

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
MAY 13, 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 and Public Works Committee minutes of April 8, 2024, or take other necessary action.
2. Consider approval of Ordinance No. 4229-A, an ordinance of the City of Muskogee, by amending Chapter 2, Administration, Article V, Boards and Commissions, Division 12, Municipal Employees Retirement Board, Section 2-472, Terms and Representation By Department, Section 2-473, Absences and Vacancies; Providing for Codification, Repealer, Severability and Setting an Effective Date. (Maggie Eaton)
3. Consider approval of Amended City Council Policy 3-6-7, Collective Bargaining, or take other necessary action. (Maggie Eaton)
4. Consider approval of Resolution No. 2988 for the Community Development Block Grant Small Cities, Contract No. 18265 CDBG-SC 21, for water line repairs in the amount of \$288,333.00, or take other necessary action. (Jody King)
5. Consider approval of the final plat of ACT MD Addition, consisting of two (2) lots on five (5) acres, located on Hancock Street west of Foltz Lane, or take other necessary action. (Jody King)
6. Receive City of Muskogee Annual Phase II Stormwater report summary for permitted MS4s submitted to ODEQ April 25, 2024, and take other necessary action. (Mike Stewart)
7. Consider approval of Resolution No. 2981 authorizing the continuation of the account fund for the City of Muskogee entitled "Solid Waste Improvements," and designating the manner in which said account shall be operated for the upcoming FY2024-2025, or take other necessary action. (Mike Stewart)

8. Consider approval to accept ODEQ Permit No. SL000051240028, for the construction of 1,623 linear feet of eight (8) inch PVC sanitary sewer line plus all the appurtenances, to serve the Green Country Behavioral Health Sewer Line Extension, Muskogee County, Oklahoma, or take other necessary action. (Mike Stewart)
9. Consider approval to authorize the City Manager to amend the Muskogee Water System Maintenance Contract and Street Repair Contract between the City of Muskogee and Cook Consulting, LLC, by increasing the not-to-exceed limit to \$675,000.00, for the remaining fiscal year, from the original amount of \$575,000, or take other necessary action. (Mike Stewart)
10. Consider approval for final payment in the amount \$77,999.19, to Rosscon, LLC, for completion of the SE Zone Mill and Overlay Project No. 2023027, or take other necessary action. (Mike Stewart)
11. Consider approval to authorize the removal of the traffic signal at Gibson and North J Streets, replacing with a 4-way stop, pending the results of a traffic engineering study, or take other necessary action. (Mike Stewart)
12. Consider approval to nominate and appoint Councilmember Dan Hall as Vice-Chair of the Finance Committee, or take other necessary action. (Mayor W. Patrick Cale)

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: 05/13/2024
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 and Public Works Committee minutes of April 8, 2024, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

3-11-2024 pw min
4-8-2024 pwmin

MINUTES

OF THE PUBLIC WORKS COMMITTEE OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN REGULAR SESSION IN COUNCIL CHAMBERS OF CITY HALL MARCH 11, 2024

The Public Works Committee of the City of Muskogee, Oklahoma, met in Regular Sessions at 5:30 p.m., March 11, 2024, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

Present: Vice Mayor Derrick Reed; Committee Member Jaime Stout; Committee Member Alex Reynolds; Committee Member Traci McGee; Chair Tracy Hoos; Committee Member Shirley Hilton-Flanary; Committee Member Perline Boyattia-Craig; Committee Member Patrick Cale

Absent: Mayor Marlon J. Coleman

Staff Mike Miller, City Manager; Roger Kolman, Assistant City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Kenna Terrell, Deputy City Clerk; Mike Stewart, Public Works Director; Jeff Reeves, Project Manager; Dennis Read, Treasurer; Maggie Eaton, Human Resources Director; Jody Moore, Fire Chief; Avery Rigney, Assistant Public Works Director; Mark Wilkerson, Parks & Recreation Director; Reggie Cotton, Deputy Police Chief; Alicia Glanz, Deputy Treasurer; Seth Campbell, Assistant City Attorney; Austin Witt, Deputy City Attorney

1. Consider approval of Public Works Committee minutes of February 12, 2024, or take other necessary action.

Motion was made by Committee Member Shirley Hilton-Flanary, seconded by Committee Member Alex Reynolds to approve of Public Works Committee minutes of February 12, 2024.

AYE: Vice Mayor Derrick Reed, Committee Member Jaime Stout, Committee Member Alex Reynolds, Committee Member Traci McGee, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Perline Boyattia-Craig, Committee Member Patrick Cale

Carried - Unanimously

2. Consider approval of Ordinance No. 4225-A, an ordinance amending the City of Muskogee Code of Ordinances, Chapter 90, Zoning Regulations; Article XII, On-Site Development Standards; Section 04-05(a) Fences in Residential Districts, providing for Repealer, Severability, and Setting an Effective Date, or take other necessary action. (Committee Member Jamie Stout)

Committee Member Jaime Stout stated she had several citizens request a revision of the fence ordinance, and this ordinance will change the height requirement of backyard fences in residential districts from six feet (6') to eight feet (8').

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Alex Reynolds to approve Ordinance No. 4225-A, an ordinance amending the City of Muskogee Code of Ordinances, Chapter 90, Zoning Regulations; Article XII, On-Site Development Standards; Section 04-05(a) Fences in Residential Districts, providing for Repealer, Severability, and Setting an Effective Date.

AYE: Vice Mayor Derrick Reed, Committee Member Jaime Stout, Committee Member Alex Reynolds, Committee Member Traci McGee, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Perline Boyattia-Craig, Committee Member Patrick Cale

Carried - Unanimously

3. Consider approval of Ordinance 4229-A, an Ordinance of the City of Muskogee, by Amending Chapter 2, Administration, Article V. Boards and Commissions, Division 12 Municipal Employees Retirement Board; Section 2-470, Established; Functions and Duties; Meetings; Quorum; Section 2-471, Membership, Election and Qualifications; Section. 2-472, Terms and Representation By Department; Providing for Codification, Repealer, Severability and Setting an Effective Date. (Maggie Eaton)

Human Resources Director Maggie Eaton stated the proposed ordinance will move the election for board members from the month of December to the month of April. It would also remove the requirement of a Council Member serving on the board. Ms. Eaton stated all board members would be selected by City employees. Staff recommended approval.

Discussion followed.

Motion was made by Committee Member Perline Boyattia-Craig, seconded by Committee Member Alex Reynolds to approve of Ordinance 4229-A, an Ordinance of the City of Muskogee, by Amending Chapter 2, Administration, Article V. Boards and Commissions, Division 12 Municipal Employees Retirement Board; Section 2-470, Established; Functions and Duties; Meetings; Quorum; Section 2-471, Membership, Election and Qualifications; Section. 2-472, Terms and Representation By Department; Providing for Codification, Repealer, Severability and Setting an Effective Date.

AYE: Vice Mayor Derrick Reed, Committee Member Jaime Stout, Committee Member Alex Reynolds, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Perline Boyattia-Craig, Committee Member Patrick Cale

NAY: Committee Member Traci McGee

Carried

4. Consider approval of amended City Council Policy 3-1-1, Affirmative Action Plan, for FY 2022-2023, or take other necessary action. (Maggie Eaton)

Human Resources Director Maggie Eaton stated the purpose of the Affirmative Action Plan is to identify organizational components and job categories within the City of Muskogee's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve equitable representation. Changes made to this report reflect current employees, as some formerly listed are no longer employed. Staff recommended approval.

Committee Member Traci McGee asked about the diversity in the administration.

City Manager Mike Miller stated the report shows the diversity within the employment population as compared to the diversity of the City of Muskogee.

Chair Tracy Hoos asked for a motion on this item. Failed, for lack of motion.

City Manager Mike Miller stated the Affirmative Action Plan reflects the current makeup of the City's employees.

Committee Member Perline Boyattia-Craig stated that qualifications and experience dictate whether a person is placed in a position, not the ethnicity or race of that individual.

Discussion followed.

Motion was made by Committee Member Perline Boyattia-Craig, seconded by Committee Member Patrick Cale to approve of amended City Council Policy 3-1-1, Affirmative Action Plan, for FY 2022-2023.

AYE: Vice Mayor Derrick Reed, Committee Member Jaime Stout, Committee Member Alex Reynolds, Committee Member Traci McGee, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Perline Boyattia-Craig, Committee Member Patrick Cale

Carried - Unanimously

5. Consider approval of Resolution No. 2977 amending Appendix A.--Schedule of Fees and Charges, to the City of Muskogee Code of Ordinances (Wholesale Customers Water Rates), or take other necessary action. (Mike Miller)

City Manager Mike Miller stated there is a need to increase water rates for wholesale customers as the actual cost of the water has increased. This increase will allow the City to recoup all costs of providing water to outside wholesale water customers.

Motion was made by Committee Member Patrick Cale, seconded by Committee Member Shirley Hilton-Flanary to approve of Resolution No. 2977 amending Appendix A.--Schedule of Fees and Charges, to the City of Muskogee Code of Ordinances (Wholesale Customers Water Rates).

AYE: Vice Mayor Derrick Reed, Committee Member Jaime Stout, Committee Member Alex Reynolds, Committee Member Traci McGee, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Perline Boyattia-Craig, Committee Member Patrick Cale

Carried - Unanimously

6. (No Action) Receive report on the upcoming annual Azalea Cleanup, to take place March 20th through March 23rd, or take other necessary action. (Mike Stewart)

Stormwater Technician Samantha Henderson presented a PowerPoint about the upcoming Azalea Cleanup.

7. Consider approval of the use of the Muskogee-Davis Regional Airport for a TORA! TORA! TORA! event sponsored by Davis Field Aviation, our FBO operator at the airport, with financial and promotional support from Visit Muskogee, or take other necessary action. (Mike Stewart)

Fixed Based Operator Mike Anderson stated this is a patriotic reenactment of the attack on Pearl Harbor. He stated this is practice only, and the airport will not close for the event.

Motion was made by Committee Member Alex Reynolds, seconded by Committee Member Jaime Stout to approve of the use of the Muskogee-Davis Regional Airport for a TORA! TORA! TORA! event sponsored by Davis Field Aviation, our FBO operator at the airport, with financial and promotional support from Visit Muskogee.

AYE: Vice Mayor Derrick Reed, Committee Member Jaime Stout, Committee Member Alex Reynolds, Committee Member Traci McGee, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Perline Boyattia-Craig, Committee Member Patrick Cale

Carried - Unanimously

8. Consider approval of the purchase of 112 two-yard dumpsters from Wastequip, for a total amount of \$53,483.00, via the Sourcewell Purchasing Agreement, RFP #040621, or take other necessary action. (Mike Stewart)

Public Works Director Mike Stewart stated this will replace a total of 112 of the 500 City dumpsters. He explained they are a nice beachwood color and are aesthetically pleasing, as well as equipped with functional lids. This is a budgeted item through the Sourcewell Purchasing Agreement. Staff recommended approval.

Motion was made by Committee Member Traci McGee, seconded by Committee Member Shirley Hilton-Flanary to approve of the purchase of 112 two-yard dumpsters from Wastequip, for a total amount of \$53,483.00, via the Sourcewell Purchasing Agreement, RFP #040621.

AYE: Vice Mayor Derrick Reed, Committee Member Jaime Stout, Committee Member Alex Reynolds, Committee Member Traci McGee, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Perline Boyattia-Craig, Committee Member Patrick Cale

Carried - Unanimously

9. (No Action) Receive report on street rehabilitation projects funded by the 2019 CIP street sales tax, or take other necessary action. (Mike Stewart)

Assistant Public Works Director Avery Rigney reported on the street rehabilitation projects funded by the 2019 CIP Street Sales Tax with a PowerPoint presentation.

Ryan Lowe, 3303 Jeannie Lane, spoke about streets that need further repair or replacement.

10. Consider approval for the City of Muskogee to submit a Notice of Intent to seek potential funding for the Meadows Subdivision Flood Mitigation Study, in the amount of \$150,000.00, and the Citywide Stormwater Management Plan, in the amount of \$500,000.00, to accept said grant funds if awarded, and use of the matching grant funds in the amount of \$187,500 for these grants, or take other necessary action. (Mike Stewart)

Assistant Public Works Director Avery Rigney stated this is for two (2) separate grants. The first is to pay for the master drainage plan, which will be a complete inventory of the components' location and condition of the public draining system. It will assess the nature and magnitude of what constitutes a flooding event, the relative degree of flood risk for a specific area of town. Secondly, a flood study on the Meadows subdivision in particular, searching for ways to mitigate the risk of floods and increase the threshold for what is a flood event.

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Shirley Hilton-Flanary to approve for the City of Muskogee to submit a Notice of Intent to seek potential funding for the Meadows Subdivision Flood Mitigation Study, in the amount of \$150,000.00, and the Citywide Stormwater Management Plan, in the amount of \$500,000.00, to accept said grant funds if awarded, and use of the matching grant funds in the amount of \$187,500 for these grants.

AYE: Vice Mayor Derrick Reed, Committee Member Jaime Stout, Committee Member Alex Reynolds, Committee Member Traci McGee, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Perline Boyattia-Craig, Committee Member Patrick Cale

Carried - Unanimously

11. Consider approval of the lowest and best bid in the amount of \$2,270,998.50, Subtotal Base plus Add Alt. No. 1 Bid, from Cook Consulting, LLC, for Waterline Interconnects Package "D", Project No. 2022024, as recommended by Cowan Group Engineering, or take other necessary action. (Mike Stewart)

Project Manager Jeff Reeves stated this will replace 11,652 linear feet of water lines throughout the city. Staff recommended approval.

Motion was made by Committee Member Traci McGee, seconded by Committee Member Patrick Cale to approve of the lowest and best bid in the amount of \$2,270,998.50, Subtotal Base plus Add Alt. No. 1 Bid, from Cook Consulting, LLC, for Waterline Interconnects Package "D", Project No. 2022024, as recommended by Cowan Group Engineering.

AYE: Vice Mayor Derrick Reed, Committee Member Jaime Stout, Committee Member Alex Reynolds, Committee Member Traci McGee, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member Perline Boyattia-Craig, Committee Member Patrick Cale

Carried - Unanimously

12. (No Action) Discuss a forensic audit of the City of Muskogee financial records, or take other necessary action. (Committee Member Traci McGee)

Greg Webb, 2207 Hayes Street, spoke in favor of a forensic audit of the City of Muskogee financial records.

Ryan Lowe, 3303 Jeannie Lane, spoke in favor of a forensic audit of the City of Muskogee financial records.

Committee Member Traci McGee stated she feels there is not enough checks and balances within the City processes.

Chair Tracy Hoos stated claims are brought forward in three (3) public meetings: Purchasing, Finance, and City Council. The City website has claims dating back to 2011. Audits are performed by third party auditors as required by the State of

Oklahoma, and are reviewed by the State. He stated this is the current process.

RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.

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There being no further business, the meeting was adjourned.

CHAIR TRACY HOOS
PUBLIC WORKS COMMITTEE

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MINUTES

OF THE PUBLIC WORKS COMMITTEE OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN REGULAR SESSION IN COUNCIL CHAMBERS OF CITY HALL APRIL 8, 2024

The Public Works Committee of the City of Muskogee, Oklahoma, met in Regular Sessions at 5:30 p.m., April 8, 2024, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

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

Staff Present: Mike Miller, City Manager; Roger Kolman, Assistant City Manager; Katrina Bodenhamer, City Attorney; Kenna Terrell, Deputy City Clerk; Mike Stewart, Public Works Director; Jeff Reeves, Project Manager; Johnny Teehee, Police Chief; Maggie Eaton, Human Resources Director; Avery Rigney, Assistant Public Works Director; Rick Ewing, Asst. Director of P&R-Parks Division; Tera Shows, Media Relations Manager; Jody King, Planning Director; Samantha Henderson, Stormwater Quality Technician

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

Motion was made by Mayor Marlon J. Coleman, seconded by Committee Member Alex Reynolds to table this item until the May 13, 2024 Public Works Meeting.

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

Carried - Unanimously

2. (Stricken) 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)

Planning Director Jody King stated this ordinance comes after Resolution No. 2976 to annex the property to the south and surrounding the John T. Griffin Industrial Park. He stated the Planning and Zoning Commission reviewed this and recommended approval. Staff also recommended approval.

Motion was made by Committee Member Perline Boyattia-Craig, seconded by Committee Member Shirley Hilton-Flanary to approve 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.

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

Carried - Unanimously

4. (No Action) Receive report on the Azalea Cleanup Event that took place March 20th through March 23rd, or take other necessary action. (Mike Stewart)

Stormwater Technician Samantha Henderson reported on the Azalea Cleanup Event with a PowerPoint Presentation.

5. (Stricken) 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)

Human Resources Director Maggie Eaton explained this is a housekeeping item as a word was left out of the previous policy. She stated "forfeited" will be added to maxed out accruals, aligning with our past and current practices. Staff recommended approval.

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Alex Reynolds to approve of amended Council Policy 3-3-3, Vacation Leave Policy.

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

Carried - Unanimously

RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.

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Traci McGee thanked the Muskogee Community for allowing her to serve four (4) years as Committee Member and Councilor.

There being no further business, the meeting was adjourned.

CHAIR TRACY HOOS
PUBLIC WORKS COMMITTEE

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Public Works Committee

2.

Meeting Date: 05/13/2024
Initiator: Maggie Eaton, Human Resources Director
Department: Personnel
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Ordinance No. 4229-A, an ordinance of the City of Muskogee, by amending Chapter 2, Administration, Article V, Boards and Commissions, Division 12, Municipal Employees Retirement Board, Section 2-472, Terms and Representation By Department, Section 2-473, Absences and Vacancies; Providing for Codification, Repealer, Severability and Setting an Effective Date. (Maggie Eaton)

BACKGROUND:

The Municipal Employees Retirement Board has been inactive for the past few years and there are currently no sitting board members. Council approved amendments to this Ordinance at the March City Council Meeting. However, the dates approved for the election in order to reestablish the Committee did not give staff enough time to hold the election. These amendments would move the election to allow terms for the members to begin on July 1. These changes also clean up language that should have been removed with the previous amendments as the City Council approved the removal of a City Council representative from the Retirement Committee.

RECOMMENDED ACTION:

Approve the Ordinance.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee

3.

Meeting Date: 05/13/2024
Initiator: Maggie Eaton, Human Resources Director
Department: Personnel
Staff Information Source: Maggie Eaton

Information

AGENDA ITEM TITLE:

Consider approval of Amended City Council Policy 3-6-7, Collective Bargaining, or take other necessary action. (Maggie Eaton)

BACKGROUND:

Council directed staff to amend Council Policy 3-6-7 to allow staff to streamline the negotiation process by removing "Further, as negotiations continue, any subsequent offers or counteroffers shall be approved by Council prior to submission to the respective collective bargaining unit". Council will provide initial direction and allow staff to negotiate within those parameters.

RECOMMENDED ACTION:

Recommend approval of amended City Council Policy 3-6-7, Collective Bargaining

Fiscal Impact

Attachments

Updated 3-6-7
Track Change Copy
Current Version

CITY COUNCIL POLICY 3-6-7

DISTRIBUTION: City Manager, All Departments

SUBJECT: **Collective Bargaining**

APPLICATION: Applies to the City of Muskogee Negotiation Team Members

PURPOSE: Both the City and bargaining units have an obligation under applicable laws to negotiate in good faith. The purpose of this policy is to establish guidelines, in the interest of fairness and integrity of the bargaining process, set by the City Council to the City of Muskogee's Negotiation Team Members. This policy does not seek to direct or control the actions of labor; rather, it seeks to impose a level of self-discipline by the City Council on its members and bargaining representatives. Adherence to these guidelines will avoid actions that could circumvent designated bargaining teams, and help to ensure that labor negotiations are conducted in good faith and to ensure City Council is informed of and authorizes applicable bargaining items.

BACKGROUND: Collective bargaining is governed by Title 11 §51-101 of the Oklahoma Statutes Fire and Police Arbitration Act, applicable City of Muskogee Ordinances and the City of Muskogee Charter. The City has a right to insist that contract negotiations take place at the bargaining table between the designated representatives of the City and the designated representatives of the various bargaining unit employees. Members of the City Council shall not negotiate with the employee representatives. Both the City and the bargaining units have an obligation under applicable laws and ordinances to negotiate in good faith and not to bypass the negotiation teams.

As used in this policy, "negotiate" means to meet and confer with another to endeavor to reach an agreement on matters within the scope of representation

A. Negotiation Strategy and Direction

- I. The City Manager shall present the city's negotiation position to the City Council in executive session no later than the first City Council meeting of March each calendar year.
2. The City Council will provide direction on the negotiating strategy, including but not limited to:
 - i. Negotiable items, **including** financial terms
 - ii. Short term goals
 - iii. Long term goals
3. The Negotiation Team shall not begin negotiating terms of a new collective bargaining agreement until the Council has provided direction on strategy approved proposed terms.

4. The City Council will receive updates no less than monthly after negotiations have begun.

B. Policy Statement

1. All labor negotiations shall be conducted by designated representatives at the bargaining table. Prior to the start of negotiations with each applicable bargaining unit, the City's bargaining representative(s) shall meet with City Council in Executive Session at a City Council meeting to discuss applicable items and set forth applicable terms for negotiations. No Councilmember will individually negotiate with any bargaining unit member. Any inquiries received by a Councilmember from a bargaining unit's representative regarding bargaining proposals shall be referred to the City's authorized negotiator(s).
2. The City's negotiator(s) shall provide periodic updates on the status of negotiations in Executive Session at City Council meetings, as needed. Councilmembers shall direct any questions related to labor negotiations for follow up through the City Manager.
3. Consistent with Oklahoma Statutes, Title 25 Section 307B.2, closed session discussions regarding labor relations are to be held in the strictest confidence and neither Councilmembers nor staff shall disclose any closed session discussion regarding negotiations.
4. If bargaining unit members ask Councilmembers any questions, provide any feedback or make general comments about the status of negotiations, they shall be referred to their bargaining representative.
5. Nothing in this policy shall prohibit Councilmembers from listening to bargaining unit representatives or persons acting on their behalf; Councilmembers; however, shall not knowingly respond to or discuss any proposals or any other confidential closed-session discussions.

REFERENCES: Title 11, Section 51-101 Oklahoma Statutes
Title 25, Section 407B.2 Oklahoma Statutes
City of Muskogee Ordinances Chapter 48, Article II.
City of Muskogee Charter

EFFECTIVE DATE: May 13, 2024

RESCISSION: *N/A*

RESPONSIBILITY DEPARTMENT: Human Resources Department

PASSED AND APPROVED BY CITY COUNCIL OF THE CITY OF MUSKOGEE,
OKLAHOMA, THIS DAY OF July 2021.

JK

ATTEST:



Sammy L. Hill
Sammy L. Hill
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APPROVED as to form and legality this 17 day of July, 2021.

Roy D. Tucker
Roy D. Tucker, City Attorney

CITY COUNCIL POLICY 3-6-7

DISTRIBUTION: City Manager, All Departments

SUBJECT: **Collective Bargaining**

APPLICATION: Applies to the City of Muskogee Negotiation Team Members

PURPOSE: Both the City and bargaining units have an obligation under applicable laws to negotiate in good faith. The purpose of this policy is to establish guidelines, in the interest of fairness and integrity of the bargaining process, set by the City Council to the City of Muskogee's Negotiation Team Members. This policy does not seek to direct or control the actions of labor; rather, it seeks to impose a level of self-discipline by the City Council on its members and bargaining representatives. Adherence to these guidelines will avoid actions that could circumvent designated bargaining teams, and help to ensure that labor negotiations are conducted in good faith and to ensure City Council is informed of and authorizes applicable bargaining items.

BACKGROUND: Collective bargaining is governed by Title 11 §51-101 of the Oklahoma Statutes Fire and Police Arbitration Act, applicable City of Muskogee Ordinances and the City of Muskogee Charter. The City has a right to insist that contract negotiations take place at the bargaining table between the designated representatives of the City and the designated representatives of the various bargaining unit employees. Members of the City Council shall not negotiate with the employee representatives. Both the City and the bargaining units have an obligation under applicable laws and ordinances to negotiate in good faith and not to bypass the negotiation teams.

As used in this policy, "negotiate" means to meet and confer with another to endeavor to reach an agreement on matters within the scope of representation

A. Negotiation Strategy and Direction

- I. The City Manager shall present the city's negotiation position to the City Council in executive session no later than the first City Council meeting of March each calendar year.
2. The City Council will provide direction on the negotiating strategy, including but not limited to:
 - i. Negotiable items, **including** financial terms
 - ii. Short term goals
 - iii. Long term goals
3. The Negotiation Team shall not begin negotiating terms of a new collective bargaining agreement until the Council has provided direction on strategy approved proposed terms. ~~Further, as negotiations continue, any subsequent offers or counter offers shall be approved by Council prior to submission to the respective collective bargaining unit.~~

4. The City Council will receive updates no less than monthly after negotiations have begun.

B. Policy Statement

1. All labor negotiations shall be conducted by designated representatives at the bargaining table. Prior to the start of negotiations with each applicable bargaining unit, the City's bargaining representative(s) shall meet with City Council in Executive Session at a City Council meeting to discuss applicable items and set forth applicable terms for negotiations. No Councilmember will individually negotiate with any bargaining unit member. Any inquiries received by a Councilmember from a bargaining unit's representative regarding bargaining proposals shall be referred to the City's authorized negotiator(s).
2. The City's negotiator(s) shall provide periodic updates on the status of negotiations in Executive Session at City Council meetings, as needed. Councilmembers shall direct any questions related to labor negotiations for follow up through the City Manager.
3. Consistent with Oklahoma Statutes, Title 25 Section 307B.2, closed session discussions regarding labor relations are to be held in the strictest confidence and neither Councilmembers nor staff shall disclose any closed session discussion regarding negotiations.
4. If bargaining unit members ask Councilmembers any questions, provide any feedback or make general comments about the status of negotiations, they shall be referred to their bargaining representative.
5. Nothing in this policy shall prohibit Councilmembers from listening to bargaining unit representatives or persons acting on their behalf; Councilmembers; however, shall not knowingly respond to or discuss any proposals or any other confidential closed-session discussions.

REFERENCES: Title 11, Section 51-101 Oklahoma Statutes
Title 25, Section 407B.2 Oklahoma Statutes
City of Muskogee Ordinances Chapter 48, Article II.
City of Muskogee Charter

EFFECTIVE DATE: May 13, 2024 ~~July 1, 2021~~

RESCISSION: *N/A*

RESPONSIBILITY DEPARTMENT: Human Resources Department

PASSED AND APPROVED BY CITY COUNCIL OF THE CITY OF MUSKOGEE,
OKLAHOMA, THIS DAY OF July 2021.

ATTEST:



Tammy L. Hill

Tammy L. Hill



A large, stylized blue signature, possibly reading "JK", written over a horizontal line.

APPROVED as to form and legality this 17 day of July, 2021.



Roy D. Tucker, City Attorney

CITY COUNCIL POLICY 3-6-7

DISTRIBUTION: City Manager, All Departments

SUBJECT: **Collective Bargaining**

APPLICATION: Applies to the City of Muskogee Negotiation Team Members

PURPOSE: Both the City and bargaining units have an obligation under applicable laws to negotiate in good faith. The purpose of this policy is to establish guidelines, in the interest of fairness and integrity of the bargaining process, set by the City Council to the City of Muskogee's Negotiation Team Members. This policy does not seek to direct or control the actions of labor; rather, it seeks to impose a level of self-discipline by the City Council on its members and bargaining representatives. Adherence to these guidelines will avoid actions that could circumvent designated bargaining teams, and help to ensure that labor negotiations are conducted in good faith and to ensure City Council is informed of and authorizes applicable bargaining items.

BACKGROUND: Collective bargaining is governed by Title 11 §51-101 of the Oklahoma Statutes Fire and Police Arbitration Act, applicable City of Muskogee Ordinances and the City of Muskogee Charter. The City has a right to insist that contract negotiations take place at the bargaining table between the designated representatives of the City and the designated representatives of the various bargaining unit employees. Members of the City Council shall not negotiate with the employee representatives. Both the City and the bargaining units have an obligation under applicable laws and ordinances to negotiate in good faith and not to bypass the negotiation teams.

As used in this policy, "negotiate" means to meet and confer with another to endeavor to reach an agreement on matters within the scope of representation

A. Negotiation Strategy and Direction

- I. The City Manager shall present the city's negotiation position to the City Council in executive session no later than the first City Council meeting of March each calendar year.
2. The City Council will provide direction on the negotiating strategy, including but not limited to:
 - i. Negotiable items, **including** financial terms
 - ii. Short term goals
 - iii. Long term goals
3. The Negotiation Team shall not begin negotiating terms of a new collective bargaining agreement until the Council has provided direction on strategy approved proposed terms. Further, as negotiations continue, any subsequent offers or counter-offers shall be approved by Council prior to submission to the respective collective bargaining unit.

4. The City Council will receive updates no less than monthly after negotiations have begun.

B. Policy Statement

1. All labor negotiations shall be conducted by designated representatives at the bargaining table. Prior to the start of negotiations with each applicable bargaining unit, the City's bargaining representative(s) shall meet with City Council in Executive Session at a City Council meeting to discuss applicable items and set forth applicable terms for negotiations. No Councilmember will individually negotiate with any bargaining unit member. Any inquiries received by a Councilmember from a bargaining unit's representative regarding bargaining proposals shall be referred to the City's authorized negotiator(s).
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REFERENCES: Title 11, Section 51-101 Oklahoma Statutes
Title 25, Section 407B.2 Oklahoma Statutes
City of Muskogee Ordinances Chapter 48, Article II.
City of Muskogee Charter

EFFECTIVE DATE: July 1, 2021

RESCISSION: *NA*

RESPONSIBILITY DEPARTMENT: Human Resources Department

PASSED AND APPROVED BY CITY COUNCIL OF THE CITY OF MUSKOGEE,
OKLAHOMA, THIS DAY OF July 2021.

ATTEST:



Sammy L. Hill
Sammy L. Hill
(

JK

APPROVED as to form and legality this 17 day of July, 2021.

Roy D. Tucker
Roy D. Tucker, City Attorney

Public Works Committee

4.

Meeting Date: 05/13/2024

Submitted For: Jody King, Planning Dept

Initiator: Jody King, Planning Director

Department: Planning Dept

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Resolution No. 2988 for the Community Development Block Grant Small Cities, Contract No. 18265 CDBG-SC 21, for water line repairs in the amount of \$288,333.00, or take other necessary action. (Jody King)

BACKGROUND:

In order to proceed with the CDBG-SC 2021 project to repair water lines, the request for release of funds must be completed. A piece of that submission is the Section 3 Plan. The Section 3 Plan is a commitment by the city to serve low-income persons and businesses in consideration of the project with those in the project area. The Section 3 Plan was signed by former Mayor Marlon Coleman with the intent of having this resolution adopted by the City Council before his term ended. With the change of leadership, after adoption, Mayor Patrick Cale shall be the designated Equal Opportunity Officer in his capacity as the Chief Elected Official for the City of Muskogee and will re-sign the attached Section 3 Plan.

RECOMMENDED ACTION:

Approve the Resolution

Fiscal Impact

Attachments

Resolution No. 2988

RESOLUTION NO. 2988

A RESOLUTION ADOPTING THE SECTION 3 PLAN AS REQUIRED BY THE OKLAHOMA DEPARTMENT OF COMMERCE AND SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 FOR COMMUNITY DEVELOPMENT BLOCK GRANT AWARD 18625 CDBG-SC 21.

WHEREAS, The City of Muskogee has been awarded a contract from the Oklahoma Department of Commerce, CDBG Contract number 18625 CDBG-SC 21; and

WHEREAS, The City of Muskogee is required by the Oklahoma Department of Commerce and Section 3 of the Housing and Urban Development Act of 1968 to adopt Section 3 Plan; and

WHEREAS, the Section 3 Plan is intended to ensure, to the greatest extent feasible, that training and employment opportunities generated by the U.S. Department of Housing and Urban Development projects be given to low-income residents of the Section 3 project area and that contracts for work in connection with this project be awarded to qualified Section 3 Business Concerns.

WHEREAS, if awarded, it is the intention of the City of Muskogee to implement its CDBG project activities in accordance with all program regulations including the said Section 3 requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA THAT THE CITY OF MUSKOGEE ADOPTS THE CDBG SECTION 3 PLAN, WHICH IS ATTACHED HERETO AS "ATTACHMENT A" AND MADE A PART HEREOF;

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS _____ DAY OF _____, 20____.

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

Seal

**“Attachment A” Sample
SECTION 3 PLAN**

City of Muskogee

CDBG contract # 18265 CDBG 21

(Name of Grantee - Town, City, or County) agrees to implement affirmative steps to comply with the Section 3 requirements set forth at 24 CFR 75 directed at increasing the utilization of lower income residents and businesses within project site.

- A. To implement Section 3 requirements by seeking the assistance of local officials in determining the exact boundaries of the applicable project area.
- B. To attempt to recruit from within the City/County the necessary number of lower income residents through local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists
- D. To insert this Section 3 plan in all bid documents, and to require all bidders to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals
- E. To ensure that all appropriate project area business concerns are notified of pending sub contractual opportunities
- F. To maintain records, including copies of correspondence, memoranda, etc., which document that all the above affirmative action steps have been taken.
- G. To appoint or recruit an executive official as Equal Opportunity Officer (EOO) to coordinate the implementation of this Section 3 plan
- H. To list all permanent workforce for this project by job title
- I. To list all projected workforce needs for this project by job classification and time frame for potential hire.

As officer and representative of (*grantee*) City of Muskogee, the undersigned, I have read and fully agree to the above and become a party to the full implementation of this program.

Marlon J. Colman

Chief Elected Official or designated EOO

3/29/24

Date


Signature

Approved as to form and legality this
29 day of March, 2024


City Attorney

Public Works Committee

5.

Meeting Date: 05/13/2024

Submitted For: Jody King, Planning Dept

Initiator: Jody King, Planning Director

Department: Planning Dept

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of the final plat of ACT MD Addition, consisting of two (2) lots on five (5) acres, located on Hancock Street west of Foltz Lane, or take other necessary action. (Jody King)

BACKGROUND:

LEGAL DESCRIPTION

The West Half of the Southwest Quarter of the Southwest Quarter of the Southeast Quarter of Section 31, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

BACKGROUND

The application was submitted on behalf of the property owners, and indicated the property is being platted into two (2) lots on five (5) acres with lot one (1) being used for a single family residence and lot two (2) being used for a commercial dog grooming business. The applicant will be required to extend the sewer to the new lots. The final plat complies with the requirements of the subdivision regulations. This plat went to the Subdivision Review Committee on March 26, 2024, and was approved with conditions. The conditions were that the preliminary plat be revised to show the fire hydrant in the SW corner, and the plat must be revised to show the sewer lines to be eight inches (8"). These conditions were met.

RECOMMENDED ACTION:

Recommendation approval of the plat.

Fiscal Impact

Attachments

Staff Report

Subdivision Review Committee Minutes

Preliminary Plat

Final Plat

Planning & Community Development Staff Report

City of Muskogee Planning & Zoning Commission

Monday, April 15, 2024 @ 9:00 A.M.

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

Consider approval of the preliminary and final plat of ACT MD Addition, consisting of two (2) lots on five (5) acres, located on Hancock Street west of Foltz Lane, or take other necessary action.

Planning Department Analysis

Current Zoning & Use: C-2 and R-1; general commercial and single family housing

Proposed Zoning & Use: No change; no change

Quarter Section, Range, Township: SE31-R19E-T15N

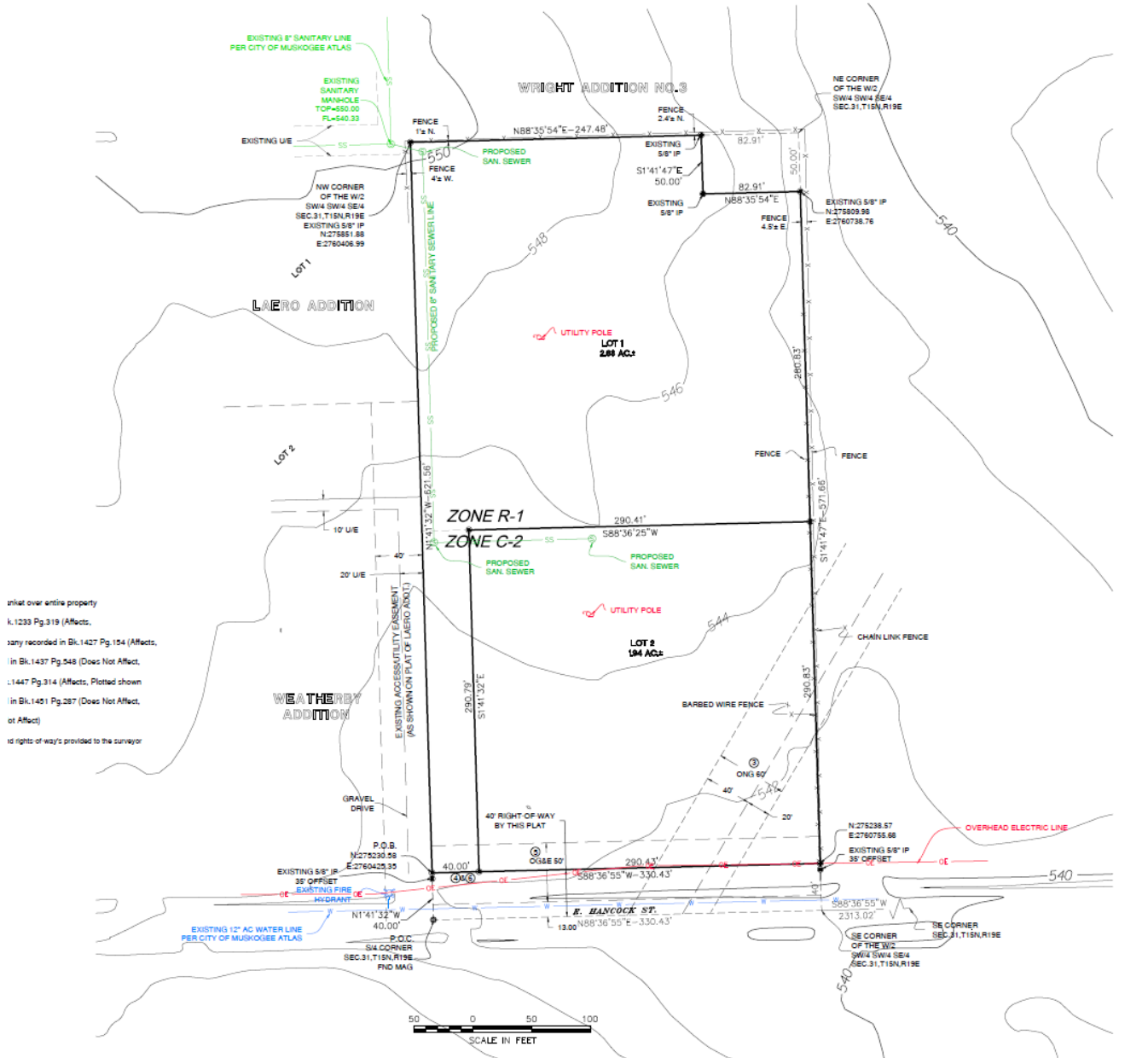
Street Address: (See Legal)

Legal Description: The West Half of the Southwest Quarter of the Southwest Quarter of the Southeast Quarter of Section 31, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

Discussion: The application was submitted by Heartland Surveying & Mapping (Agent) on behalf of the property owners, and indicated the property is being platted into two (2) lots on five (5) acres with lot one (1) being used for a single family residence and lot two (2) being used for a commercial dog grooming business. The applicant will be required to extend sewer service to the new lots. These plats went to Subdivision Review Committee on March 26, 2024 and were approved with conditions. The conditions were that the preliminary plat be revised to show the fire hydrant in the SW corner, and the plats must be revised to show the sewer lines to be eight inches (8"). These conditions were met and a new preliminary plat with the corrections was sent to the Subdivision Review Committee for review. The preliminary and final plat both comply with the requirements of the subdivision regulations.

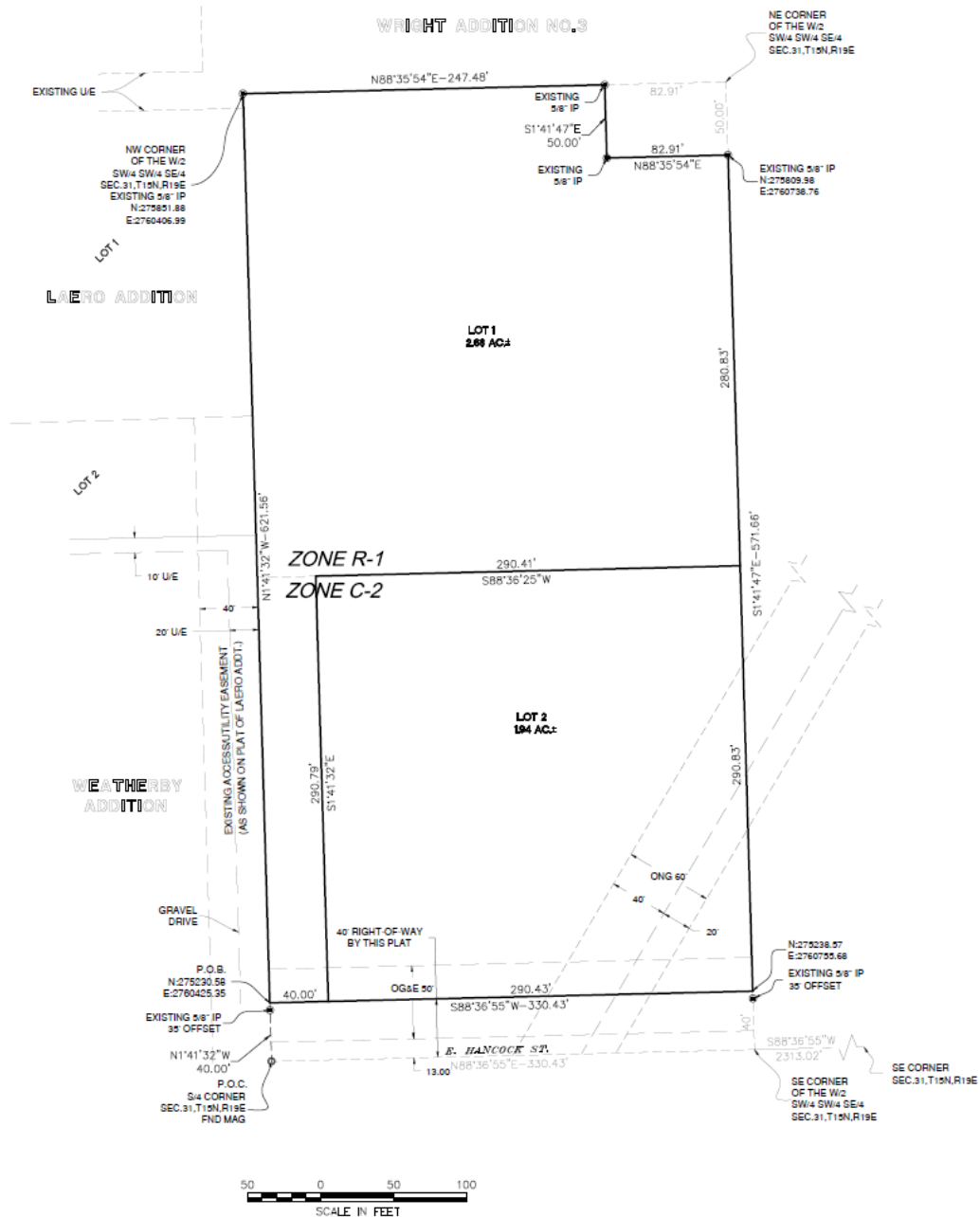
RECOMMENDATION: Approve the preliminary and final plat of ACT MD Addition.

**PRELIMINARY PLAT
OF
ACT MD ADDITION
SECTION 31, T15N, R19E,
CITY OF MUSKOGEE
MUSKOGEE COUNTY, STATE OF OKLAHOMA**

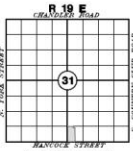


Initial over entire property
k.1233 Pg.319 (Affects,
any recorded in Blk.1427 Pg.154 (Affects,
in Blk.1437 Pg.548 (Does Not Affect,
1.1447 Pg.314 (Affects, Plotted shown
in Blk.1451 Pg.287 (Does Not Affect,
or Affect)
id right-of-way's provided to the surveyor

**FINAL PLAT
OF
ACT MD ADDITION
SECTION 31, T15N, R19E,
CITY OF MUSKOGEE
MUSKOGEE COUNTY, STATE OF OKLAHOMA**



DATE: 08/11/2024
TIME: 08:00 AM
DRAWN BY: [REDACTED]



LOCATION MAP
NOT TO SCALE

DEVELOPMENT SUMMARY:

- NUMBER OF LOTS: 2-4 ACRES
- BUILDING SETBACK REQUIREMENTS FOR ZONE C-2: FRONT LOT - 10', SIDE LOT - 5', REAR LOT - 10'
- BUILDING SETBACK REQUIREMENTS FOR ZONE R-1: FRONT LOT - 10', SIDE LOT - 5', REAR LOT - 10'

OUTDOOR OBSERV AND DATUM FROM TSP:
CITY OF MUSKOGEE AND ASH # 10242141

SEE 1/4" X 1/4" THIS PLAN DISPLAYS DIMENSIONS NOTED

SUBJECTS:

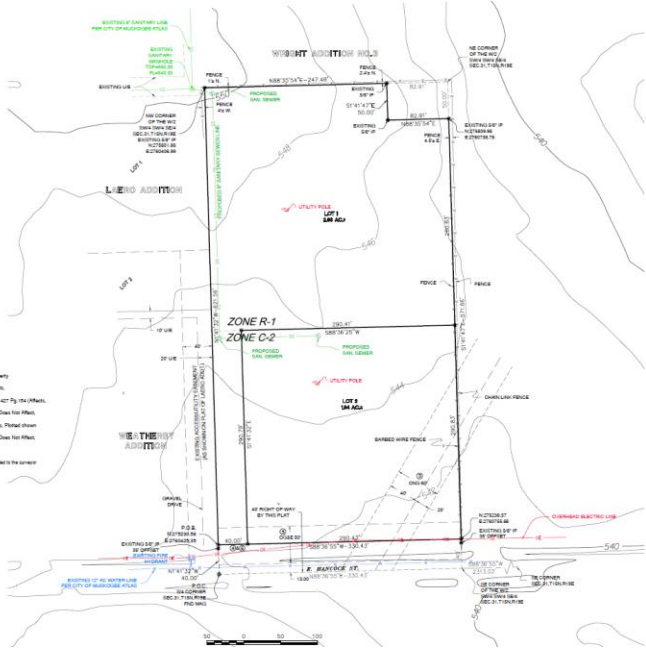
- City of Muskogee Ordinance No. 1047 Pg. 14 (M.U.C. District one with property)
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In compliance with Ordinance No. 1047 Pg. 14 (M.U.C. District one with property)

Horizontal Datum (D) BASED ON NAD 83 (NAD 83) DATUM
STATE PLUMB CONFORMANCE SYSTEM, OKLAHOMA, DETERMINED

Heartland Surveying & Mapping, PLLC
640 N. 1st Street, Muskogee, Oklahoma 74401
918-684-6232

PRELIMINARY PLAT OF ACT MD ADDITION SECTION 31, T15N, R19E, CITY OF MUSKOGEE MUSKOGEE COUNTY, STATE OF OKLAHOMA



STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

I, ARCHIE SAYES, County Clerk, do hereby certify that on the 11th day of August 2024, at Muskogee, Oklahoma, in the presence of me, the undersigned, a duly qualified and sworn notary public in and for the State of Oklahoma, personally appeared ARCHIE SAYES, in his own behalf and in behalf of the City of Muskogee, Oklahoma, and acknowledged to me that he executed the same as that his free and voluntary act and deed for the purposes aforesaid.

WITNESSE My hand and seal this 11th day of August 2024.

My Commission expires: Henry Parks

CERTIFICATE OF SURVEY

I, ARCHIE SAYES, County Clerk, do hereby certify that on the 11th day of August 2024, at Muskogee, Oklahoma, in the presence of me, the undersigned, a duly qualified and sworn notary public in and for the State of Oklahoma, personally appeared ARCHIE SAYES, in his own behalf and in behalf of the City of Muskogee, Oklahoma, and acknowledged to me that he executed the same as that his free and voluntary act and deed for the purposes aforesaid.

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My Commission expires: Henry Parks

TREASURER'S CERTIFICATE

I, TONY RAYSON, County Treasurer, do hereby certify that on the 11th day of August 2024, at Muskogee, Oklahoma, in the presence of me, the undersigned, a duly qualified and sworn notary public in and for the State of Oklahoma, personally appeared ARCHIE SAYES, in his own behalf and in behalf of the City of Muskogee, Oklahoma, and acknowledged to me that he executed the same as that his free and voluntary act and deed for the purposes aforesaid.

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CERTIFICATE OF COUNTY CLERK

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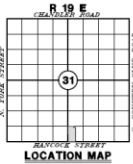
FLOOD CERTIFICATION

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WITNESSE My hand and seal this 11th day of August 2024.

My Commission expires: Henry Parks

DATE: 08/11/2024
TIME: 08:00 AM
DRAWN BY: [REDACTED]



LOCATION MAP
NOT TO SCALE

DEVELOPMENT SUMMARY:

- NUMBER OF LOTS: 2-4 ACRES
- BUILDING SETBACK REQUIREMENTS FOR ZONE C-2: FRONT LOT - 10', SIDE LOT - 5', REAR LOT - 10'
- BUILDING SETBACK REQUIREMENTS FOR ZONE R-1: FRONT LOT - 10', SIDE LOT - 5', REAR LOT - 10'

OUTDOOR OBSERV AND DATUM FROM TSP:
CITY OF MUSKOGEE AND ASH # 10242141

SEE 1/4" X 1/4" THIS PLAN DISPLAYS DIMENSIONS NOTED

SUBJECTS:

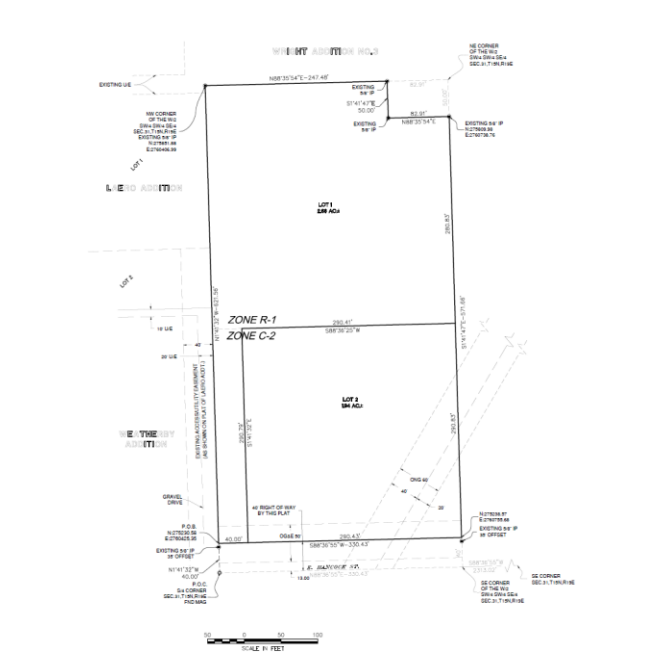
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Horizontal Datum (D) BASED ON NAD 83 (NAD 83) DATUM
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Heartland Surveying & Mapping, PLLC
640 N. 1st Street, Muskogee, Oklahoma 74401
918-684-6232

FINAL PLAT OF ACT MD ADDITION SECTION 31, T15N, R19E, CITY OF MUSKOGEE MUSKOGEE COUNTY, STATE OF OKLAHOMA



STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

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My Commission expires: Henry Parks

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WITNESSE My hand and seal this 11th day of August 2024.

My Commission expires: Henry Parks

SUBDIVISION REVIEW COMMITTEE
MINUTES
MARCH 26, 2024

Committee Members:

Jody King, Planning Director
Sarah Winkle, Associate Planner/GIS Specialist
Gary Garvin, City of Muskogee
Aaron Mayhugh, Fire Marshall
~~Mike Stewart, Public Works Director~~
~~Avery Rigney, Assistant Public Works Director~~
Abigail Wright, Environmental Technician
Samantha Henderson, Stormwater Quality Technician
Scott Fletcher, Pollution Control Superintendent
Eric Twyman, Water Dist. Superintendent
~~Jeff Reeves, Project Manager~~
~~Johnny Tehee, Police Chief~~

Others:

Tony Robison, Heartland Surveying
~~Keith Melson, OGE~~
~~Vicki Atchely, Muskogee County 911~~

Meeting was called to order by Sarah Winkle at 10:30 a.m.

Discussion was held on the request from Tony Robison, Heartland Surveying, Agent, for approval of the Preliminary and Final Plats of the ACT MD Addition, consisting of two (2) lots on five (5) acres. Lot one (1) being used for a single family residence and lot two (2) being used for a commercial dog grooming business. The property is located on Hancock Street at the West Half of the Southwest Quarter of the Southwest Quarter of the Southeast Quarter of Section 31, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma.

- ❖ Motion was made by Eric Twyman and seconded by Scott Fletcher to APPROVE the request from Heartland Surveying (Tony Robison, Agent) for the Preliminary and Final Plat of the ACT MD Addition; subject to the following items being addressed:

- The plats must be revised to show the fire hydrant in the SW Corner
- The plats must be revised to show the Sewer Lines to be 8"

Motion carried unanimously.

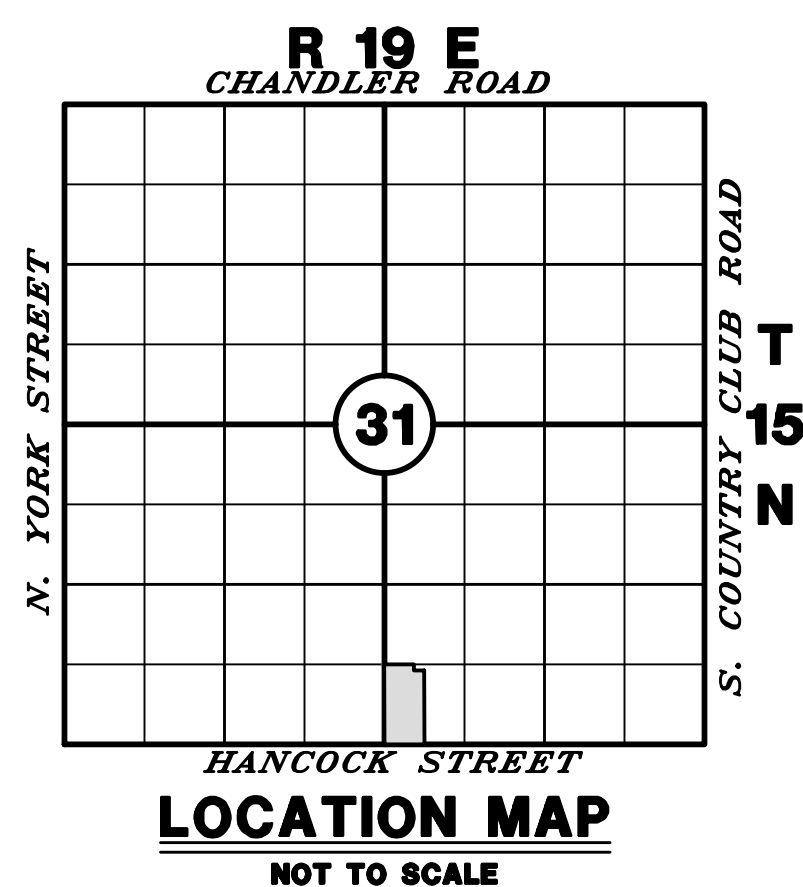
- ❖ Discussion and notes:

- Since the property is more than one (1) acre the developer will need an ODEQ Permit OKR-10.
- There needs to be one (1) connection for the house and one (1) for the business, and the meters need to be close to the main and not at the SW corner of Lot 1.
- The developer will need a storm water permit.
- Remind the developer about the curb and parking ordinances and specifications as well as submitting their constructions plans.

With no further discussion, the meeting adjourned at 10:55 a.m.

DRAWN BY: AM DATE: 3/26/2024
 CHECKED BY: TDR FILE NAME: WO11882

PRELIMINARY PLAT OF ACT MD ADDITION SECTION 31, T15N, R19E, CITY OF MUSKOGEE MUSKOGEE COUNTY, STATE OF OKLAHOMA



OWNERS:
 ARCHIE SAYES
 MUSKOGEE, OKLA. 74403

DEVELOPMENT SUMMARY:

NUMBER OF LOTS: 2- 4.62 ACRES

BUILDING SETBACK REQUIREMENTS FOR ZONE C-2:

FRONT LOT = 25'
 SIDE LOT = 6'
 CORNER LOT = 20'
 REAR LOT = 20'

BUILDING SETBACK REQUIREMENTS FOR ZONE R-1:

FRONT LOT = 25'
 SIDE LOT = 6'
 CORNER LOT = 15'
 REAR LOT = 25'

CONTOURS SHOWN ARE NAVD88 FROM THE CITY OF MUSKOGEE AND ARE 2' INTERVAL

● =SET 5/8" IRON PIN UNLESS OTHERWISE NOTED

EASEMENTS

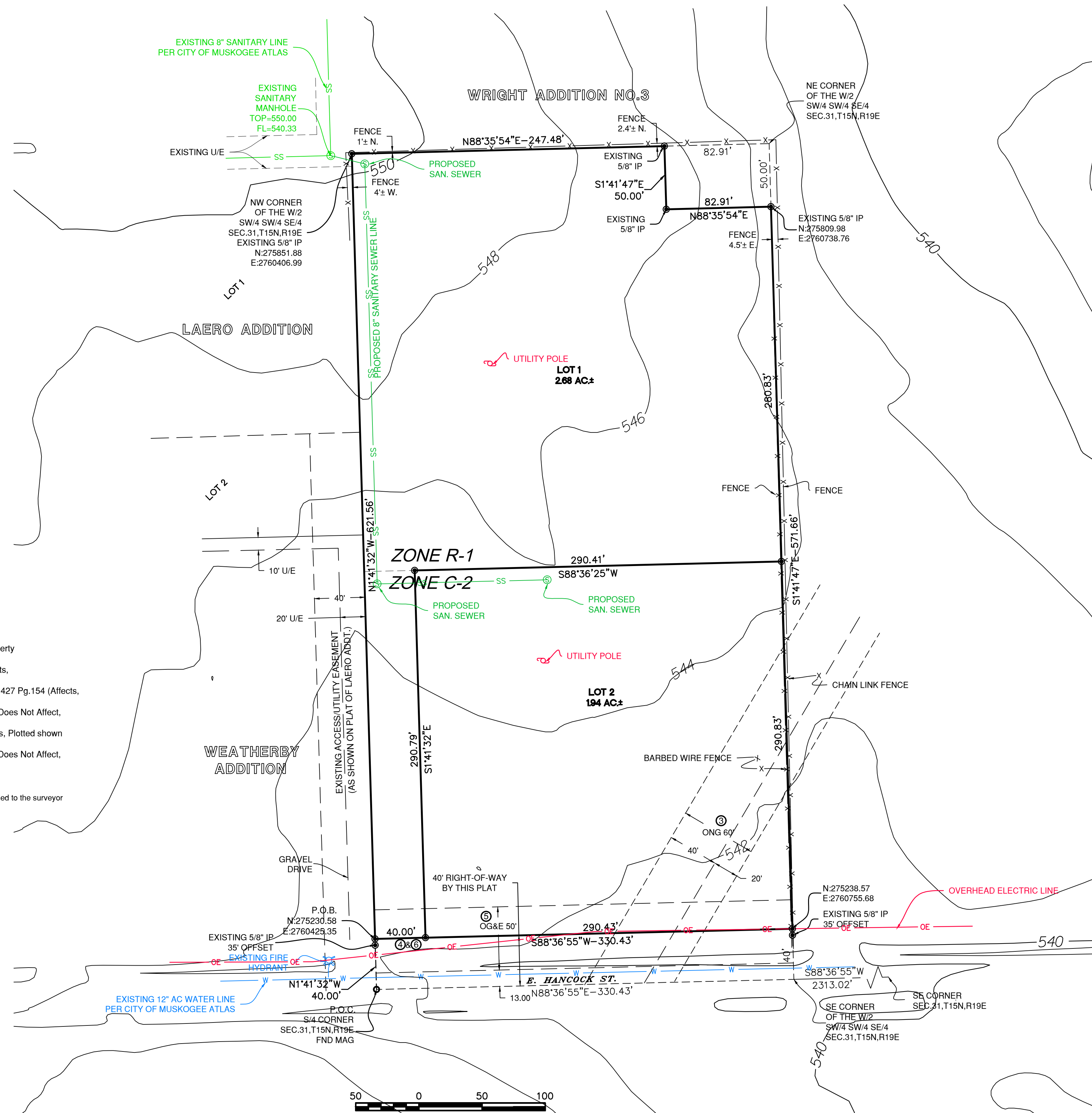
- ① Right-of-Way easement recorded in Bk.1045 Pg.154 (Affects, Blanket over entire property SW/4 SW/4 SE/4 Section 31)
- ② Easement City of Muskogee Water line installation recorded in Bk.1233 Pg.319 (Affects, Blanket over entire property W/2 SW/4 SW/4 SE/4 Section 31)
- ③ Partial Release of Right-of-Way for Oklahoma Natural Gas Company recorded in Bk.1427 Pg.154 (Affects, shown hereon)
- ④ Easement for maintaining Water line, City of Muskogee recorded in Bk.1437 Pg.548 (Does Not Affect, Plotted hereon)
- ⑤ Easement for Oklahoma Gas & Electric Company recorded in Bk.1447 Pg.314 (Affects, Plotted shown hereon)
- ⑥ Easement for maintaining Water line, City of Muskogee recorded in Bk.1451 Pg.287 (Does Not Affect, Plotted hereon)
- ⑦ Easement for ONEOK Inc., recorded in Bk.2347 Pg.394 (Does Not Affect)

In compliance with state code, title 245-15-13-2-C-11 only easements and rights-of-way's provided to the surveyor are shown.

HORIZONTAL DATUM IS BASED ON NAD 83(93) OKLAHOMA STATE PLANE COORDINATE SYSTEM, OKLAHOMA NORTH ZONE.

Heartland Surveying & Mapping, PLLC

CA #4849
 600 Emporia St., Ste. 100
 Muskogee, Oklahoma 74403
 (918) 682-7796



STATE OF OKLAHOMA)

COUNTY OF MUSKOGEE)

KNOW ALL MEN BY THESE PRESENTS, that I, ARCHIE SAYES, hereby certify that I am the Owner of the and the person or persons having any right, title or interests to the following described tract of land, to-Wit:

A TRACT OF LAND SITUATED IN THE WEST HALF OF THE SW/4 OF THE SE/4 OF SECTION 31, T15N, R19E OF THE I.B.M., MUSKOGEE COUNTY, STATE OF OKLAHOMA; WITH THE BASIS OF BEARING OF THIS DESCRIPTION BEING NAD83 OKLAHOMA STATE PLANE, AND PREPARED ON 1/29/2024 BY TONY ROBISON, LS #1686; SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: COMMENCING AT S/4 CORNER OF SECTION 31, THENCE N1°41'32"W ALONG THE WEST LINE OF THE SE/4 A DISTANCE OF 40.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N1°41'32"W A DISTANCE OF 621.56 FEET TO THE NW CORNER OF THE W/2 SW/4 SW/4 SE/4; THENCE N88°35'54"E ALONG SAID NORTH LINE A DISTANCE OF 247.48 FEET POINT BEING 82.91 FEET WEST FROM THE NE CORNER OF THE W/2 SW/4 SW/4 SE/4; THENCE S1°41'47"E A DISTANCE OF 50.00 FEET; THENCE N88°35'54"E A DISTANCE OF 82.91 FEET TO A POINT ON THE EAST LINE OF THE W/2 SW/4 SW/4 SE/4 POINT BEING 50.00 FEET SOUTH OF THE NE CORNER OF THE W/2 SW/4 SW/4 SE/4; THENCE S1°41'47"E ALONG THE EAST LINE OF THE W/2 SW/4 SW/4 SE/4 A DISTANCE OF 571.66 FEET TO A POINT BEING 40.00 NORTH OF THE SE CORNER OF THE W/2 SW/4 SW/4 SE/4; THENCE S88°36'55"W PARALLEL WITH SOUTH LINE OF SECTION 31 A DISTANCE OF 330.43 FEET TO THE POINT OF BEGINNING, CONTAINING 4.92 ACRES, MORE OR LESS.

I further certify that I have caused said tract of land to be platted into lots and block and I have caused this plat to be made of said tract showing accurate dimension of lots and streets. I hereby designate said tract of land as ACT MD Addition and dedicate to public use all streets and utility easements as shown hereon.

ARCHIE SAYES

STATE OF OKLAHOMA
 COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared ARCHIE SAYES, to me known to be the identical persons who executed the foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the purpose set forth.

WITNESS my hand and seal this ____ day of _____, 2024.

Notary Public

My Commission expires: _____

CERTIFICATE OF SURVEY

KNOW ALL MEN BY THESE PRESENTS, that I, Tony Robison, a resident of the State of Oklahoma, do hereby certify that I have carefully and accurately surveyed and platted into lot and block the above described property and that this plat is a true and correct representation thereof, I further certify that this plat meets the minimum standards for the practice of land surveying.

WITNESS my hand and seal this ____ day of _____, 2024.

PRELIMINARY

Tony Robison, Land Surveyor 1686

STATE OF OKLAHOMA
 COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared Tony Robison to me known to be the identical person who executed the foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the purpose therein set forth.

WITNESS my hand and seal this ____ day of _____, 2024.

Notary Public

My Commission expires: _____

TREASURER'S CERTIFICATE

I hereby certify that as to all real estate involved in the plat, all taxes have been paid for 2023 as reflected by the current tax roll and that there are no taxes due for prior years, and security has been provided for 2024 taxes not as yet certified to me.

County Treasurer

CERTIFICATE OF COUNTY CLERK

This plat has been filed in the office of the County Clerk, Muskogee County, Oklahoma, this ____ day of _____, 2024. Book ____ Page ____.

County Clerk

APPROVED: City of Muskogee

Date _____

Mayor

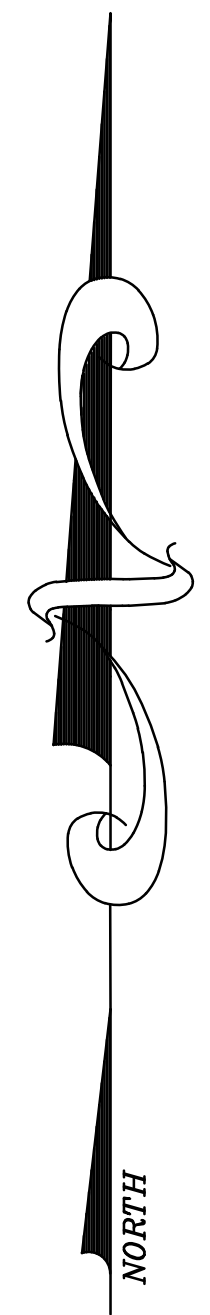
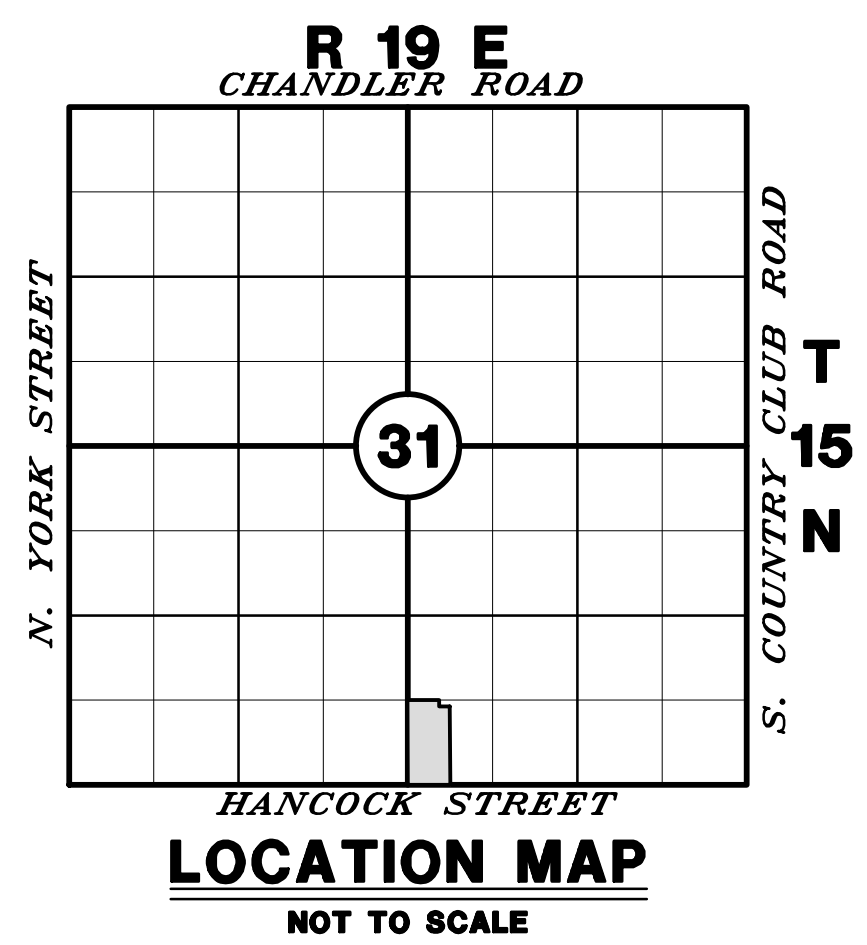
City Clerk

FLOOD CERTIFICATION

According to the U.S. Department of Housing & Urban Development Insurance Rate Map, Panel Number 40101C0255F, Effective Date February 4, 2011. The subject property is located in Zone "X", Areas determined to be outside the 0.2% annual chance floodplain.

This plat is approved by the City of Muskogee to have Public Sanitary Sewer and Public Water Systems.

FINAL PLAT OF ACT MD ADDITION SECTION 31, T15N, R19E, CITY OF MUSKOGEE MUSKOGEE COUNTY, STATE OF OKLAHOMA



OWNERS:
 ARCHIE SAYES
 MUSKOGEE, OKLA. 74403

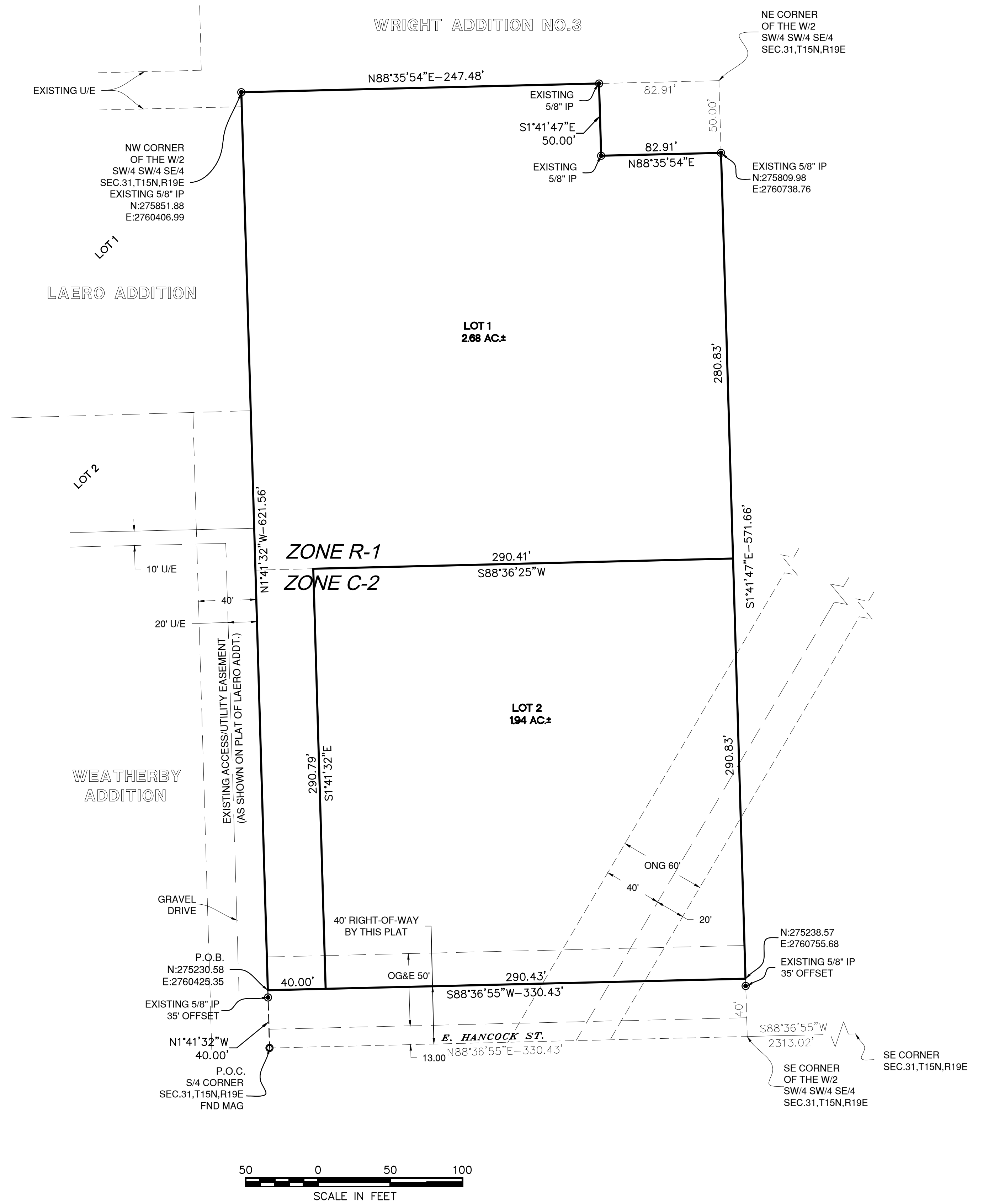
DEVELOPMENT SUMMARY:

NUMBER OF LOTS: 2= 4.62 ACRES

BUILDING SETBACK REQUIREMENTS FOR ZONE C-2:
 FRONT LOT = 25'
 SIDE LOT = 6'
 CORNER LOT = 20'
 REAR LOT = 20'

BUILDING SETBACK REQUIREMENTS FOR ZONE R-1:
 FRONT LOT = 25'
 SIDE LOT = 6'
 CORNER LOT = 15'
 REAR LOT = 25'

CONTOURS SHOWN ARE NAVD88 FROM THE CITY OF MUSKOGEE AND ARE 2' INTERVAL



HORIZONTAL DATUM IS BASED ON NAD 83(93) OKLAHOMA STATE PLANE COORDINATE SYSTEM, OKLAHOMA NORTH ZONE.

Heartland Surveying & Mapping, PLLC
 CA #4849
 600 Emporia St., Ste. "C"
 Muskogee, Oklahoma 74401
 (918) 682-7796

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 COUNTY OF MUSKOGEE)

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My Commission expires: _____

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Date _____

Mayor _____

City Clerk _____

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This plat is approved by the City of Muskogee to have Public Sanitary Sewer and Public Water Systems.

Public Works Committee

6.

Meeting Date: 05/13/2024

Submitted For: Mike Stewart, Public Works

Initiator: Kristal Keim, PW
Office Admin II

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Receive City of Muskogee Annual Phase II Stormwater report summary for permitted MS4s submitted to ODEQ April 25, 2024, and take other necessary action. (Mike Stewart)

BACKGROUND:

The Oklahoma Department of Environmental Quality requires The City of Muskogee to have a Phase II Small Municipal Separate Storm Sewer discharge permit (OKR04 Permit). The permit was renewed and went into effect September 10, 2021 and requires us to have a Stormwater Management Plan which includes Best Management Practices (BMPs) to reduce pollution to local water bodies. City staff review the program annually and submit an annual report to ODEQ by April 30th of every year. City Staff submitted a report on April 25th 2024. Staff intends to go over the report with a powerpoint to assist.

RECOMMENDED ACTION:

Receive Annual Phase II stormwater report summary.

Fiscal Impact

Attachments

Stormwater Report

CITY OF MUSKOGEE



MUSKOGEE

STORMWATER ANNUAL REPORT 2023



<https://www.nkc.org/government/departments/public-works/stormwater>

ODEQ REQUIREMENTS

- Prepare a plan to prevent pollutants from entering our storm drains
- This plan includes 6 minimum control measures with best management practices to reduce pollution
 1. Public Education and Involvement
 2. Industrial Stormwater Runoff Control (Not applicable to Muskogee)
 3. Illicit Discharge Detection and Elimination
 4. Construction Site Stormwater Runoff Control
 5. Post Construction Management in New Development and Redevelopment
 6. Pollution Prevention/Good Housekeeping for MS₄ Operations.

PUBLIC EDUCATION

- City personnel educate the public about our program.
 - Stormwater booth at home and garden show
 - 2 stormwater displays at City hall and Martin Luther King Center
 - Facebook posts about stormwater funded events citizens could participate in

PUBLIC INVOLVEMENT

- The public participated in multiple events
 - Azalea Cleanup
 - 2 household pollutant events-June and October
 - Recycling at recycle center

1214 VOLUNTEERS PARTICIPATED IN THE AZALEA CLEANUP



HOUSEHOLD POLLUTANT COLLECTION EVENTS



HOUSEHOLD POLLUTANT COLLECTION EVENTS



19,696 RESIDENTS RECYCLED MATERIALS

- Items collected and Recycled
- cardboard
- #1&2 plastics
- aluminum and tin
- glass
- waste oil



ILLICIT DISCHARGE (ANYTHING THAT SHOULD NOT GO DOWN A STORM DRAIN)

- City personnel Investigate complaints and visual observations of illicit discharges.

75 reported complaints in 2023

- Illicit discharge examples
 - Chemicals and oils
 - Illegal dumping
 - Illegal connections
 - Sewer line or manhole bypasses
 - Grass clippings in street
 - Inspecting, repairing or replacing sewer lines



ILLICIT DISCHARGE DETECTION AND ELIMINATION

- Requires implementing a Dry Weather Field Screening Program to look for illicit discharges during dry weather.

Purpose of DWFS Inspecting

- Dry weather means no runoff.
- MS4 “outfalls” should not flow.
- DWFS flows at outfalls mean potential illicit discharges.
- DWFS flows trigger “Source Tracking” inspections.
- You might identify the illicit discharge source with DWFS, but mostly DWFS triggers a Source-Tracking inspection.



10



CONSTRUCTION SITE RUNOFF CONTROL

- City personnel completed 385 construction inspections.
- Mud, dirt or chemicals that leave a construction site can fill or contaminate storm drains and pipes and enter creeks.



POST CONSTRUCTION MANAGEMENT

- Requires any Best Management practice put in place to be inspected after the project is complete.
- Requires reviewing ordinances to promote Low impact development or Green Infrastructure.
- Examples include: rain gardens, green roofs, pervious pavement, bio-swales

Examples of Local LID

Tulsa Federal Building
- Greenroof



Tulsa Zoo
- Bioretention



OK H₂O

POLLUTION PREVENTION, GOOD HOUSEKEEPING

- Keeping city work areas clean
- Street sweeping- 1,859 total curb miles
- Cleaning and maintaining storm drains and drainage channels-1203 miles cleaned
- Litter crew – 3,200 bags of trash picked up
- City facilities- # inspections



TOTAL MAXIMUM DAILY LOAD PROGRAM

- Requires new or updated best management practices for the Stormwater Management Plan.
- Requires Total Maximum Daily Load Program for impaired water bodies.
 - The Arkansas River and Coody Creek are impaired for Bacteria.
 - Requires implementation of a water quality monitoring program for bacteria by 2025.



<https://news.usc.edu/135660/how-bacteria-adapt-to-hostile-environments/>

Public Works Committee

7.

Meeting Date: 05/13/2024

Submitted For: Mike Stewart, Public Works

Initiator: Kristal Keim, PW
Office Admin II

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Resolution No. 2981 authorizing the continuation of the account fund for the City of Muskogee entitled "Solid Waste Improvements," and designating the manner in which said account shall be operated for the upcoming FY2024-2025, or take other necessary action. (Mike Stewart)

BACKGROUND:

Resolution 2981 addresses the funding for new equipment and improvements in the Solid Waste Division of Public Works. This fund, in the past, has brought in a revenue of approximately \$368,000.00 per year.

RECOMMENDED ACTION:

Approve resolution.

Fiscal Impact

Attachments

Resolution No 2981

RESOLUTION NO. 2981

**A RESOLUTION AUTHORIZING THE CONTINUATION OF
THE ACCOUNT FUND FOR THE CITY OF MUSKOGEE
ENTITLED "SOLID WASTE IMPROVEMENTS" AND
DESIGNATING THE MANNER IN WHICH SAID ACCOUNT
SHALL BE OPERATED.**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE,
THAT:

The account fund entitled "Solid Waste Improvements" which is financed by means of the deposit of two dollars and fifty cents (\$2.50) from each monthly service fee collected pursuant to Section 82-132 of the Muskogee City Code is hereby authorized from July 1, 2024 through June 30, 2025. The monies deposited in the account shall be used for the purpose of maintenance, repair, and improvement of the solid waste system within the City of Muskogee, including, but not limited to all capital improvements items.

This fund shall expire June 30, 2025, unless renewed by the City Council of the City of Muskogee.

PASSED, APPROVED, AND EFFECTIVE THIS _____.

W. PATRICK CALE, Mayor

ATTEST:

TAMMY L. TRACY, City Clerk

SEAL

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

KATRINA BODENHAMER, City Attorney

Public Works Committee

8.

Meeting Date: 05/13/2024

Submitted For: Mike Stewart, Public Works

Initiator: Kristal Keim, PW
Office Admin II

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to accept ODEQ Permit No. SL000051240028, for the construction of 1,623 linear feet of eight (8) inch PVC sanitary sewer line plus all the appurtenances, to serve the Green Country Behavioral Health Sewer Line Extension, Muskogee County, Oklahoma, or take other necessary action.
(Mike Stewart)

BACKGROUND:

Construction of sanitary sewer line, and all appurtenances to serve Green Country Behavioral Health Sewer Line Extension.

RECOMMENDED ACTION:

Accept ODEQ Permit No. SL000051240028, sanitary sewer lien for Green Country Behavioral Health Sewer Line Extension.

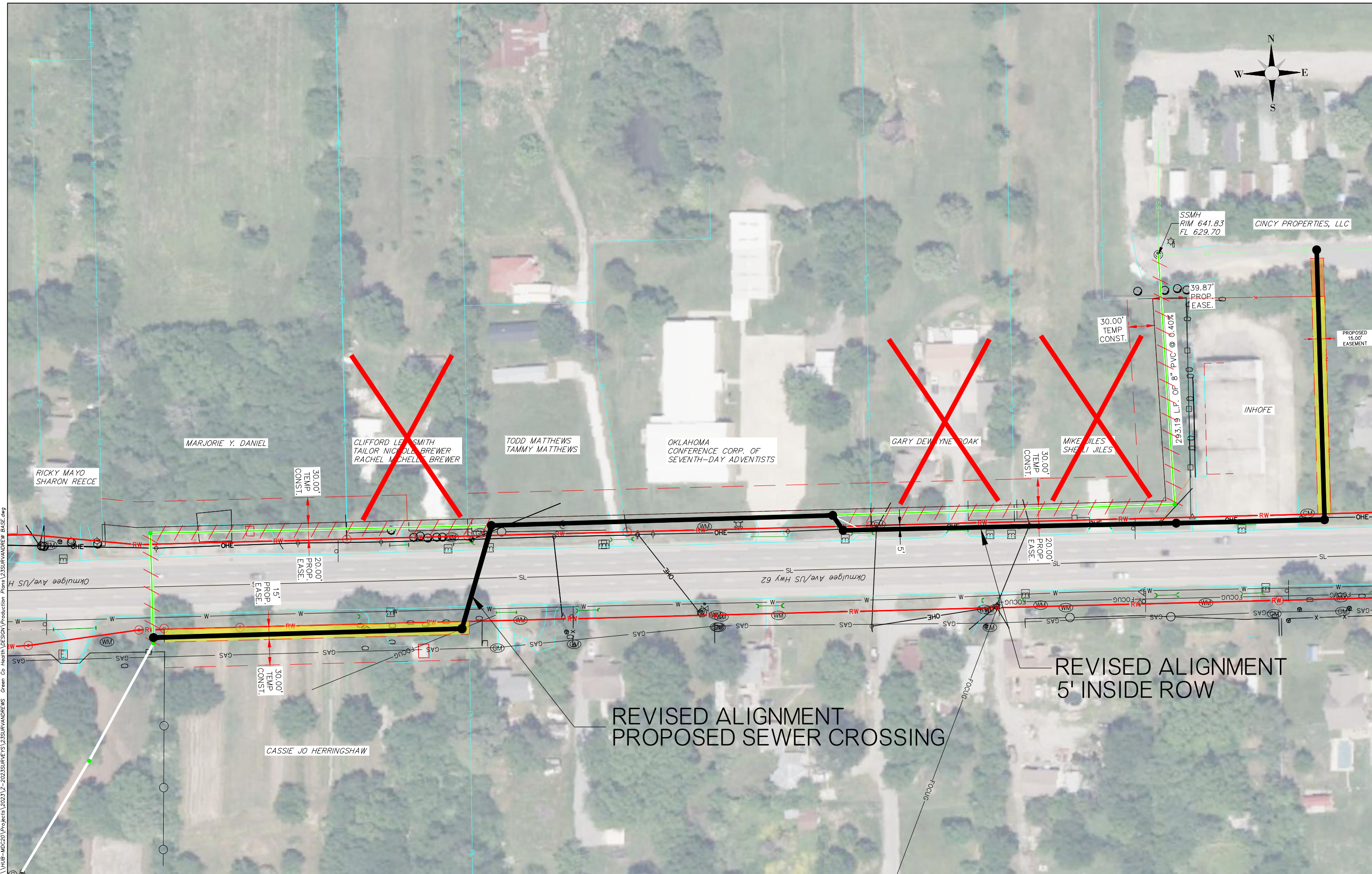
Fiscal Impact

Attachments

Map

Letter

Plans



HUB Engineering
Time of Plot: 4/23/2024 2:00 PM Plot Size: -HUB-HALF GREG.CTB
\\hub-misc02\Projects\2023\23SURVANDGCBH\Green Co Health\DESIGN\Production Plans\23SURVANDGCBH BASE.dwg

REVISED ALIGNMENT
PROPOSED SEWER CROSSING

REVISED ALIGNMENT
5' INSIDE ROW

January 29, 2024

Ms. Kristal Keim, Admin Public Works
City of Muskogee
229 W. Okmulgee
Muskogee, Oklahoma 74403

Re: Permit No. SL000051240028
8-Inch Gravity Sewer Extension
Facility No. S-20415

Dear Ms. Keim:

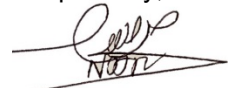
Enclosed is Permit No. SL000051240028 for the construction of 1,623 linear feet of eight (8) inch PVC sanitary sewer line plus all the appurtenances to serve the Green Country Behavioral Health Sewer Line Extension, Muskogee County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by this Department on January 29, 2024. Any deviations from the approved plans and specifications affecting capacity, flow or operation of units must be approved, in writing, by the Department before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Muskogee, after which it should be made a matter of permanent record.

We are returning one (1) set of the approved plans to you, one (1) set to your engineer and retaining one (1) set for our files.

Respectfully,



Sabghatulla Noori
Construction Permit Section
Water Quality Division

SN/RC/md

Enclosure

c: Jeff Brents, Regional Manager, DEQ
HENRYETTA DEQ OFFICE
Gregory Armstrong, P.E., Holloway, Updike and Bellen, Inc.

PERMIT No. SL000051240028

SEWER LINES

FACILITY No. S-20415

PERMIT TO CONSTRUCT

January 29, 2024

Pursuant to O.S. 27A 2-6-304, the City of Muskogee is hereby granted this Tier I Permit to construct 1,623 linear feet of eight (8) inch PVC sanitary sewer line plus all the appurtenances to serve the Green Country Behavioral Health Sewer Line Extension, located in section 19, T-15-N, R-18-E and section 30, T-15-N, R-18-E, Muskogee County, Oklahoma, in accordance with the plans approved January 29, 2024.

By acceptance of this permit, the permittee agrees to operate and maintain the facilities in accordance with the "Oklahoma Pollutant Discharge Elimination System Standards - OPDES" (OAC 252:606) rules and to comply with the state certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.
- 4) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with OAC 252:656-5-4(c)(3) of the standards for Water Pollution Control Facility Construction.
- 5) That tests will be conducted as necessary to ensure that the construction of the sewer lines will prevent excessive infiltration and that the leakage will not exceed 10 gallons per inch of pipe diameter per mile per day.
- 6) That the Oklahoma Department of Environmental Quality shall be kept informed of occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 7) That the permittee will take steps to assure that the connection of house services to the sewers is done in such a manner that the functioning of the sewers will not be impaired and that earth and ground water will be excluded from the sewers when the connection is completed.
- 8) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.

PERMIT No. SL000051240028

SEWER LINES

FACILITY No. S-20415

PERMIT TO CONSTRUCT

- 9) That any notations or changes recorded on the official set of plans and specifications in the Oklahoma Department of Environmental Quality files shall be part of the plans as approved.
- 10) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.
- 11) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.
- 12) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 13) That all manholes shall be constructed in accordance with the standards for Water Pollution Control Facility Construction (OAC 252:656-5-3), as adopted by the Oklahoma Department of Environmental Quality.
- 14) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in Water Pollution Control Facility Construction OAC 252:656-5-4(c)(1) and OAC 252:656-5-4(c)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested using the ASTM air test procedure with no detectable leakage prior to backfilling, in accordance with the standards for Water Pollution Control Facility Construction OAC 252:656-5-4(c)(3).

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions



Rocky Chen, P.E., Engineering Manager, Construction Permit Section
Water Quality Division

Plans For

8" GRAVITY SEWER EXTENSION

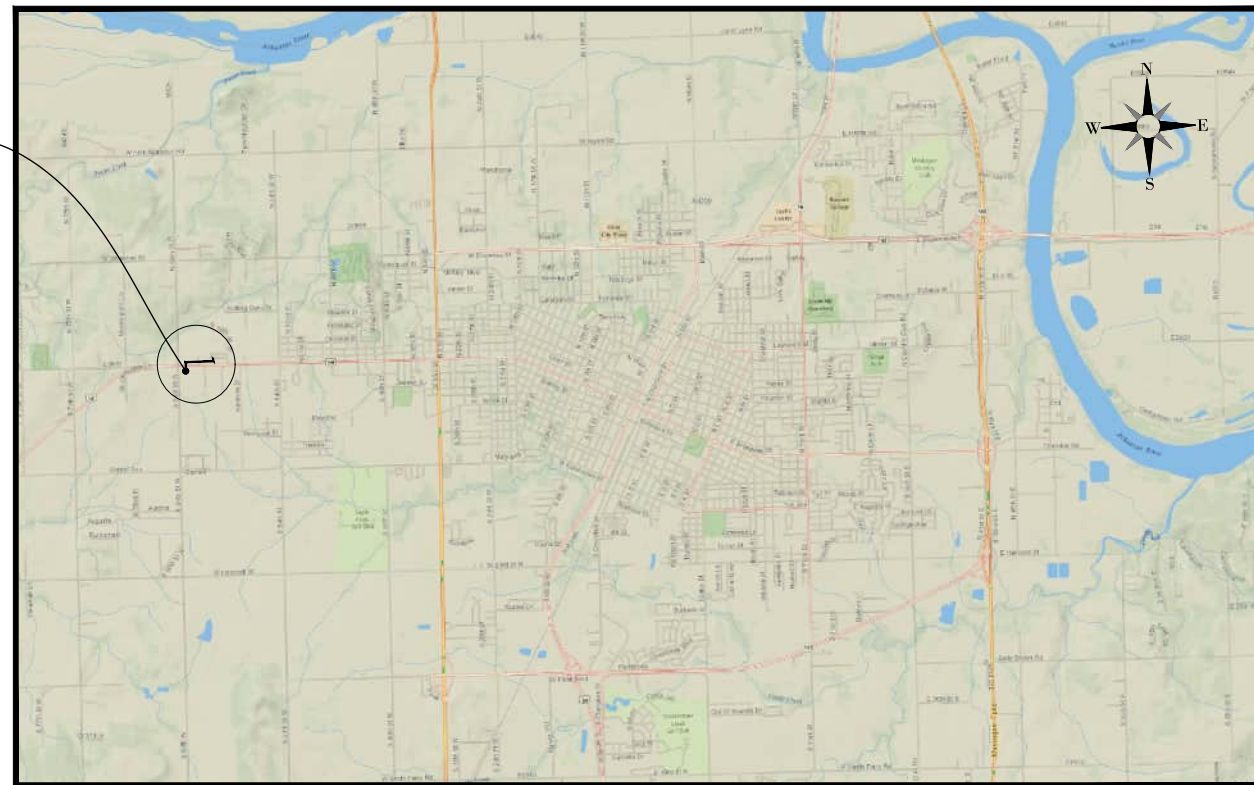
to serve

GREEN COUNTRY BEHAVIORAL HEALTH

64th Street and Okmulgee Avenue



PROJECT
LOCATION



SHEET INDEX

DESCRIPTION	PAGE
COVER SHEET	1
PROPOSED SEWER LAYOUT	2
GENERAL NOTES	3
SEWER LINE PLAN & PROFILE	4-6
MISCELLANEOUS DETAILS	7



HALF SIZE PLANS

2023

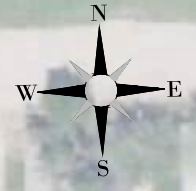
HUB JOB NO. 23GCBHSEWER/23SURVANDREWS



GREG ARMSTRONG, P.E.
OK 20883

DATE: DECEMBER 2023





SSMH
RIM 641.83
FL 629.70

30.00'
TEMP
CONST.

39.87'
PROP.
EASE.

293.19 L.F. OF 8" PVC @ 0.40%

30.00'
TEMP
CONST.

20.00'
PROP.
EASE.

PARCEL
A
MARJORIE Y. DANIEL

PARCEL
B
CLIFFORD LEE SMITH
TAILOR NICHOLE BREWER
RACHEL MICHELLE BREWER

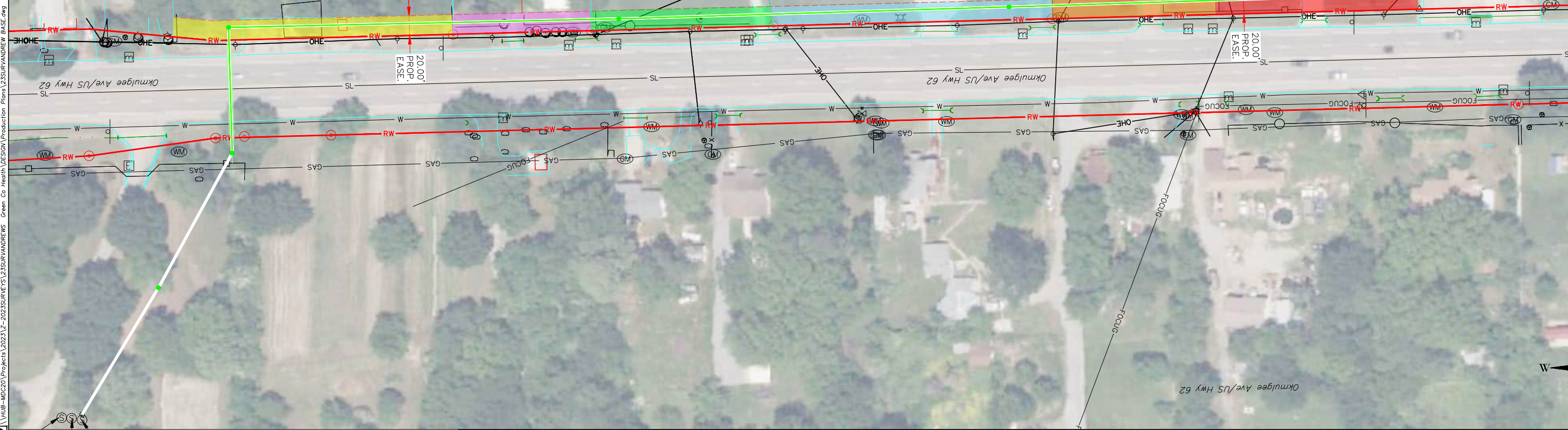
PARCEL
C
TODD MATTHEWS
TAMMY MATTHEWS

PARCEL
D
OKLAHOMA
CONFERENCE CORP. OF
SEVENTH-DAY ADVENTISTS

PARCEL
E
GARY DEWAYNE DOAK

PARCEL
F
MIKE JILES
SHELLI JILES

RICKY MAYO
SHARON REECE



HUB Engineering
Time of Plot: 1/9/2024 6:05 AM Plot Style: -HUB-RES.CTB
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SCALE:

HORZ. 1" = 50'
VERT.

8" GRAVITY SEWER EXTENSION
MUSKOGEE, OK

PROPOSED SEWER LAYOUT
PROJECT NO: 23SURVANDGBH

Detail: GA
Check: ----

Date: DECEMBER 2023
Sheet: 2

GENERAL NOTES

1. THE CONTRACTOR SHALL CALL OKIE AT 1-800-522-6543 PRIOR TO ANY EXCAVATION TO DETERMINE LOCATION OF EXISTING UTILITIES.
2. THE CONTRACTOR SHALL, AT HIS EXPENSE, UNCOVER AND DETERMINE THE DEPTH OF PIPE LINES AND OTHER UTILITIES WHICH, IN HIS OPINION, COULD INTERFERE WITH THE CONSTRUCTION.
3. THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) "STANDARD FOR HIGHWAY CONSTRUCTION-2009" ARE HEREBY ADOPTED AS PART OF THESE CONSTRUCTION DOCUMENTS WHERE REFERENCE IS MADE. NO PORTION OF THE STANDARD SPECIFICATIONS REFERRING TO BASIS OF PAYMENT OR CONTRACT PROVISIONS ARE APPLICABLE TO THESE DOCUMENTS.
4. CONTRACTOR SHALL HAVE ONE (1) EXECUTED COPY OF THE CONTRACT DOCUMENTS, SPECIFICATIONS AND DRAWINGS AT THE JOBS SITE AT ALL TIMES.
5. CONTRACTOR SHALL MAINTAIN SANITARY FACILITIES FOR CONSTRUCTION WORKERS AND OTHER ON-SITE VISITORS AT THE PROJECT SITE AT ALL TIMES.
6. CONTRACTOR SHALL MAINTAIN A CLEAN CONSTRUCTION SITE AT ALL TIMES. TRASH, SPENT PALLETS, CONTAINER REMNANTS, BINDINGS, ETC. SHALL BE PICKED UP WHEN NO LONGER IN USE AND DEPOSITED IN TRASH CONTAINERS.
7. CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL CLEARED DEBRIS, BRUSH AND TIMBER AT CONTRACTOR'S EXPENSE.
8. ALL DIMENSIONS SHOWN WITH ± SHALL BE CONFIRMED BY THE CONTRACTOR ACCORDING TO ACTUAL FIELD CONDITIONS OR EQUIPMENT REQUIREMENTS.
9. ANY EXISTING ITEMS, EQUIPMENT, STRUCTURES OR SURFACES DISTURBED OR DAMAGED BY CONTRACTOR SHALL BE REPAIRED OR REPLACED TO ORIGINAL CONDITION OR BETTER AT NO ADDITIONAL COST TO THE OWNER.
10. CONTRACTOR SHALL CONFIRM ALL DIMENSIONS WITH EQUIPMENT SUPPLIERS PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF DISCREPANCIES.
11. CONSTRUCTION STAKING WILL BE PROVIDED BY THE OWNER.
12. TOPSOIL (MINIMUM 4") IN THE DISTURBED AREAS SHALL BE REMOVED, STOCKPILED AND REPLACED ON ALL DISTURBED AREAS AFTER CONSTRUCTION OPERATIONS. PROVIDE TOPSOIL FROM OFF SITE AS REQUIRED TO PROVIDE 4" OF TOPSOIL ON ALL DISTURBED AREAS.
13. ALL WORKMANSHIP SHALL BE NEAT, PLUMB, SQUARE AND CONSTRUCTED IN A PROFESSIONAL MANNER.
14. ANY BY-PASS PUMPING AND/OR BY-PASS PIPING INSTALLED SHALL BE OPERATED AND MAINTAINED BY THE CONTRACTOR. THE CONTRACTOR IS RESPONSIBLE FOR PREVENTING UNAUTHORIZED DISCHARGES.
15. CONTRACTOR IS RESPONSIBLE FOR ANY DEWATERING REQUIRED TO CONSTRUCT THE WORK IN DRY CONDITIONS AND TO PROTECT EXCAVATION SIDE SLOPES.
16. THE CONTRACTOR SHALL ACCESS THE WORK ALONG EASEMENT AND PUBLIC ROADS UNLESS THE CONTRACTOR OBTAINS PERMISSION FROM AFFECTED LAND OWNERS.
17. TRAFFIC CONTROL
 - A. THE CONTRACTOR SHALL EMPLOY A QUALIFIED SUBCONTRACTOR TO PROVIDE TRAFFIC CONTROL PLANS AND TRAFFIC CONTROL DEVICES FOR THE PROJECT.
 - B. THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN FOR REVIEW AND ACCEPTANCE BY CITY OF MUSKOGEE PRIOR TO ROAD CLOSURES.
 - C. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY ACCESS FOR RESIDENCES AND BUSINESSES ALONG THE PROJECT ROUTE.

GENERAL PIPING NOTES

1. LAY PIPE TO UNIFORM GRADE BETWEEN INDICATED ELEVATION POINTS.
2. SIZE OF FITTINGS SHOWN ON THE PLANS SHALL CORRESPOND TO ADJACENT STRAIGHT RUN OF PIPE, UNLESS OTHERWISE INDICATED.
3. ALL UNRESTRAINED, BURIED FITTINGS SUCH AS BENDS, TEES, WYES, ETC. SHALL BE BLOCKED FOR THRUST BLOCKS AS SHOWN ON STANDARD DETAILS. THIS REQUIREMENT INCLUDES BOTH GRAVITY AND PRESSURE PIPING.
4. A MINIMUM OF 10 FEET OF HORIZONTAL SEPARATION (FOR PARALLEL LINES) AND 2 FEET OF VERTICAL SEPARATION (FOR LINES CROSSING) SHALL BE MAINTAINED BETWEEN WATER AND SANITARY SEWER LINES IN ACCORDANCE WITH OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY. PLACE SEWER LINE JOINTS AS FAR AS POSSIBLE FROM WATER LINE. SEWER LINES SHALL ALSO HAVE THE FOLLOWING HORIZONTAL SEPARATION DISTANCES:
 PETROLEUM TANKS - 50 FEET
 PUBLIC WATER SUPPLY WELL - 300 FEET
 PRIVATE WELLS - 50 FEET
 ELECTRICAL AND PETROLEUM LINES - 5 FEET
 WHEN IT IS IMPOSSIBLE TO OBTAIN THE HORIZONTAL AND VERTICAL SEPARATION AS NOTED ABOVE, CONSTRUCT THE SANITARY SEWER USING DR25 TO WATER PIPE AND PRESSURE TEST IT TO ASSURE WATER TIGHT JOINTS ADJACENT TO THE WATER LINE PRIOR TO BACKFILLING.
 SANITARY SEWER AND SEWER SERVICE LINES SHALL NOT BE LAID IN THE SAME TRENCH AS WATER MAINS OR WATER SERVICE LINES.
5. CONTRACTOR SHALL REMOVE AND RECONSTRUCT INVERTS WHERE NEW CONNECTION ARE MADE TO EXISTING MANHOLES.
6. ALL FORCE MAINS AND GRAVITY LINES CONSTRUCTED OF NON-METALLIC PIPE SHALL HAVE A NO. 12 SOLID COPPER COATED WIRE GREEN IN COLOR TAPED TO THE TOP SURFACE OF THE PIPE AND BOLTED TO MANHOLE RINGS.
7. ON MANHOLES WITH THE SAME INLET AND OUTLET, ELEVATIONS SHALL BE CONSTRUCTED SO THE CENTER OF THE MANHOLE INVERT IS CONSTRUCTED TO THE INLET AND OUTLET ELEVATION. THE INVERT SHALL BE SLOPED FROM THE CENTER OF THE MANHOLE TO MATCH THE SLOPE EACH WAY OUT OF THE MANHOLE. ON MANHOLES WITH A DROP, THE INVERT SHALL BE SLOPED TO MATCH THE OUTLET LINE'S SLOPE WITH THE CENTER OF THE INVERT MATCHING THE OUTLET ELEVATIONS.

PIPE MATERIAL SCHEDULE	
TYPE OF INSTALLATION	PIPE MATERIALS
8" GRAVITY (OPEN CUT)	PVC SDR 35
4" SERVICE LINES	PVC SCHEDULE 40

SEPARATION OF SEWER MAINS

- A. HORIZONTAL SEPARATION. SANITARY SEWERS SHALL BE AT LEAST:
 1. 50 FEET FROM PETROLEUM PRODUCT TANKS UNLESS CONSTRUCTED OF DUCTILE IRON PIPE WHICH SHALL BE NO CLOSER THAN 10 FEET (JOINT MATERIAL SHALL BE RESISTANT TO PETROLEUM PRODUCTS);
 2. 300 FEET FROM A PUBLIC WATER SUPPLY WELL;
 3. 50 FEET FROM A PRIVATE WATER WELL;
 4. 10 FEET FROM ANY EXISTING OR PROPOSED WATER MAIN; AND
 5. 5 FEET FROM ELECTRICAL LINES AND PETROLEUM LINES.
- B. VERTICAL SEPARATION (CROSSINGS). SANITARY SEWERS AND SEWER SERVICE LINES SHALL CROSS AT LEAST 24 INCHES ABOVE OR BELOW WATER MAINS, AND THE CROSSING SECTION CENTERED SO THAT THE JOINTS WILL BE AS FAR AS POSSIBLE FROM THE WATER MAINS.
- C. SPECIAL CONDITIONS. WHEN IT IS IMPOSSIBLE TO OBTAIN PROPER HORIZONTAL AND VERTICAL SEPARATION AS STIPULATED IN (1) AND (2) OF THIS SUBSECTION, DESIGN AND CONSTRUCT THE SANITARY SEWER EQUAL TO WATER PIPE, AND PRESSURE TEST IT TO ASSURE WATER TIGHTNESS OF JOINTS ADJACENT TO THE WATER LINE PRIOR TO BACKFILLING.

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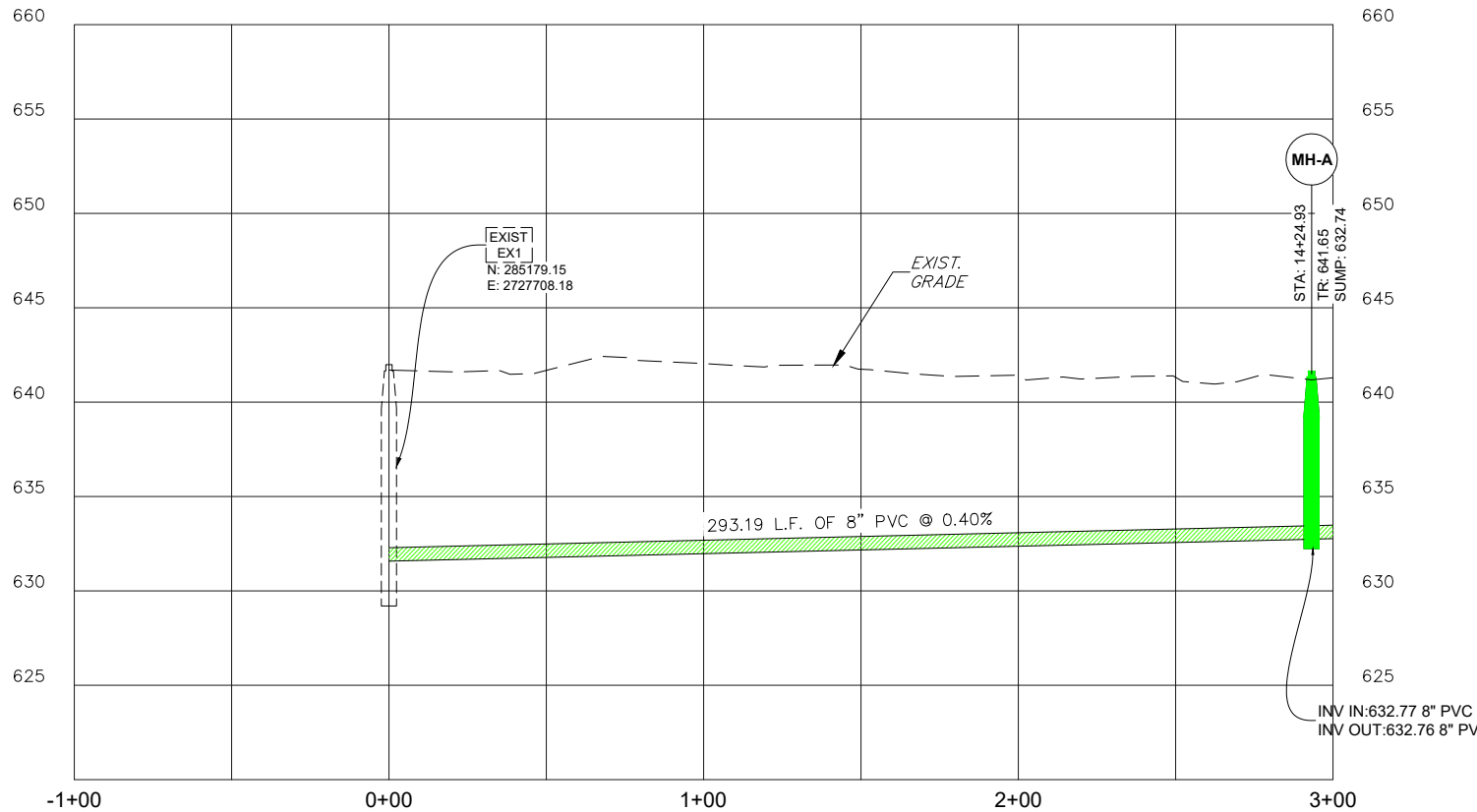
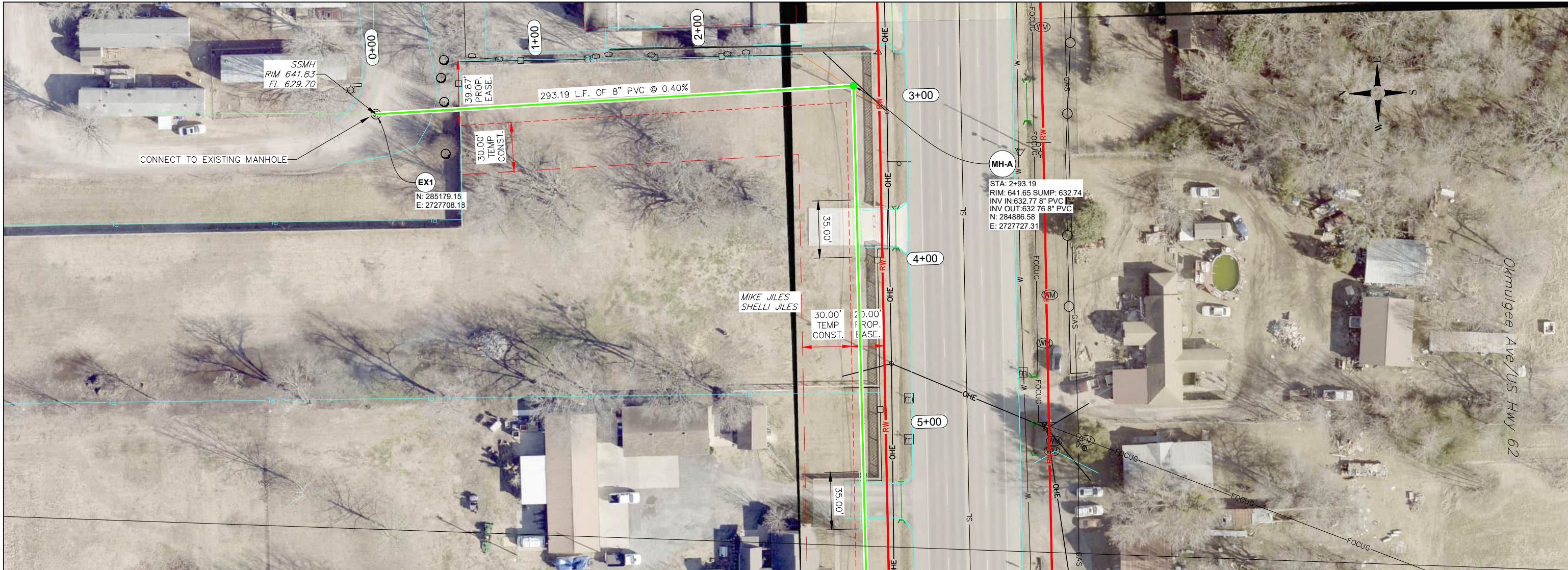
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8" GRAVITY SEWER EXTENSION
 MUSKOGEE, OK

GENERAL NOTES
 PROJECT NO: 23SURVANDGCBH

Detail: GA
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Date **DECEMBER 2023**
 Sheet **3**



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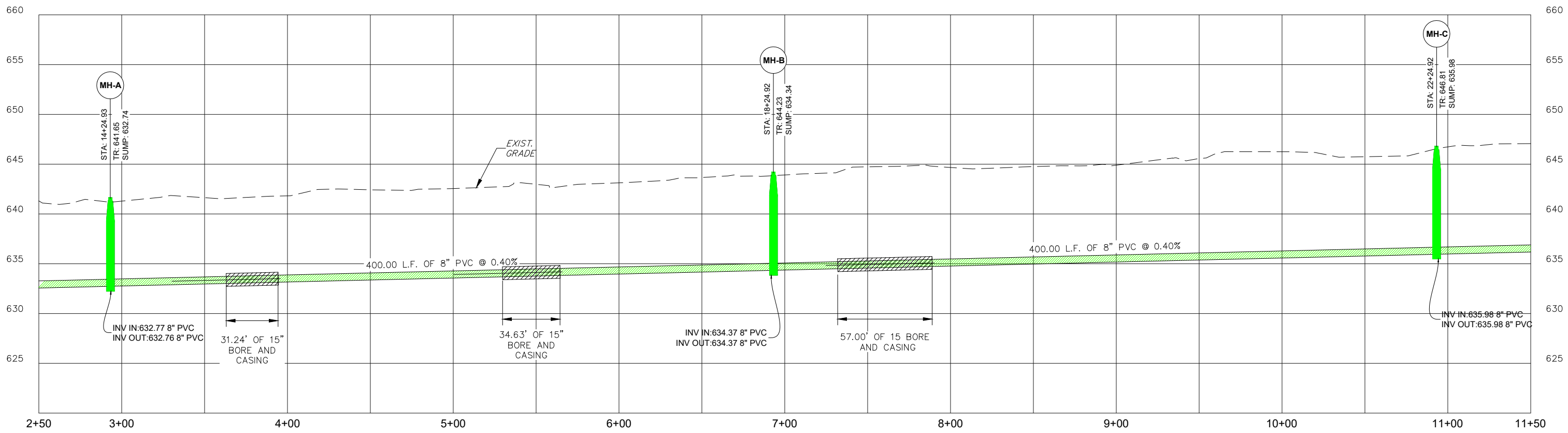
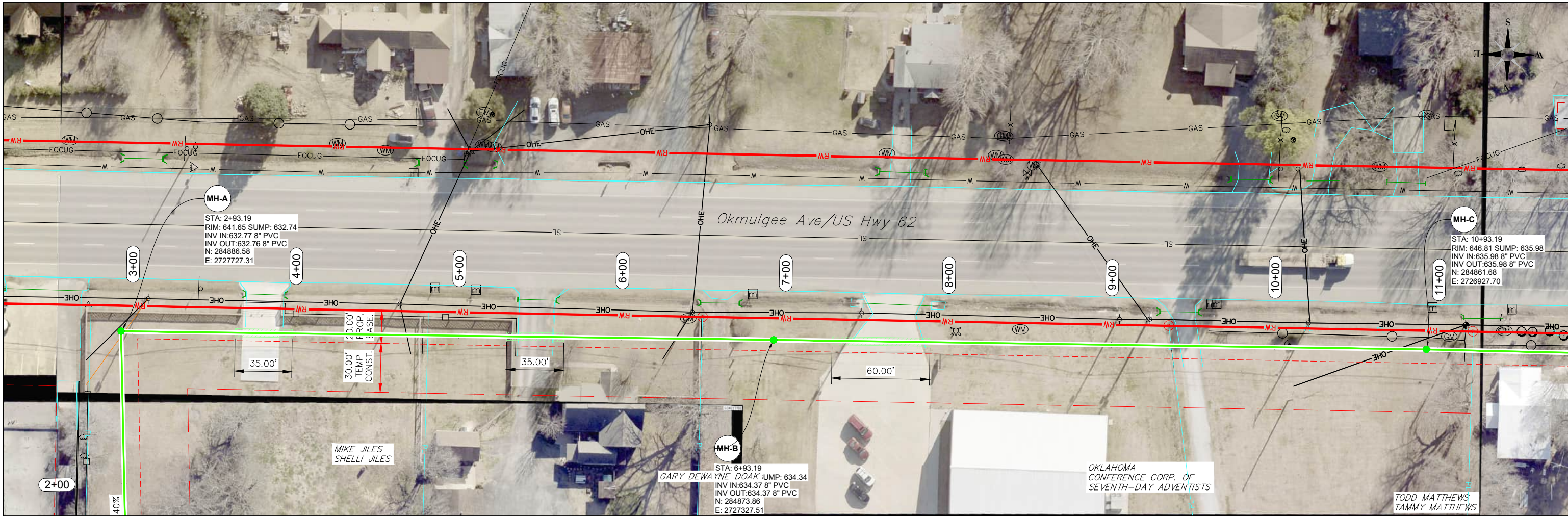
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SCALE: HORZ. 1" = 30'
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8" GRAVITY SEWER EXTENSION
 MUSKOGEE, OK

PLAN & PROFILE 1
 PROJECT NO: 23SURVANDGBH

Detail: GA
 Check: ----
 Date: DECEMBER 2023
 Sheet: 4



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 Time of Plot: 1/9/2024 6:05 AM Plot Style: -HUB-RES.CTB
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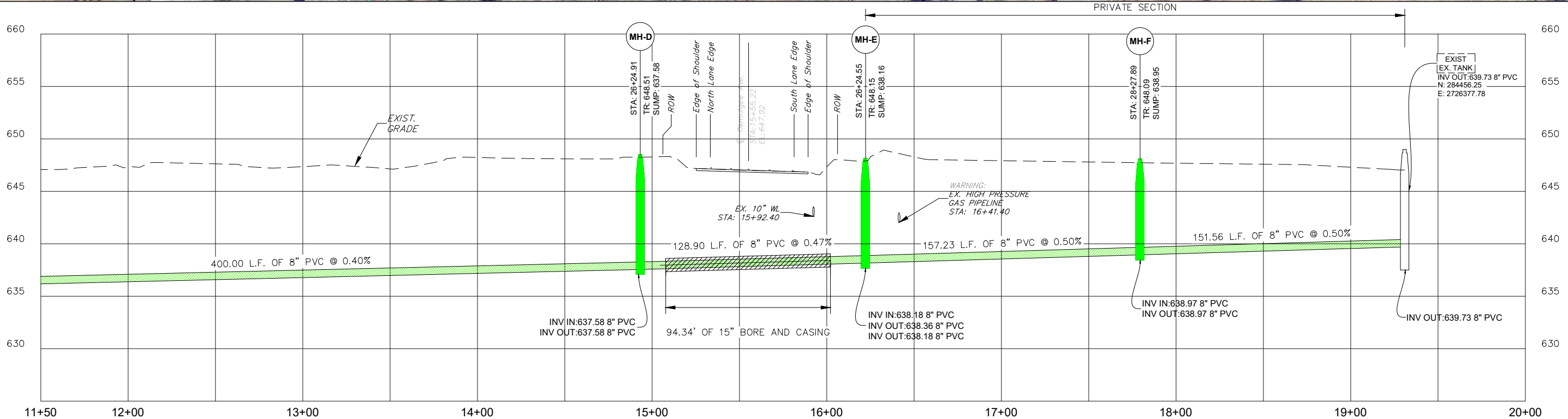
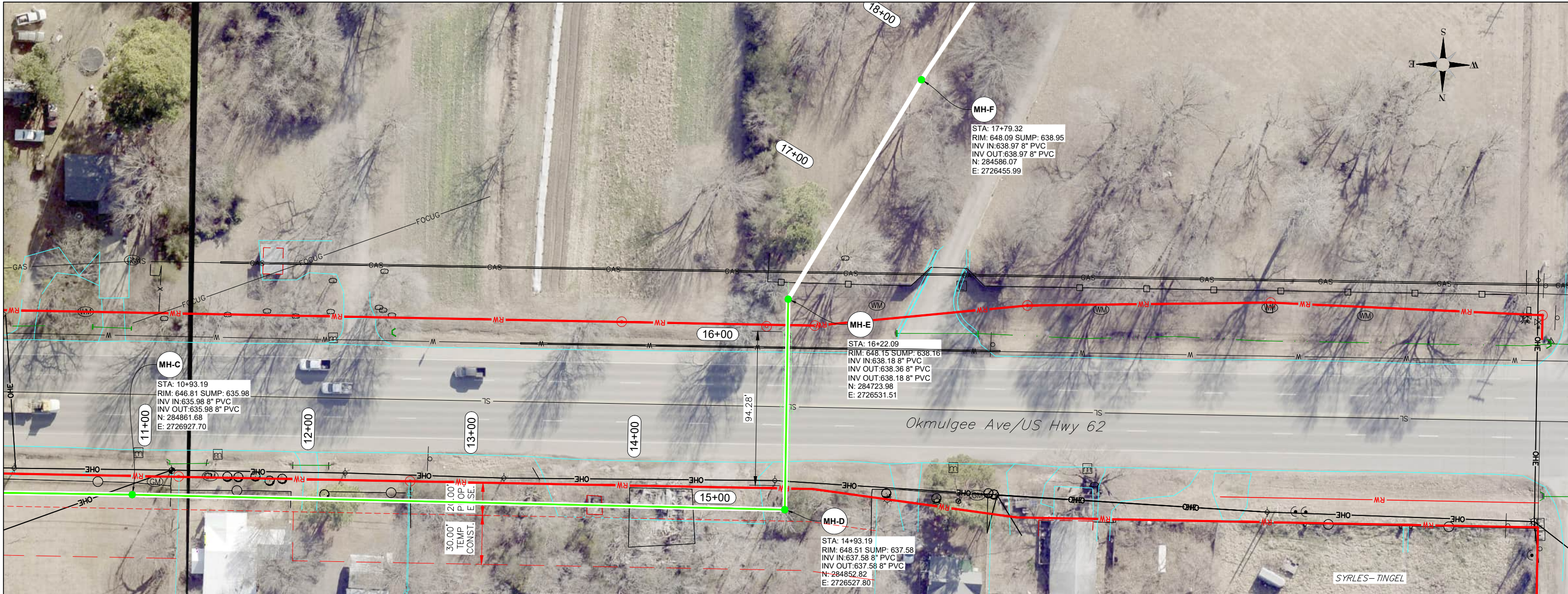
Holloway, Updike and Bellen, Inc.
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SCALE: HORZ. 1" = 30'
 VERT.

8" GRAVITY SEWER EXTENSION
 MUSKOGEE, OK

PLAN & PROFILE 2
 PROJECT NO: 23SURVANDGCBH

Detail: GA
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 Date: DECEMBER 2023
 Sheet: 5



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SCALE: HORZ. 1" = 30'
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8" GRAVITY SEWER EXTENSION
 MUSKOGEE, OK

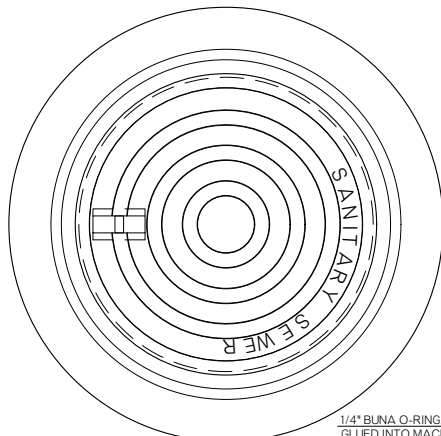
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Detail: GA
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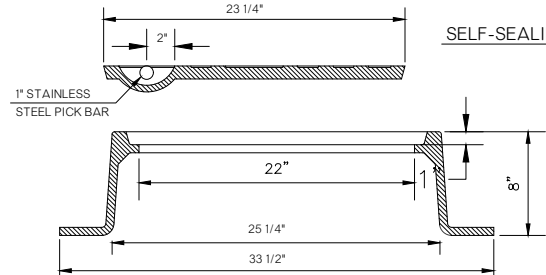
Date: DECEMBER 2023
 Sheet: 6

WATERTIGHT MANHOLE FRAME & COVER

NEENAH R-1916-D, WITH BOLTED LIDS
OR AN APPROVED EQUAL
TOTAL WEIGHT 335 POUNDS



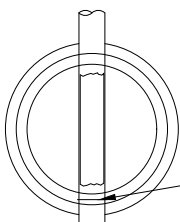
1/4" Buna O-RING, SECURELY
GLUED INTO MACHINED GROOVE



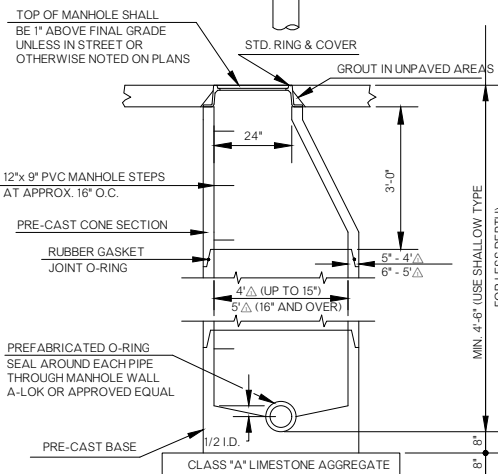
SELF-SEALING RING DETAIL

STANDARD MANHOLE FRAME & COVER

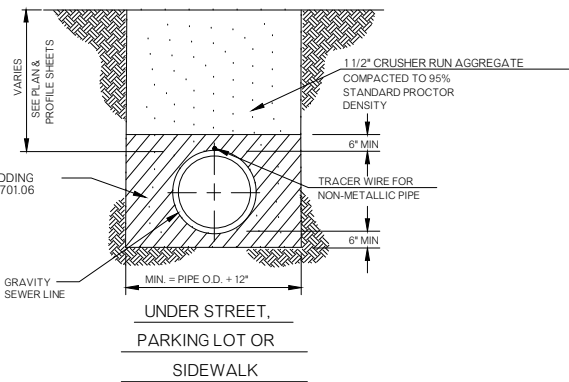
NEENAH R-1797, WESTERN IRON WORKS NO. 300-22
OR AN APPROVED EQUAL TOTAL WEIGHT 300 POUNDS



PREFABRICATED O-RING
SEAL AROUND EACH PIPE
THROUGH MANHOLE WALL
A-LOK OR APPROVED EQUAL



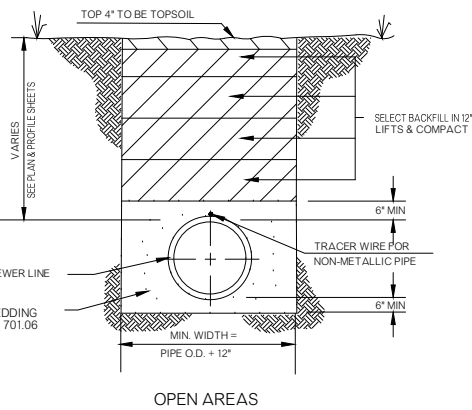
**STANDARD PRECAST
CONCRETE MANHOLE**



UNDER STREET,
PARKING LOT OR
SIDEWALK

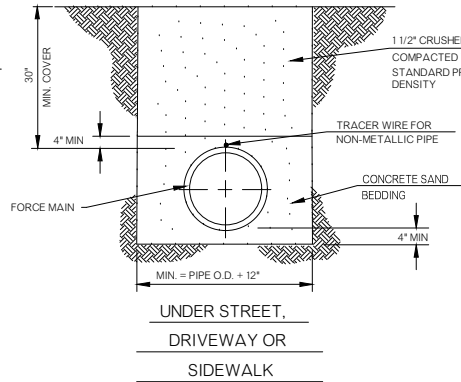
NO. 67 AGGREGATE BEDDING
ODOT SPECIFICATION 701.06

NO. 67 AGGREGATE BEDDING
ODOT SPECIFICATION 701.06

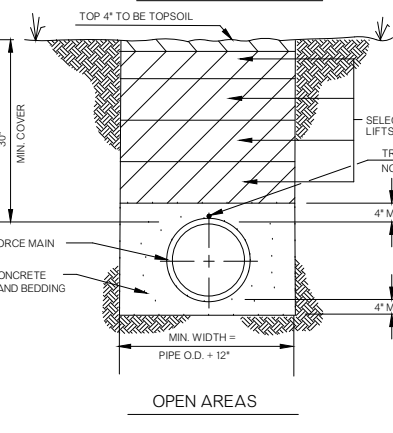


OPEN AREAS

GRAVITY SEWER BEDDING DETAIL

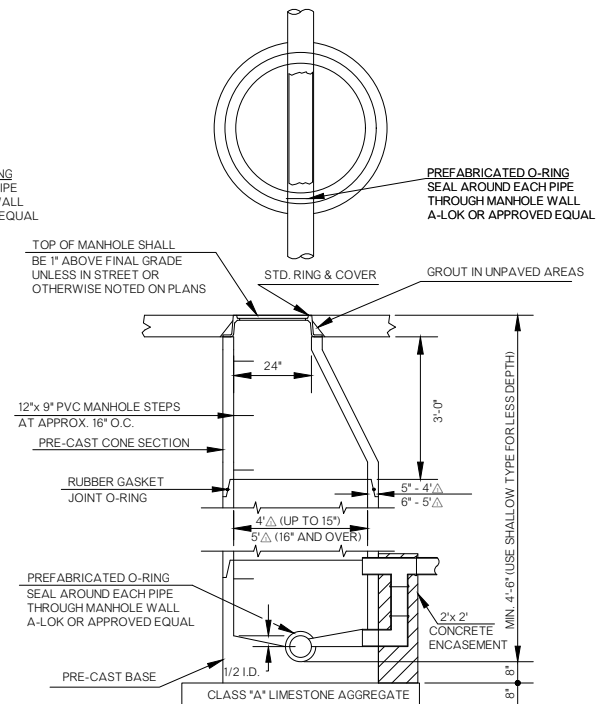


UNDER STREET,
DRIVEWAY OR
SIDEWALK

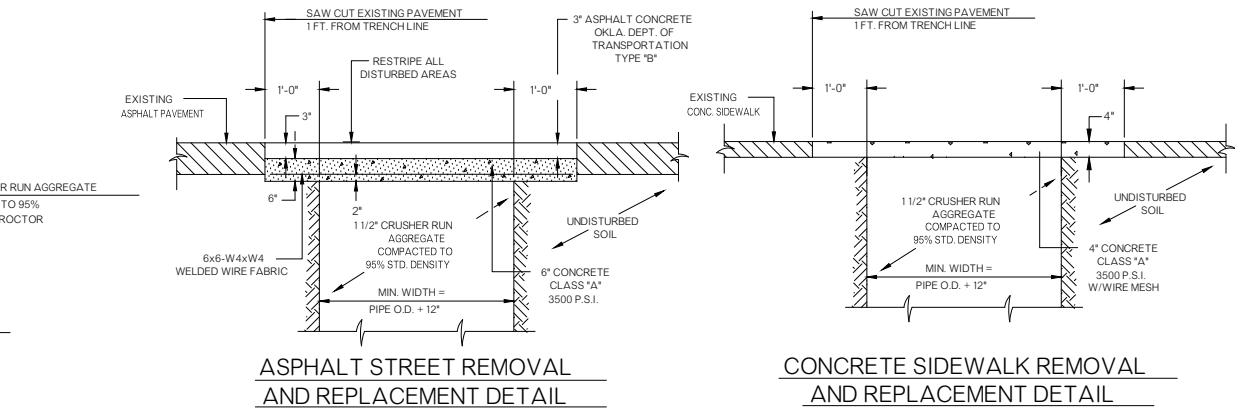


OPEN AREAS

FORCE MAIN BEDDING DETAIL

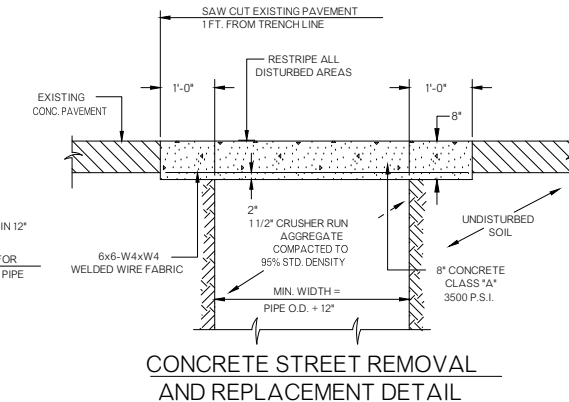


**STANDARD PRECAST
CONCRETE DROP MANHOLE
(WHEN DROP IS 2'-0" OR MORE)**

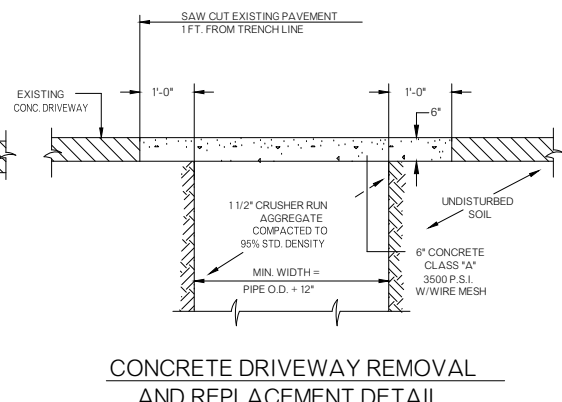


**ASPHALT STREET REMOVAL
AND REPLACEMENT DETAIL**

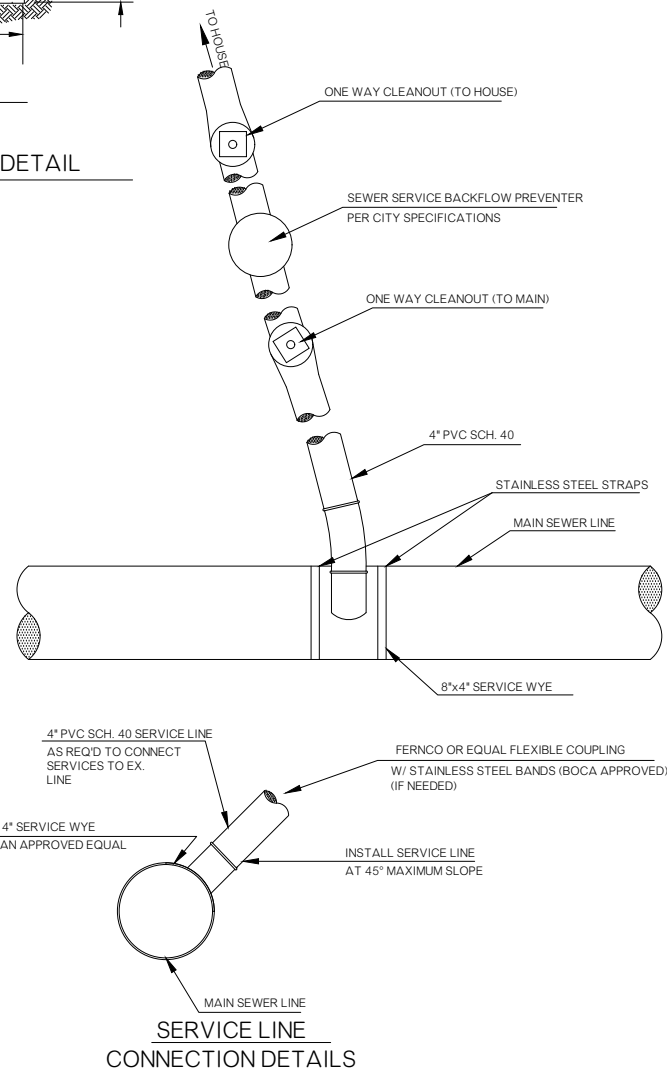
**CONCRETE SIDEWALK REMOVAL
AND REPLACEMENT DETAIL**



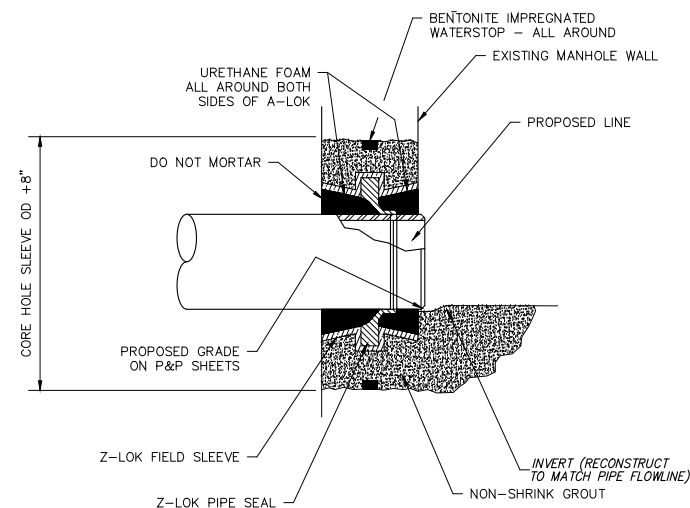
**CONCRETE STREET REMOVAL
AND REPLACEMENT DETAIL**



**CONCRETE DRIVEWAY REMOVAL
AND REPLACEMENT DETAIL**



**SERVICE LINE
CONNECTION DETAILS**



TYPICAL PIPE CONNECTION TO EXISTING MANHOLE

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8" GRAVITY SEWER EXTENSION
MUSKOGEE, OK

SANITARY SEWER DETAILS
PROJECT NO: 23SURVANDGBH

Detail: GA
Check: ---
Date: **DECEMBER 2023**
Sheet: **7**

Public Works Committee

9.

Meeting Date: 05/13/2024

Submitted For: Mike Stewart, Public Works

Initiator: Kristal Keim, PW
Office Admin II

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to authorize the City Manager to amend the Muskogee Water System Maintenance Contract and Street Repair Contract between the City of Muskogee and Cook Consulting, LLC, by increasing the not-to-exceed limit to \$675,000.00, for the remaining fiscal year, from the original amount of \$575,000, or take other necessary action. (Mike Stewart)

BACKGROUND:

The City is currently engaged in a contract with Cook Consulting to do emergency water line repairs and fire hydrant replacements. Needs for these services suggests this contract limit be raised to \$600,000, using existing water infrastructure funding. The Street Repair Contract for water repair cuts is also included, in the amount of \$75,000, to increase the total not-to-exceed amount in the contract to \$675,000. The total amount of requested increase to the contract is \$100,000.

RECOMMENDED ACTION:

Approve the increase in Muskogee Water System Maintenance Contract.

Fiscal Impact

Attachments

Cook Contract update

Renewal Contract between City of Muskogee and Cook', Consulting LLC, for

Water Line Leak Repair, Fire Hydrant Replacement and Street Cut Repair

This contract consists of the repair of water mains, replacement of fire hydrants and street cut repair within the City of Muskogee. The repairs will be made on water lines, fire hydrants and street cuts as prioritized by the Director of Public Works or designated representative. All work will be assigned and inspected through the Public Works Department.

The City of Muskogee Public Works Department currently has around 200 of active leaks and non-working fire-hydrants in the water system along with 150 utility street cuts which have resulted from previous leak repairs. To supplement our in house resources the City is hiring a private company (Contractor) to assist in repairing water leaks, replacing fire hydrants and repairing utility street cuts as designated by Public works Director or his designated representative.

The work will include all components of the replacement and repair of leaking lines and fire hydrants as well as existing street cut repairs. This project may be extended into future years upon agreement by both sides and subject to appropriate fiscal funding each year.

Contractor shall provide adequate personal, labor, equipment and tools necessary to repair damaged leaking water mains, replace or repair fire hydrants and repair utility street cuts. Water line size may vary from a standard service line to a 36" main line.

The Contractor will work with City Water Distribution staff mapping out shutdowns. The City will either arrange for City staff to make shutdowns or will allow the Contractor to make shutdowns once approved in writing by the Public Works Director or his designated representative. Shut down plans shall be reviewed and approved daily prior to work commencing. In some cases, complete shutdowns may not be possible and the Contractor will need to repair lines under pressure.

The contractor will work with City Street Division staff planning and mapping out all traffic control per the Manual on Uniform Traffic Control Devices (MUTCD). The contractor will be responsible for all traffic control from start of each work area until it is completed. Traffic control plans should be reviewed and approved daily prior to work commencing.

On all repairs the contractor will full depth saw cut the pavement with straight lines and square corners. Backfill will be washed rock to bottom of existing pavement. Full depth concrete to top of pavement will be required on concrete streets and concrete to 2" below

existing pavement on asphalt streets. A list of daily repairs that the contractor is working on shall be provided to Street Division as the City will provide and install asphalt behind the Contractor's work. The Contractor will leave traffic control in place until asphalt has been placed by the City.

In some areas, "T" patching may be required to avoid settlement of the pavement as directed. When cut is adjacent to concrete the new concrete should be tied to the existing concrete with #4 reinforcing bars and/or dowels as directed. The concrete will be purchased through the City's yearly bid.

All loose and/or saturated material and water shall be removed from the hole prior to backfilling. Waste disposal and disposal of spoils will be provided by the Contractor in locations provided by the Contractor.

The Contractor will provide all piping, valves, fittings, hydrants and repair materials needed for the repair or replacement and will be compensated based on actual invoices, plus Contractor's agreed to additional percentage.

Any grass or soil areas are to be backfilled with dirt and topsoil and sod should be placed and established on the repair. Seeding, lieu of sod, may be allowed on a case by case basis.

The Contractor will be responsible for erosion control as required by the City's Storm Water Pollution Prevention Plan (SWPPP).

The Contractor will be responsible for all safety of workers on the site in accordance with OSHA state and federal requirements.

Contractor shall be compensated for actual time worked. If a delay in acquiring repair parts occurs, over 3 hours, the Contractor shall suspend billable time until such time parts are available. No standby or remobilization shall be billable.

For all leak call outs, (work orders) assigned to a contractor, the contractor shall be compensated a minimum of three hours of base crew.

Contractor shall be available for emergency call 24 hours a day. If called in outside of City normal business hours, which are 8 a.m. to 5 p.m., Monday through Friday, the Contractor shall be compensated an additional negotiated percentage in the proposed rates (overtime pay). Contractor will be required to respond to a call out within 2 hours of receiving the call. The contractor will provide the City of list of call numbers for after hour call outs. One of three numbers must be answered at any time. Contractor should provide crews to attend to an expected daily workload of 4 leak repairs and 8 street cut repairs. Locations of the work areas will be coordinated with Public Works Director or designee daily. All permits

that are required by the Project shall be obtained at no cost to the contractor. The City of Muskogee will conduct all inspections during the construction process.

Budie.1: The total dollar amount allocated to the project is **Six Hundred and Seventy- Five Thousand Dollars (\$675,000.00),**

SCHEDULE OF UNIT PRICES

1. Base Crew hour "A", under 6" main depth under 6 feet	\$/HR <u>225.00</u>
2. Base Crew hour "B", 6" to 12" main depth under 6 feet	\$/HR <u>250.00</u>
3. Base Crew hour "C", over 12" main depth under 6 feet	\$/HR <u>275.00</u>
4. Base Crew hour "D", under 6" main depth over 6 feet	\$/HR <u>250.00</u>
5. Base Crew hour "E", 6" to 12" main depth over 6 feet	\$/HR <u>275.00</u>
6. Base Crew hour "F", over 12" main depth over 6 feet	\$/HR <u>300.00</u>
<p>Numbers 1-6 the depth will need to be verified (Picture) for accurate billing using a measurement tool such as tape measure or measuring rod.</p>	
7. Paving removal/replacement crew (including haul oft)	\$/HR <u>275.00</u>
8. Overtime Pay, Hourly cost to cover crew labor overtime	% increase 25%
9. Soil Backfill import in green area,	\$/CY 12.00
10. Washed Gravel backfill in paved areas,	\$/Ton 12.00
11. 4" of Topsoil and Sod Replacement	\$/SY 5.00
12. 4" of Topsoil and Seed Restoration	\$/SY 3.00
13. 3500 (High Early)PSI Concrete for utility cut repairs	\$/CY <u>140.00</u>
14. Concrete Curb	\$/CY <u>35.00</u>
15. Concrete Sidewalk	\$/CY <u>60.00</u>
16. Blocking Concrete	\$/CY <u>50.00</u>

17. Low strength High flow concrete (Flowable Fill)	\$/SY <u>75,00</u> per c:y
18. Water Pipe and Fittings	Cost + % 10%
19. Fire Hydrant Assembly {complete}	\$/EA <u>4000.00</u>
20. Traffic Control Devices	\$PER//DAY /DEVICE 3.00

All crew hours above include labor, equipment and materials needed to complete the work as assigned.

Special circumstances may result in negotiated rates on an as needed basis as agreed to by both parties.

WARRANTY

Upon completion of each repair the contractor will be responsible for future repairs on each specific leak, hydrant or road repair for one year from the date of repair.

COMPLIANCE

All construction must meet and/or exceed all Uniform Codes adopted by the City of Muskogee.

The proposer shall ensure that hiring of personnel is made based on merit and qualifications and that there will be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin by the persons performing the contract.

INSURANCE REQUIRED

The limits of liability for the insurance required shall provide the following coverages for not less than the following amounts or greater where required by Laws and Regulations:

1. Worker's Compensation, etc. - The Contractor shall also comply with all Workers' Compensation laws of the State of Oklahoma by securing, paying for, and maintaining in full force and effect for the duration of the contract, complete Workers' Compensation Insurance and shall furnish a Certificate of Insurance to the Engineer before execution of the Contract. All compensation insurance policies shall bear an endorsement or shall have attached a rider whereby it is provided that, in the event of expiration or proposed

cancellation of such policies for any reason, the City shall be notified by registered mail not less than 30 days before expiration or cancellation is effective.

2. Contractor's General Liability shall include completed operations and product liability coverages and eliminate the exclusion with respect to property under the care, custody and control of Contractor:

- (a) General Aggregate (except products - completed Operations) \$1,000,000
- (b) Personal and Advertising Injury (Per Person/Organization) \$1,000,000
- (c) Each Occurrence {Bodily Injury and Property Damage} \$1,000,000
- (d) Excess Liability
 - General Aggregate \$1,000,000
 - Each Occurrence \$1,000,000

3. Automobile Liability:

- (a) Bodily Injury
 - Each Person \$1,000,000
 - Each Accident \$1,000,000
- {b) Property Damage:
 - Each Accident \$ 500,000
- (c) Combined Single Limit (Bodily Injury and Property Damage): \$1,000,000

4. The Contractual Liability coverage required shall provide coverage for not less than the following amounts:

- (a) Bodily Injury:
 - Each Accident \$1,000,000
 - Annual Aggregate \$1,000,000
 - (b) Property Damage:
 - Each Accident \$1,000,000
 - Annual Aggregate \$1,000,000
- Workers' Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Proposer.

SUBCONTRACTORS

The successful proposer shall be granted the right to subcontract a portion of the work. All proposers must list in their proposal the complete names and addresses of all potential subcontractors, and the type and percentage of work they will accomplish. Sub-contractors must supply evidence of valid licenses. Joint Ventures will be acceptable for the performance of this contract.

BY SIGNATURE BELOW, the Parties hereby agree to the terms and conditions described herein.
This is a renewal Contract for Fiscal year 2022-23.

City of Muskogee

Cook's Consulting LLC

Mike Miller, City Manager

Justin Cook

Date

Date

Approved as to form and legality this

day of _____, 2024.

Katrina Bodenhamer, City Attorney

Public Works Committee

10.

Meeting Date: 05/13/2024
 Submitted For: Mike Stewart, Public Works
 Initiator: Avery Rigney, Asst. Public Works Director
 Department: Public Works
 Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval for final payment in the amount \$77,999.19, to Rosscon, LLC, for completion of the SE Zone Mill and Overlay Project No. 2023027, or take other necessary action. (Mike Stewart)

BACKGROUND:

As a part of the CIP Projects- Street Rehabilitation, the SE Zone Mill and Overlay has been completed. This project was successful. Due to the type of roads in the SE part of the City, there was not a large number of streets on the Mill and Overlay portion; however there will be a large number that will be leveled-up and micro-sealed. Many of the roads in this area are chip-seal streets, and milling them off can lead to unwanted consequences; therefore a micro-seal is a viable alternative for several streets in this area.

A mill and overlay is a maintenance process in which the top layer of asphalt is removed and replaced with existing asphalt. This is not a total reconstruction. A total reconstruction is when the base and sub-base are removed entirely, and the road is completely rebuilt. This process is very expensive and takes much more time than a mill and overlay. Staff wants to point this out in the background of this item due to a small number of sub-base failures that have arisen during the process, particularly on Cherokee Street from the intersection of Kalamazoo to the intersection of B St. The sub-base failures are part of road maintenance and a mill and overlay will often show those. They can be repaired by City staff after the project is completed. With that being stated, over 95% of Cherokee St did not suffer sub-base issues and the road was rehabilitated to a condition that it has not been for decades. Sub-base issues fall to the City staff to correct and are in no way a reflection of the contractor or asphalt manufacturer.

In summary, Augusta, Gulick, Cherokee, Sallie and Kalamazoo have been rehabbed and are in the best condition they have been in for a long time. The contractor worked diligently with the City to ensure the asphalt passed specifications and did do some removal and replacement work to ensure a high quality final product, this was done at no expense to the City. It is important to remember that the SE Zone rehabilitation is still on going, the Mill and Overlay portion is complete but many more miles of streets are going to be rehabilitated in the coming months.

This project was originally for \$1,663,539.92 with \$150,000 in contingency. This project did come in under budget due to quantity underruns. Overruns and underruns are completely standard for this type of work.

RECOMMENDED ACTION:

Staff recommends approval

Fiscal Impact

FUNDING SOURCE:
393-6030-431.62-90

Attachments

Quantities

Microseal

STREET	FROM	TO	SQY
B	OKMULGEE	CHEROKEE	23808
C	OKMULGEE	NASHVILLE	8364.7777777777774
D	OKMULGEE	MADISON	8248.6666666666661
E	INDEPENDENCE	MADISON	3147
F	INDEPENDENCE	MADISON	2761.1111111111113
G	DORCHESTER	MADISON	8901.7777777777774
I	FRANKFORT	KALAMAZOO	3130
K	OKMULGEE	DORCHESTER	2377.7777777777778
K	AUGUSTA	L	4622.2222222222226
L	K	OKMULGEE	3888.8888888888887
L	AUGUSTA	MONTA	3333.3333333333335
INDEPENDENCE	CHEROKEE	SALLIE	18170.888888888891
GENEVA	CHEROKEE	SPAULDING	5249
SPAULDING	INDEPENDENCE	PARK	8976.2222222222226
PARK	OKMULGEE	SPAULDING	15228.222222222223
BUTLER	CHEROKEE	B	1177.2222222222222
DORCHESTER	CHEROKEE	SPAULDING	5232.8888888888887
BALTIMORE	CHEROKEE	YORK	18276.333333333332
MONTA	L	YORK	24220.1111111111109
E OKMULGEE	MAIN	CAMDEN	19555.5555555555555
VIRGINIA	AUGUSTA	OKMULGEE	5594.3333333333333
S CAMDEN ST	WHOLE	STREET	1867.8888888888889
S CAMDEN PL	WHOLE	STREET	1867.8888888888889
S MONTA AVE	WHOLE	STREET	2688.8888888888887
E MONTA PL	WHOLE	STREET	6111.1111111111113
ADMIRIL	WHOLE	STREET	4143
GEORGIA	YORK	S ANTHONY	7159.1111111111113
DAKOTA	YORK	BACONE	3364.1111111111113
HILLTOP	YORK	BACONE	3363.3333333333335
CANTERBURY	YORK	BACONE	3362.8888888888887
RUTH	WHOLE	STREET	917.11111111111109
SOLOMON	WHOLE	STREET	3058.2222222222222
DANIEL BLVD	WHOLE	STREET	4919.8888888888887
SARAH LN	WHOLE	STREET	5379.3333333333333
SAMUEL DR	WHOLE	STREET	2750.8888888888887
S CHEROKEE DR	PEAK	SMITH FERRY	12700
DUBLIN	WHOLE	STREET	2424.4444444444443
KENT DR	WHOLE	STREET	884.5555555555554
WINDSOR	WHOLE	STREET	2703.4444444444443
N ABERDEEN	WHOLE	STREET	2777.7777777777778
AVONDALE	WHOLE	STREET	3641.6666666666665
OXFORD	WHOLE	STREET	3649.7777777777778
CENTER	WHOLE	STREET	3647
S ABERDEEN	WHOLE	STREET	2777.7777777777778
W ABERDEEN	WHOLE	STREET	3823.7777777777778
E ABERDEEN	WHOLE	STREET	3384.5555555555557
E HANCOCK	COOK	W TO END	3734.1111111111113
FITE	WHOLE	STREET	3565.3333333333335
TURNER	KENTUCKY	W TO END	3571.3333333333335
RUTHERFORD	WHOLE	STREET	3619.5555555555557
HARRIS	WHOLE	STREET	3391.2222222222222
MCCLLOUD	WHOLE	STREET	2656.4444444444443
HOLDEN	WHOLE	STREET	2465
WOOD	WHOLE	STREET	2115.1111111111113
PATTERSON	WHOLE	STREET	2322.3333333333335
TRUMBO	WHOLE	STREET	4647
COOK	WHOLE	STREET	4646.7777777777774
COUNTRY CLUB	HANCOCK	TULL AVE	9662.2222222222226
EDMOND	MONTA	MONTA	883.77777777777783
HARRISON	HANCOCK	HARRIS	2346.6666666666665

MILL

STREET	FROM	TO	SQY
GULICK	INDEPENDENCE	TURNER	5900
E AUGUSTA	GULICK	YORK	16264.6666666666666
CHEROKEE ST	OKMULGEE	PEAK	33554
CHEROKEE DR	CHEROKEE ST	PEAK	9418

OVERLAY

STREET	FROM	TO	SQY
GULICK	INDEPENDENCE	PEAK	22722
E AUGUSTA	GULICK	YORK	16264
CHEROKEE ST	OKMULGEE	PEAK	33554
CHEROKEE DR	CHEROKEE ST	PEAK	9418
E KALAMAZOO	CHEROKEE ST	G	4291
SALLIE	INDEPENDENCE	YORK	10645

Public Works Committee

11.

Meeting Date: 05/13/2024
Submitted For: Mike Stewart, Public Works
Initiator: Avery Rigney, Asst. Public Works Director
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to authorize the removal of the traffic signal at Gibson and North J Streets, replacing with a 4-way stop, pending the results of a traffic engineering study, or take other necessary action. (Mike Stewart)

BACKGROUND:

There is a span wire traffic signal that has become antiquated due to its age at the intersection of Gibson and N J St. This light was put in under a council request years ago. This was due to the Irving Elementary school being on the adjacent property to this intersection. The replacement of this light with a contemporary lighting system would cost upwards of \$200,000.00. Staff has reached out to Traffic Engineering Consultants for a warrant study to determine if the light is necessary. Staff has a strong sense that this intersection will not warrant a light, and a 4-way stop will be sufficient for the amount of traffic and the speed of traffic at the intersection.

We are bringing this to committee without the completed study with the intention that staff can be directed to proceed with removal of the signal and replacement with stop signs immediately after the results of the study are received. By proceeding this way, we can ensure the intersection is addressed as soon as possible. The intersection is currently under a 4-way stop with temporary signs because the light is down, and it is not cost effective to replace it if the intention is to remove it entirely.

RECOMMENDED ACTION:

Consider approval.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee

12.

Meeting Date: 05/13/2024

Submitted For: Mike Miller, City Manager

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source: Mayor W. Patrick Cale

Information

AGENDA ITEM TITLE:

Consider approval to nominate and appoint Councilmember Dan Hall as Vice-Chair of the Finance Committee, or take other necessary action. (Mayor W. Patrick Cale)

BACKGROUND:

This position was previously held by Councilmember Alex Reynolds who no longer serves on the Committee.

RECOMMENDED ACTION:

Approve

Fiscal Impact

Attachments

No file(s) attached.
