of the illness.

K. Accrual of Vacation Leave:

1. Vacation Leave shall begin to accrue at the end of the first full pay period worked; (any previous partial pay period shall not result in any accrual). Temporary and part-time employees are not eligible for Vacation Leave accruals.

2. Full-time, non-sworn employees accrue Vacation Leave as follows:

<u>SERVICE</u>	<u>ANNUAL ACCRUAL</u>	<u>MAXIMUM ACCRUAL</u>
Hire to 5 years	96 hours (12 days)*	120 hours
5 to 10 years	112 hours (14 days)	160 hours
10 to 15 years	136 hours (17 days)	200 hours
15 to 20 years	160 hours (20 days)	280 hours
<u>20 years and up</u>	<u>168 hours (21 days)</u>	<u>288 hours</u>
	*8 hour equivalent days	

3. Employees who are at their maximum vacation leave accruals at the end of any payroll period cannot be credited with further accruals until leave is taken and can be processed and

recorded. Any potential accruals not initially credited due to an employee being at the maximum of their accrual level are permanently forfeited.

- 4. Leave accrual rates are normally credited to employees based on division of the employee's appropriate annual accrual rate amount by twenty-six (26) pay periods per year. This may result in some adjusted individual check accrual amounts at the end of the year due to rounding or the number of pay periods.
 - 5. Employees who are either on Leave Without Pay status or who fall within the provisions of the FMLA policy regarding inactive status shall cease to accrue Vacation Leave at the completion/end of the first full pay period following the first day of such absence.
 - 6. Prior service or service as a temporary or part-time employee (if any) shall not be used to determine vacation leave accrual.
- L. Any Vacation Leave administrative exceptions to this policy require advance approval of the City Manager or Human Resources Director as his/her designee and shall be documented in writing.
 - M. Employees covered under the terms of a collective bargaining agreement should refer to the agreement for the controlling language concerning this benefit.

REFERENCES: N/A

EFFECTIVE DATE: _____, 2024

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

RESPONSIBLE DEPARTMENT: Human Resources

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

W. Patrick Cale, Mayor

ATTEST:

Tammy L. Tracy, City Clerk
(SEAL)

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

Katrina Bodenhamer, City Attorney

CITY COUNCIL POLICY 3-3-3

DISTRIBUTION: City Manager, All Departments

SUBJECT: Vacation Leave

APPLICATION: Except as may be provided differently to those eligible under a collective bargaining agreement, this Policy applies to all City of Muskogee employees, which may exclude the positions of Police and Fire Chief. Although it is understood by state law that neither the Fire or Police Chief are covered under the terms of the respective collective bargaining agreement, for purposes of this policy, they may be entitled to the same vacation leave provisions as their respective collective bargaining unit.

PURPOSE: To govern and explain the administration of the Vacation Leave benefits.

Vacation Leave Policy and General Administration

- A. Employees are provided Vacation Leave which is a full, base wage benefit of leave time that accrues to employees. The goal of Vacation Leave is to allow the employee an opportunity to have a period or periods of time away from work each year which provides an opportunity for the employee to recharge and refresh and/or spend quality time on hobbies, outside pursuits and/or with family and others. While Vacation Leave may be used for short term time off and/or in conjunction with time off for Holidays for example, all classified full time employees are encouraged to take one (1) consecutive week of Vacation Leave each year to achieve the goals stated for this benefit.
- B. Vacation Leave shall normally be scheduled at least forty eight (48) hours in advance. Vacation Leave shall not normally be approved and/or paid to an employee who fails to gain prior, written approval by the supervisor. Exceptions to this prior scheduling or approval rule shall be approved only by department heads or their designee.
- C. A department head or designee shall grant Vacation Leave considering the efficient operation and work requirements of the department and, whenever possible, the personal considerations and seniority of the employees making Vacation Leave requests. Vacation Leave shall not be unreasonably denied and any reasons for denial involving requests equal to or in excess of five (5) days of Vacation shall be provided to the employee by the supervisor in writing.
- D. Minimum vacation leave expended shall be one (1) hour. It is not the intention of this policy for employees to routinely use vacation in one (1) hour increments, nor shall such usage be allowed frequently and/or repeatedly unless a supervisor deems such an accommodation is not a detriment to the work unit. As involves Vacation Leave above the one (1) hour minimum usage requirement, additional leave usage shall be documented, rounded and deducted based on rounding to the nearest quarter (1/4) hour. Holidays arising during a period of Vacation Leave shall not result in any deduction of Vacation Leave on the day of the Holiday or day of Holiday observation.
- E. Vacation Leave shall not be used during a period of disciplinary suspension. Additionally, Vacation Leave shall not be utilized for purposes of personal or family illness unless all available Sick Leave has been exhausted. However this prohibition to utilize Vacation Leave in place of

Sick Leave shall not apply to Vacation Leave scheduled at least forty eight hours (48 hours) in advance.

- F. Vacation Leave accrued by an employee who transfers from one department to another shall be transferred to the new department unless an employee is moving into a position as a sworn Police or Fire employee for the first time. In such cases, the employee shall be paid out for previous accrued Vacation Leave (and/or Compensatory Leave) time and shall then start (new) accruals as a new hire/probationary sworn employee within the Police and/or Fire Department.
- G. Vacation Leave usage shall at no time exceed the amount of Vacation Leave previously accrued/earned by an employee except as involves Leave Donation provisions. If an employee is deemed working within an emergency situation that would require that employee to continue working and would result in the forfeiture of further accruals based on the employee being at the maximum accrual level (topped out), special payment at regular pay rates for up to forty (40) hours of Vacation Leave may be provided to the employee with the advance approval of the City Manager. However both employees and supervisors shall make every effort to avoid such topped out Vacation Leave situations.
- H. Vacation Leave is normally compensated at the regular base pay, straight time rate applicable during the time the Vacation is taken by the employee. An exception to this rate of pay may be approved by the City Manager or designee if an employee has been working in a higher grade level/out of classification assignment for at least the prior ninety (90) days.
- I. Vacation leave may not be used as the last day of work. Upon separation, an employee shall be paid for the unused portion of accrued Vacation Leave through the last date of employment; however, an employee dismissed for embezzlement of City funds, theft or deliberate destruction of City property shall be ineligible for payment of accrued Vacation Leave.
- J. If an employee becomes ill while on Vacation Leave, Sick Leave can be used in place of Vacation accruals if the illness is verified by a doctor's statement. In any such case, the doctor's statement must be provided to the supervisor and include a reference to the estimated initiation date and the expected length (duration) of the illness.

K. Accrual of Vacation Leave:

- 1. Vacation Leave shall begin to accrue at the end of the first full pay period worked; (any previous partial pay period shall not result in any accrual). Temporary and part-time employees are not eligible for Vacation Leave accruals.

- 2. Full-time, non-sworn employees accrue Vacation Leave as follows:

<u>SERVICE</u>	<u>ANNUAL ACCRUAL</u>	<u>MAXIMUM ACCRUAL</u>
Hire to 5 years	96 hours (12 days)*	120 hours
5 to 10 years	112 hours (14 days)	160 hours
10 to 15 years	136 hours (17 days)	200 hours
15 to 20 years	160 hours (20 days)	280 hours
<u>20 years and up</u>	<u>168 hours (21 days)</u>	<u>288 hours</u>
	*8 hour equivalent days	

- 3. Employees who are at their maximum vacation leave accruals at the end of any payroll period cannot be credited with further accruals until leave is taken and can be processed and

recorded. Any potential accruals not initially credited due to an employee being at the maximum of their accrual level are permanently forfeited.

4. Leave accrual rates are normally credited to employees based on division of the employee's appropriate annual accrual rate amount by twenty-six (26) pay periods per year. This may result in some adjusted individual check accrual amounts at the end of the year due to rounding or the number of pay periods.
 5. Employees who are either on Leave Without Pay status or who fall within the provisions of the FMLA policy regarding inactive status shall cease to accrue Vacation Leave at the completion/end of the first full pay period following the first day of such absence.
 6. Prior service or service as a temporary or part-time employee (if any) shall not be used to determine vacation leave accrual.
- L. Any Vacation Leave administrative exceptions to this policy require advance approval of the City Manager or Human Resources Director as his/her designee and shall be documented in writing.
- M. Employees covered under the terms of a collective bargaining agreement should refer to the agreement for the controlling language concerning this benefit.

REFERENCES: N/A

EFFECTIVE DATE: _____, 2024

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

RESPONSIBLE DEPARTMENT: Human Resources

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

W. Patrick Cale, Mayor

ATTEST:

Tammy L. Tracy, City Clerk
(SEAL)

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

Katrina Bodenhamer, City Attorney