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 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
SEPTEMBER 9, 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 August 12, 2024, or take other necessary action.

2. Consider approval of Amended Ordinance No. 3939-A, an Ordinance setting out the requirements, qualifications and terms for members of the Uniform Building Code Appeals Board, as set out in Sec. 18-484 of the City of Muskogee Code of Ordinances, and the residency requirements of members, or take other necessary action. (Councilor Shirley Hilton-Flanary)

3. Consider approval of Amended 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 2-471, Membership, Election and Qualifications; Section. 2-472, Terms and Representation By Department; Section 2-473, Absences and Vacancies; Providing for Codification, Repealer, Severability and Setting an Effective Date, or take other necessary action. (Maggie Eaton)

4. Consider approval of Amended Ordinance No. 4159-A, amending the City of Muskogee Code of Ordinances, Chapter 3, City Council Ethics, Article II, Ethics; amending Section 3-11, Use of Cellular Phones And Recording Devices Prohibited; Adding Repealer, Severability, Codification, And Setting An Effective Date, or take other necessary action. (Katrina Bodenhamer)

5. Discuss and consider delaying the City CIP Tax Vote until after the proposed Countywide Public Safety Sales Tax, or take other necessary action. (Mayor W. Patrick Cale)

6. Discuss and consider the priorities of City Council regarding the proposed Countywide Public Safety Sales Tax and the City's CIP Tax and GO Bond, and take other necessary action. (Mayor W. Patrick Cale)

7. Consider approval of the appointment of Councilmember Dan Hall to serve on the War Memorial Trust Authority, beginning September 1, 2024 and commensurate with his term on the City Council, replacing Councilor Alex Reynolds, or take other necessary action. (Councilor Tracy Hoos)

8. Consider approval of the reappointment of Martin Bebb to the Muskogee Housing Authority, to serve a three (3) year term, beginning August 1, 2024, and ending July 31, 2027, or take other necessary action. (Mayor W. Patrick Cale)

9. Consider approval of the reappointment of Alice Smith to the Muskogee Housing Authority, to serve a three (3) year term, beginning August 1, 2024, and ending July 31, 2027, or take other necessary action. (Councilor Shirley Hilton-Flanary)

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 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.

ADJOURN

Public Works Committee **1.**

Meeting Date: 09/09/2024
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

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

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

8-12-2024 pwmin

MINUTES

OF THE PUBLIC WORKS COMMITTEE
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN REGULAR SESSION
IN COUNCIL CHAMBERS OF CITY HALL
AUGUST 12, 2024

The Public Works Committee of the City of Muskogee, Oklahoma, met in Regular Sessions at 5:30 p.m., August 12, 2024, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

Present: Mayor Patrick Cale; Vice Mayor Derrick Reed; Committee Member Jaime Stout; Chair Tracy Hoos; Committee Member Shirley Hilton-Flanary; Committee Member C.B. Abel; Committee Member Melody Cranford; Committee Member Dan Hall; Committee Member Tom Martindale

Staff Present: Mike Miller, City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Kenna Terrell, Deputy City Clerk; Roger Kolman, Assistant City Manager; Mike Stewart, Public Works Director; Jeff Reeves, Project Manager; Johnny Teehee, Police Chief; Dennis Read, Treasurer; Jody Moore, Fire Chief; Tyler Evans, Emergency Management Director; Avery Rigney, Assistant Public Works Director; Austin Witt, Deputy City Attorney; Jody King, Planning Director; Jimmy Thomason, Facilities Maintenance Manager; Brooke Hall, Asst. Director of Parks & Recreation

1. Consider approval of Public Works Committee minutes of June 10, 2024, and July 8, 2024, or take other necessary action.

Motion was made by Committee Member Shirley Hilton-Flanary, seconded by Committee Member Jaime Stout to approve Public Works Committee minutes of June 10, 2024, and July 8, 2024.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

2. (No Action) Discuss Ordinance 3939-A, an Ordinance setting out the requirements, qualifications and terms for members of the Uniform Building Code Appeals Board, as set out in Sec. 18-484 of the City of Muskogee Code of Ordinances, and the residency requirements of members, and provide possible direction to staff, or take other necessary action. (Councilor Shirley Hilton-Flanary)

Councilor Shirley HIlton-Flanary explained it is becoming increasingly difficult to fill vacancies on the Uniform Building Code Appeals Board with the current residency requirements. She recommended the requirements be amended to allow board members to reside within Muskogee County.

Discussion followed.

Direction to was given Staff to make the recommended changes and bring back to City Council for approval.

3. Consider approval of Resolution No. 3004 adopting a Safe Route to School Policy, or take other necessary action. (Councilor Melody Cranford)

Councilor Melody Cranford stated this "Safe Route to School Initiative" is a partnership between the City and the Muskogee County Health Department in an effort to keep children safe. Many schools in Muskogee have limited sidewalk areas for children to use safely. This initiative will provide sidewalks and signage for our school zones. She explained the Health Department is required to provide a resolution approved by City Council in order to apply for more grant funding.

Councilor Shirley Hilton-Flanary left the meeting at 6:49 p.m.

Councilor Hilton-Flanary returned to the meeting at 6:50 p.m.

Deputy Mayor Derrick Reed left the meeting at 6:50 p.m.

Deputy Mayor Reed returned to the meeting at 6:52 p.m.

Angel Tillman, Muskogee County TSET Heatlhy Living Program, spoke in favor of the Safe Route to School Policy, stating this is a good starting point for the City.

Discussion followed.

Motion was made by Committee Member Melody Cranford, seconded by Committee Member Jaime Stout to approve Resolution No. 3004 adopting a Safe Route to School Policy.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

4. Consider approval of Resolution No. 3003, Confirming the Collapsed Structure at 316 N. Main as a Public Nuisance, Ratifying Authorization for Summary Abatement Procedures, Suspending Purchasing Procedures and Authorizing the Expenditure of Stabilization Funds for Purposes of Abatement, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated on July 24, 2024, the structure located at 316 N. Main began to crumble and fall into the street. After contact with the owner and his attorney, it was necessary to deem this structure as a public nuisance and begin demolition. This resolution confirms the structure as a public nuisance to such an extent it caused grave and immediate danger to citizens, ratifying the City Manager's authorization to demolish the building, suspending purchasing power, and using stabilization funds.

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Shirley Hilton-Flanary to approve Resolution No. 3003, Confirming the Collapsed Structure at 316 N. Main as a Public Nuisance, Ratifying Authorization for Summary Abatement Procedures, Suspending Purchasing Procedures and Authorizing the Expenditure of Stabilization Funds for Purposes of Abatement.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

5. (Stricken) Consider approval of Resolution No. 2898, a resolution approving and adopting an amendment to the Muskogee Tourism Authority Bylaws, Section 2.2, b.1, allowing Trustees to serve a seven (7) year term, or take other necessary action. (Mayor W. Patrick Cale)

6. Consider approval of Resolution No. 3006, a resolution adopting the Bylaws of the Dr. Martin Luther King Jr. Trust Authority of the City of Muskogee, Oklahoma, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated this is a housekeeping item. Resolution No. 3006 was amended by City Council in 2016, but the attachments were not made available at that time.

Motion was made by Committee Member Tom Martindale, seconded by Committee Member Shirley Hilton-Flanary to approve Resolution No. 3006, a resolution adopting the Bylaws of the Dr. Martin Luther King Jr. Trust Authority of the City of Muskogee, Oklahoma.

AYE: Mayor Patrick Cale, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Other: Vice Mayor Derrick Reed (ABSTAIN)

Carried

7. Consider approval of Resolution No. 3007, a resolution adopting the amended and restated bylaws of the Dr. Martin Luther King Jr. Trust Authority of the City of Muskogee, Oklahoma, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated this item goes along with Agenda Item No. 6 and is from 2016. The attachment and minutes are present, and a motion to approve would bring this up-to-date.

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Tom Martindale to approve Resolution No. 3007, a resolution adopting the amended and restated bylaws of the Dr. Martin Luther King Jr. Trust Authority of the City of Muskogee, Oklahoma.

AYE: Mayor Patrick Cale, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Other: Vice Mayor Derrick Reed (ABSTAIN)

Carried

8. Consider approval of a Right-of-Way (ROW) application to the Muscogee Creek Nation, herein described as "A strip of land being 20.00 feet wide lying in part of the W 1/2 NW 1/4 of Section 13, Township 15 North, Range 18 East of the Indian Base and Meridian, Muskogee County, Oklahoma" in perpetuity for the use of installation of a Force Main Sanitary Sewer to be constructed by the Muscogee Creek Nation, and thereafter accepted by the City of Muskogee into City maintenance, or take other necessary action. (Mike Stewart)

Public Works Director Mike Stewart, explained the City has been working with Creek Nation and HUB Engineering in relation to their sewer system. Formerly using a lagoon system, Creek Nation would now like to connect to the City's sanitary sewer system. In order to do so, a Force Main will need to be installed as the system will not gravity flow. In October 2023, City Council agreed to work with the Creek Nation to close their lagoon and begin operating their lift station with our assistance. Once completed, the City will take ownership of the lines and Force Main

Staff recommended approval.

Motion was made by Committee Member Shirley Hilton-Flanary, seconded by Committee Member Tom Martindale to approve of a Right-of-Way (ROW) application to the Muscogee Creek Nation, herein described as "A strip of land being 20.00 feet wide lying in part of the W 1/2 NW 1/4 of Section 13, Township 15 North, Range 18 East of the Indian Base and Meridian, Muskogee County, Oklahoma" in perpetuity for the use of installation of a Force Main Sanitary Sewer to be constructed by the Muscogee Creek Nation, and thereafter accepted by the City of Muskogee into City maintenance.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

9. Consider approval of City Council Policy 1-16, setting forth a City Council Policy related to the seniority status of its members, or take other necessary action. (Katrina Bodenhamer)

Councilor Tom Martindale left the meeting at 7:07 p.m.

City Attorney Katrina Bodenhamer stated as per direction to Staff, this policy was created to show current practice. This policy sets out the procedure for seniority status based on a council member's length of continuous, uninterrupted service on City Council.

Motion was made by Committee Member Dan Hall, seconded by Committee Member Jaime Stout to approve City Council Policy 1-16, setting forth a City Council Policy related to the seniority status of its members.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall

Carried - Unanimously

10. Consider approval of City Council Policy 6-4, Uniform Method of Filling Vacancies on Boards, Commissions, Public Trusts, or Other Entities, or take other necessary action. (Tammy L. Tracy)

Councilor Tom Martindale returned to the meeting at 7:08 p.m.

City Clerk Tammy L. Tracy stated this policy was created to clarify the method used to fill vacancies on Boards, Commissions, Public Trusts, or other entities.

Motion was made by Vice Mayor Derrick Reed, seconded by Committee Member Shirley Hilton-Flanary to approve City Council Policy 6-4, Uniform Method of Filling Vacancies on Boards, Commissions, Public Trusts, or Other Entities.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

11. Consider approval of the recommended designation of an Acting City Manager in the temporary absence or disability of the City Manager in accordance with City Charter 3:03, or take other necessary action. (Mike Miller)

City Manager Mike Miller stated per the City's Charter, a memo outlining a Plan of Succession during the absence of the City Manager must be on file with the Office of the City Clerk. The last time this was presented to City Council in 2019. Mr. Miller explained the wording has not changed and designates the Assistant City Manager, followed by the City Attorney, City Clerk, or other department head as designated. He explained this will allow continuity of government in the event the City Manager is not available.

Motion was made by Committee Member Tom Martindale, seconded by Committee Member Shirley Hilton-Flanary to approve the recommended designation of an Acting City Manager in the temporary absence or disability of the City Manager in accordance with City Charter 3:03.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

12. (No Action) Discuss a Planned Unit Development (PUD) for property owned by the Urban Renewal Authority, located south of Shawnee Street in the Factory and Reeves 2 Additions, or take other necessary action. (Mike Miller)

Councilor Jaime Stout left the meeting at 7:12 p.m.

Planning Director Jody King explained this item is for information only, as the Planning Commission will make an official recommendation to the City Council on August 19, 2024, during the scheduled Public Hearing.

A PUD is a classification of zoning that allows for development and is typically unrestrictive by classic zoning designations. This particular area is located south, east, and west of the Three Rivers Plaza where T.J. Maxx and Five Below are housed.

Councilor Stout returned to the meeting at 7:13 p.m.

Mr. King stated the purpose of the PUD is to reduce restrictions on residential and commercial lot size requirements, create flexible customer parking environments, allow for architectural creativity, promote multi-modal transportation, encourage the use of open space and landscaping, and restore life into the Reeve's Addition.

13. (No Action) Discuss a Right-of-Way (ROW) closure for property owned by the Urban Renewal Authority, located south of Shawnee Street in the Factory Addition, or take other necessary action. (Mike Miller)

City Manager Mike Miller stated within the Urban Renewal Area, there are some streets that are open and platted, and others that are platted, but not constructed. In both cases, it is advantageous for community development to close those streets and use that property for development.

Planning Director Jody King stated this is the beginning of the process to close the 15-foot alley in Block 5 of the Factory Addition and parts of Miller, Martin, and 5th Street. This request will promote economic development opportunities in the URA. The Planning Commission will make an official recommendation to the City Council on August 19, 2024, during the scheduled Public Hearing.

14. Discuss and take action on the Renew and Rebuild Grant Program awarded by Main Street Muskogee to authorize the use of a resolution to allow the Renew and Rebuild application review team at Main Street Muskogee to issue Certificates of Appropriateness on behalf of the Historic Planning Commission. (Jody King)

Deputy Planning Director Sarah Winkle stated the Renew and Rebuild Grant Program is being offered by Main Street Muskogee for property owners who wish to make building improvements, renovations, and/or additions to commercial property in the Main Street Muskogee designated district. She explained this resolution is requesting to allow Main Street Muskogee to approve Certificates of Appropriateness on behalf of the Historic Preservation Committee in an effort to streamline the process. She stated this has been successful with other grants, including the Main Street Muskogee Facade Grant, as well as Neighbors Building Neighborhood's Historic Revitalization Subgrant Program.

Staff recommended approval.

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Tom Martindale to authorize the use of a resolution to allow the Renew and Rebuild application review team at Main Street Muskogee to issue Certificates of Appropriateness on behalf of the Historic Planning Commission.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

15. Consider approval to authorize the City Manager to negotiate and execute a contract between the City of Muskogee and Okie Safety, for the plan review of commercial building permits and commercial inspections, or take other necessary action. (Jody King)

Planning Director Jody King explained the City of Muskogee has contracted with Okie Safety for the previous two (2) years to help facilitate and expedite the review of construction documents for commercial building permits, conducting plan reviews. The Planning Department feels it is in the City's best interest to continue to work with Okie Safety for all commercial permitting and inspecting. The City will retain a residential building inspector to provide all residential permitting and to serve as the City Building Official.

Mr. King explained the annual budget for this service is $40,000.00. However, with cost savings in personnel of approximately $150,000.00, it will be a benefit to the City.

Staff recommended approval.

Motion was made by Committee Member Shirley Hilton-Flanary, seconded by Committee Member Dan Hall to authorize the City Manager to negotiate and execute a contract between the City of Muskogee and Okie Safety, for the plan review of commercial building permits and commercial inspections.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

16. (No Action) Discuss an upcoming hearing for a Specific Use Permit to allow a Dog Boarding Facility to operate at a location near Hancock Street and Foltz Lane, or take other necessary action. (Jody King)

Planning Director Jody King stated this is a five (5) acre parcel purchased and platted in May 2024. It is split zoned, with residential zoning located on the back half of the property, and commercial zoning on the front half of the property. The property owner is requesting to build a Commercial Dog Boarding Facility, which aligns with our Kennel guidelines.

17. Consider the appointment of Councilor Tom Martindale to the City of Muskogee Foundation Board, serving a two (2) year term, filling the expiring term of Deputy Mayor Derrick Reed, beginning September 1, 2024, and ending on August 31, 2026, or take other necessary action. (Mayor W. Patrick Cale)

Motion was made by Mayor Patrick Cale, seconded by Committee Member Jaime Stout to approve the appointment of Councilor Tom Martindale to the City of Muskogee Foundation Board, serving a two (2) year term, filling the expiring term of Deputy Mayor Derrick Reed, beginning September 1, 2024, and ending on August 31, 2026.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall

Other: Committee Member Tom Martindale (ABSTAIN)

Carried

18. Consider the appointment of Wayne Wilburn to the Muskogee Medical Center Authority (MMCA), filling the unexpired term of Ched Wetz, beginning August 1, 2024, and ending May 30, 2027, or take other necessary action. (Councilor Shirley Hilton-Flanary)

Motion was made by Committee Member Dan Hall, seconded by Committee Member Jaime Stout to approve the appointment of Wayne Wilburn to the Muskogee Medical Center Authority (MMCA), filling the unexpired term of Ched Wetz, beginning August 1, 2024, and ending May 30, 2027.

AYE: Mayor Patrick Cale, Vice Mayor Derrick Reed, Committee Member Jaime Stout, Chair Tracy Hoos, Committee Member Shirley Hilton-Flanary, Committee Member C.B. Abel, Committee Member Melody Cranford, Committee Member Dan Hall, Committee Member Tom Martindale

Carried - Unanimously

RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.

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

Citizen Judith Whittington spoke about experiences with Animal Control and Revenue Departments and requested a meeting with the Mayor.

Citizen Pat Kaseca spoke about improving the quality of life for veterans in our City and prohibiting panhandlers.

Councilor Melody Cranford encouraged everyone to participate August 15, 2024, in City Hall Selfie Day.

There being no further business, the meeting was adjourned.

CHAIR TRACY HOOS
PUBLIC WORKS COMMITTEE

pwmin
TT

Public Works Committee **2.**

Meeting Date: 09/09/2024

Submitted For: Katrina Bodenhamer, City Attorney

Initiator: Katrina Bodenhamer, City Attorney

Department: City Attorney

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Amended Ordinance No. 3939-A, an Ordinance setting out the requirements, qualifications and terms for members of the Uniform Building Code Appeals Board, as set out in Sec. 18-484 of the City of Muskogee Code of Ordinances, and the residency requirements of members, or take other necessary action. (Councilor Shirley Hilton-Flanary)

BACKGROUND:

Ordinance 3939-A was passed by City Council in 2014. This ordinance established the Uniform Building Code Appeals Board and set forth the requirements for board members, terms, powers and duties. This Ordinance was memorialized in Article IX Uniform Building Code Appeals Board of the City of Muskogee Code of Ordinances. The current ordinance restricts board members to residents of the City of Muskogee. Due to the difficulty in recruiting board members based on the required skill sets, this residency requirement needs to be expanded to amend the language so that a board member can live within the County of Muskogee.

RECOMMENDED ACTION:

Approve Amended Ordinance No. 3939-A.

Fiscal Impact

Attachments

Amended Ordinance 3939-A

AMENDED ORDINANCE NO. 3939-A

AN ORDINANCE AMENDING THE CITY OF MUSKOGEE CODE OF ORDINANCES BY AMENDING CHAPTER 22, BUILDING REGULATIONS, ARTICLE IX, UNIFORM BUILDING CODE APPEAL; SEC. 18-484, UNIFORM BUILDING CODE APPEALS BOARD ESTABLISHED; COMPOSITION; PURPOSE; ADDING REPEALERS, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

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

Section 1. The City of Muskogee Code of Ordinances, Chapter 22, Building Regulations, Article IX, Uniform Building Code Appeal, Section 18-484, Uniform Building Code Appeals Board Established; Composition; Purpose, is hereby amended to read as follows:

SEC. 18-484. - UNIFORM BUILDING CODE APPEALS BOARD ESTABLISHED; COMPOSITION; PURPOSE.

There is hereby established a Uniform Building Code Appeals Board of the city which shall consist of seven members to be recommended by the mayor and approved by the city council. Such board shall be composed of one professional builder, one individual trained in either structural or civil engineering or architecture, one mechanical contractor, one electrical contractor, one plumbing contractor, one individual trained in fire suppression, and one member at large, all of whom shall be residents of the ~~city~~ county. The board shall serve without compensation and shall exercise only those powers enumerated within this article.

Section 2. SEVERABILITY. Should any part section, subsection, sentence, provision, clause or phrase hereof be held invalid, void, or unconstitutional for any reason, such holding shall not render invalid, void, or unconstitutional any other section, subsection, sentence, provision, clause, or phrase of this ordinance, and the same are deemed severable for this purpose.

Section 3. CODIFICATION. Chapter 22, Building Regulations, Article IX, Uniform Building Code Appeal; Sec. 18-484, Uniform Building Code Appeals Board Established; Composition; All In The City Of Muskogee Code Of Ordinances.

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

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

CITY OF MUSKOGEE

_____
W. PATRICK CALE, MAYOR

(Seal)

ATTEST:

_____
TAMMY L. TRACY, CITY CLERK

Approved as to Form and Legality:

_____
KATRINA BODENHAMER
CITY ATTORNEY

Public Works Committee **3.**

Meeting Date: 09/09/2024

Initiator: Maggie Eaton, Human Resources Director

Department: Personnel

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Amended 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 2-471, Membership, Election and Qualifications; Section. 2-472, Terms and Representation By Department; Section 2-473, Absences and Vacancies; Providing for Codification, Repealer, Severability and Setting an Effective Date, or take other necessary action. (Maggie Eaton)

BACKGROUND:

Council has already approved changes made to this ordinance during an earlier meeting. However, the changes made did not allow enough time to complete the necessary steps to hold an election. These changes remove the time constraints and clean up language.

RECOMMENDED ACTION:

Approve the Ordinance.

Fiscal Impact

Attachments

Ordinance 4229-A track change copy

Ordinance 4229-A Final Copy

ORDINANCE NO. 4229-A

AN AMENDED ORDINANCE OF THE CITY OF MUSKOGEE, OKLAHOMA, BY AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE V. BOARDS AND COMMISSIONS, DIVISION 12 MUNICIPAL EMPLOYEES RETIREMENT BOARD; SECTION 2-471, MEMBERSHIP, ELECTION AND QUALIFICATIONS; SECTION. 2-472, TERMS AND REPRESENTATION BY DEPARTMENT; SECTION. 2-473ABSENCIES AND VACANCIES; PROVIDING FOR CODIFICATION, REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

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

Section 1. The City Code of Ordinances, Chapter 2, Administration, Article V, Boards and Commission, 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 which shall read as follows, to-wit:

SECTION. 2-470. ESTABLISHED; FUNCTIONS AND DUTIES; MEETINGS; QUORUM.

(a) The municipal employees retirement board, hereinafter called "the board," is hereby established to represent the interest of the member employees of the Employees Retirement System, Defined Contribution Plan, of the City of Muskogee, Oklahoma, as provided for in section 62-135, hereinafter called "retirement system." A member employee is one and the same as defined in Ordinance No. 3640-A. The board shall function in an advisory capacity to the city council. The board may make recommendations regarding desired changes to the Defined Contribution Plan. The board may make recommendations regarding desired changes to the plans and allow members an opportunity to comment on said changes. The board shall review and make recommendations regarding any ordinance or resolution which would amend the retirement system. The board may also review and make recommendations regarding the performance of the investment manager of the plans.

(b) The board shall meet once each quarter. Any employee covered by the retirement program can place an item on the board's agenda for consideration. Copies of the minutes of all meetings are to be submitted to the city council.

(c) A quorum shall consist of four of the voting member vote is required from the members present.

Sec. 2-471. Membership, election, and qualifications.

(a) The municipal employee retirement board shall consist of:

(1) Seven voting members elected as provided in this section; and

(2) The city clerk, the city treasurer and the authorized agent of the retirement system as ex officio nonvoting members.

The Chairperson of the Committee shall be elected biannually at the first meeting of the fiscal year, from the membership, and shall serve a term of two (2) years. In the absence of the chairman, the board shall elect a temporary chairman from the ex officio members. Members are not limited to the number of terms they may serve as Chairperson. It shall be the duty of the Chairperson to preside at all meetings of the Committee, call meetings and perform other such duties as determined by the Committee. The meetings shall be conducted in accordance with Robert's Rules of Order Revised, 1915 (Fourth) Edition.

(b) An election will be held on the second Tuesday of the month following the need of an election, between the hours of 8:00 a.m. and 5:00 p.m. A petition for candidates to sign will be posted in the office of the city clerk for five working days prior to the election which shall be removed at 5:00 p.m. on the Friday prior to the election.

(c) The qualifications to serve as an elected member of the board shall be:

(1) A fulltime employee of the city for at least one year prior to the posting period;

(2) A member of the retirement system or active participant in the plans;

(3) Employed within the department from which elected;

(4) For the vested position, the member must be vested under the terms of the plan by the end of the posting period, or for the nonvested position, the member must be nonvested at the time of the election. A nonvested member that becomes vested during the term does not forfeit the position.

(d) Voting will be at large for all positions. If a candidate does not receive more than 50 percent of the votes, a runoff election will be held the following Monday between the hours of 8:00 a.m. and 5:00 p.m.

Sec. 2-472. Terms and representation by department.

(a) Terms of members of the municipal employee retirement board shall commence on November1 and expire on October 30 for each respective year.

(b) After the initial term, each position will serve a four-year term. Term limits will be staggered so two positions would become vacant each year with only one position

vacant every fourth year. A vested and a nonvested position would be open every year except the fourth year.

Sec. 2-473. Absences and vacancies.

(a) If an elected member of the municipal employees retirement board has more than two unexcused absences within one calendar year, his position will automatically be considered vacant. In case of a vacancy, the position will be filled with an appointment by the city council to serve until the next annual election. The newly elected member will serve the remainder of the term.

(b)

SECTION 2. SEVERABILITY. If any provision, paragraph, word, section of article of this Ordinance is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections and chapters shall not be affected and shall continue in full force and effect.

SECTION 3. REPEALER. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of such inconsistency or conflict.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective thirty (30) days after publication.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE ON THIS_____DAY OF_____, 2024.

CITY OF MUSKOGEE:

_____
W. PATRICK CALE, MAYOR

ATTEST:

(seal)

_____
TAMMY L. TRACY, CITY CLERK

Approved as to form and legality this_____day of_____, 2024.

_____
KATRINA BODENHAMER, CITY ATTORNEY

ORDINANCE NO. 4229-A

AN AMENDED ORDINANCE OF THE CITY OF MUSKOGEE, OKLAHOMA, BY AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE V. BOARDS AND COMMISSIONS, DIVISION 12 MUNICIPAL EMPLOYEES RETIREMENT BOARD; SECTION 2-471, MEMBERSHIP, ELECTION AND QUALIFICATIONS; SECTION. 2-472, TERMS AND REPRESENTATION BY DEPARTMENT; SECTION. 2-473, ABSENCIES AND VACANCIES; PROVIDING FOR CODIFICATION, REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

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

Section 1. The City Code of Ordinances, Chapter 2, Administration, Article V, Boards and Commission, 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 which shall read as follows, to-wit:

SECTION. 2-470. ESTABLISHED; FUNCTIONS AND DUTIES; MEETINGS; QUORUM.

(a) The municipal employees retirement board, hereinafter called "the board," is hereby established to represent the interest of the member employees of the Employees Retirement System, Defined Contribution Plan, of the City of Muskogee, Oklahoma, as provided for in section 62-135, hereinafter called "retirement system." A member employee is one and the same as defined in Ordinance No. 3640-A. The board shall function in an advisory capacity to the city council. The board may make recommendations regarding desired changes to the Defined Contribution Plan. The board may make recommendations regarding desired changes to the plans and allow members an opportunity to comment on said changes. The board shall review and make recommendations regarding any ordinance or resolution which would amend the retirement system. The board may also review and make recommendations regarding the performance of the investment manager of the plans.

(b) The board shall meet once each quarter. Any employee covered by the retirement program can place an item on the board's agenda for consideration. Copies of the minutes of all meetings are to be submitted to the city council.

(c) A quorum shall consist of four of the voting member vote is required from the members present.

Sec. 2-471. Membership, election, and qualifications.

(a) The municipal employee retirement board shall consist of:

(1) Seven voting members elected as provided in this section; and

(2) The city clerk, the city treasurer and the authorized agent of the retirement system as ex officio nonvoting members.

The Chairperson of the Committee shall be elected biannually at the first meeting of the fiscal year, from the membership, and shall serve a term of two (2) years. In the absence of the chairman, the board shall elect a temporary chairman from the ex officio members. Members are not limited to the number of terms they may serve as Chairperson. It shall be the duty of the Chairperson to preside at all meetings of the Committee, call meetings and perform other such duties as determined by the Committee. The meetings shall be conducted in accordance with Robert's Rules of Order Revised, 1915 (Fourth) Edition.

(b) An election will be held on the second Tuesday of the month following the need of an election, between the hours of 8:00 a.m. and 5:00 p.m. A petition for candidates to sign will be posted in the office of the city clerk for five working days prior to the election which shall be removed at 5:00 p.m. on the Friday prior to the election.

(c) The qualifications to serve as an elected member of the board shall be:

(1) A fulltime employee of the city for at least one year prior to the posting period;

(2) A member of the retirement system or active participant in the plans;

(3) Employed within the department from which elected;

(4) For the vested position, the member must be vested under the terms of the plan by the end of the posting period, or for the nonvested position, the member must be nonvested at the time of the election. A nonvested member that becomes vested during the term does not forfeit the position.

(d) Voting will be at large for all positions. If a candidate does not receive more than 50 percent of the votes, a runoff election will be held the following Monday between the hours of 8:00 a.m. and 5:00 p.m.

Sec. 2-472. Terms and representation by department.

(a) Terms of members of the municipal employee retirement board shall commence on November 1 and expire on October 30 for each respective year.

(b) After the initial term, each position will serve a four-year term. Term limits will be staggered so two positions would become vacant each year with only one position

vacant every fourth year. A vested and a nonvested position would be open every year except the fourth year.

Sec. 2-473. Absences and vacancies.

(a) If an elected member of the municipal employees retirement board has more than two unexcused absences within one calendar year, his position will automatically be considered vacant. In case of a vacancy, the position will be filled with an appointment by the city council to serve until the next annual election. The newly elected member will serve the remainder of the term.

SECTION 2. SEVERABILITY. If any provision, paragraph, word, section of article of this Ordinance is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections and chapters shall not be affected and shall continue in full force and effect.

SECTION 3. REPEALER. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of such inconsistency or conflict.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective thirty (30) days after publication.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE ON THIS_____DAY OF_____, 2024.

CITY OF MUSKOGEE:

_____
W. PATRICK CALE, MAYOR

ATTEST:

(seal)

_____
TAMMY L. TRACY, CITY CLERK

Approved as to form and legality this_____day of_____, 2024.

_____
KATRINA BODENHAMER, CITY ATTORNEY

Public Works Committee **4.**

Meeting Date: 09/09/2024

Submitted For: Katrina Bodenhamer, City Attorney **Initiator:** Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Amended Ordinance No. 4159-A, amending the City of Muskogee Code of Ordinances, Chapter 3, City Council Ethics, Article II, Ethics; amending Section 3-11, Use of Cellular Phones And Recording Devices Prohibited; Adding Repealer, Severability, Codification, And Setting An Effective Date, or take other necessary action. (Katrina Bodenhamer)

BACKGROUND:

Council previously approved Ordinance 4159-A, prohibiting the use of cellular phones by council members and staff during city council meetings. A councilor has asked staff to prepare an amendment to this Ordinance to remove the prohibition against cellular phone use. There are times when council members or staff need to research city policies and ordinances during council sessions to address an issue at hand, and this prohibition unduly restricts council and staff's ability to conduct business.

RECOMMENDED ACTION:

Approve Amended Ordinance No. 4159-A.

Fiscal Impact

Attachments

Amended Ordinance 4159-A

AMENDED ORDINANCE NO. 4159-A

AN ORDINANCE AMENDING THE CITY OF MUSKOGEE CODE OF ORDINANCES BY AMENDING CHAPTER 3, CITY COUNCIL ETHICS, ARTICLE II, ETHICS; SECTION 3-11, REPEALING USE OF CELLULAR PHONES; ADDING REPEALER, SEVERABILITY, AND CODIFICATION.

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

Section I. The City of Muskogee Code of Ordinances, Chapter 3, City Council Ethics, Article II, Ethics, Sections 3-11, is hereby amended and shall read as follows:

SECTION 3-1 1, ~~USE OF CELLULAR PHONES AND RECORDING DEVICES PROHIBITED~~ DUTIES

~~Council Members shall leave their cellular phones and any recording devices with the police officer on duty prior to entering into executive session, unless and except for any emergency or medical personnel serving on the City Council who may keep their cellular telephones available to take any emergency calls only. The determination as to which members may qualify for these exemptions shall be within the sole discretion of the City Council. Such exempted City Council Members shall not use their phones during session, and instead shall immediately excuse~~ Members shall perform their duties in accordance with the processes and rules of order established by the City Council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

A. Members shall prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

B. Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

C. Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.

D. Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

Section 2. SEVERABILITY. Should any part section, subsection, sentence, provision, clause or phrase hereof be held invalid, void, or unconstitutional for any reason, such holding shall not render invalid, void, or unconstitutional any other section, subsection, sentence, provision, clause, or phrase of this ordinance, and the same are deemed severable for this purpose.

Section 3. CODIFICATION. Chapter 3, City Council Ethics, Article 11, Ethics; Section 3-1 1, Duties; all in the City of Muskogee Code of Ordinances.

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

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

CITY OF MUSKOGEE

_____
W. PATRICK CALE, MAYOR

(Seal)

ATTEST:

_____
TAMMY L. TRACY, CITY CLERK

Approved as to Form and Legality:

_____
KATRINA BODENHAMER
CITY ATTORNEY

Public Works Committee **5.**

Meeting Date: 09/09/2024

Submitted For: Katrina Bodenhamer, City Attorney

Initiator: Katrina Bodenhamer, City Attorney

Department: City Attorney

Staff Information Source:

Information

AGENDA ITEM TITLE:

Discuss and consider delaying the City CIP Tax Vote until after the proposed Countywide Public Safety Sales Tax, or take other necessary action. (Mayor W. Patrick Cale)

BACKGROUND:

In order to avoid voter confusion and fully support the County/City One Cent Sales Tax Vote scheduled for February 2024, Mayor Cale would like to discuss delaying the City CIP tax vote until after the County/City vote.

RECOMMENDED ACTION:

Discuss and provide direction to staff.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee **6.**

Meeting Date: 09/09/2024

Submitted For: Katrina Bodenhamer, City Attorney

Initiator: Katrina Bodenhamer, City Attorney

Department: City Attorney

Staff Information Source:

Information

AGENDA ITEM TITLE:

Discuss and consider the priorities of City Council regarding the proposed Countywide Public Safety Sales Tax and the City's CIP Tax and GO Bond, and take other necessary action. (Mayor W. Patrick Cale)

BACKGROUND:

Mayor Cale would like to discuss and vote on the City Council's priorities regarding the City/County One Cent Sales Tax, the City's CIP and GO Bond in order to prevent confusion among voters and establish this Council's desires.

RECOMMENDED ACTION:

Discuss and Consider Priorities, and take appropriate action.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee **7.**

Meeting Date:	09/09/2024		
Submitted For:	Tammy Tracy, City Clerk	Initiator:	Tammy Tracy, City Clerk
Department:	City Clerk		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Councilmember Dan Hall to serve on the War Memorial Trust Authority, beginning September 1, 2024 and commensurate with his term on the City Council, replacing Councilor Alex Reynolds, or take other necessary action. (Councilor Tracy Hoos)

BACKGROUND:

This vacancy must be filled by a member of Council.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee **8.**

Meeting Date:	09/09/2024		
Submitted For:	Tammy Tracy, City Clerk	Initiator:	Tammy Tracy, City Clerk
Department:	City Clerk		
Staff Information Source:	Mayor W. Patrick Cale		

Information

AGENDA ITEM TITLE:

Consider approval of the reappointment of Martin Bebb to the Muskogee Housing Authority, to serve a three (3) year term, beginning August 1, 2024, and ending July 31, 2027, or take other necessary action. (Mayor W. Patrick Cale)

BACKGROUND:

Mr. Martin Bebb's term has expired. The Muskogee Housing Authority is requesting he be reappointed to the board.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

MHA Letter

Muskogee Housing
Strengthening Communities, Enhancing Lives

P 918.687.6301 F 918.687.3249
P.O. Box 1471 • Muskogee, OK 74402
220 N. 40th Street • Muskogee, OK 74401
MuskogeeHousing.org

August 22, 2024

Tammy Tracy
City Clerk, City of Muskogee

Ms. Tracy,

On behalf of the Board of the Muskogee Housing Authority I wish to take this opportunity to request the reappointment of Ms. Alice Smith and Mr. Martin Bebb to the Board. Ms. Smith, who serves as the Resident Member on the board and Mr. Bebb who serves as a member on the board have terms that are both set to expire on June 30, 2024.

The Board strongly suggests their reappointment for a three year term as their experience and knowledge have been valuable additions to the agency.

Please do not hesitate to contact me should you require additional information related to this or any other matter.

Sincerely,

Tara Goodman

Tara Goodman
Interim Executive Director

Public Works Committee **9.**

Meeting Date:	09/09/2024		
Submitted For:	Tammy Tracy, City Clerk	Initiator:	Tammy Tracy, City Clerk
Department:	City Clerk		
Staff Information Source:	Councilor Shirley Hilton-Flanary		

Information

AGENDA ITEM TITLE:

Consider approval of the reappointment of Alice Smith to the Muskogee Housing Authority, to serve a three (3) year term, beginning August 1, 2024, and ending July 31, 2027, or take other necessary action. (Councilor Shirley Hilton-Flanary)

BACKGROUND:

Ms. Alice Smith's term has expired. The Muskogee Housing Authority is requesting she be reappointed to the board.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

MHA Letter

Muskogee Housing
Strengthening Communities, Enhancing Lives

P 918.687.6301 F 918.687.3249
P.O. Box 1471 • Muskogee, OK 74402
220 N. 40th Street • Muskogee, OK 74401
MuskogeeHousing.org

August 22, 2024

Tammy Tracy
City Clerk, City of Muskogee

Ms. Tracy,

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The Board strongly suggests their reappointment for a three year term as their experience and knowledge have been valuable additions to the agency.

Please do not hesitate to contact me should you require additional information related to this or any other matter.

Sincerely,

Tara Goodman

Tara Goodman
Interim Executive Director