

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

**AGENDA
SPECIAL CALL
WAR MEMORIAL PARK AUTHORITY
APRIL 8, 2024**

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

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

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

REGULAR SESSION - 9:30 A.M., CITY HALL, THIRD FLOOR, 229 W. OKMULGEE AVE., MUSKOGEE, OKLAHOMA

CALL TO ORDER

ROLL CALL

1. Consider approval of Minutes for February 21, 2024, or take other necessary action. (Chair Alex Reynolds)
2. Discuss and consider appointing a War Memorial Trust Authority Trustee to negotiate and execute the contract amendment between Bison Civil and the War Memorial Trust Authority, as it relates to the Relocation Phase of the U.S.S. Batfish, or take other necessary action. (Kelly Bolding)
3. Citizens wishing to address the Board.

ADJOURN

Special Call War Memorial Trust Authority

1.

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

Information

AGENDA ITEM TITLE:

Consider approval of Minutes for February 21, 2024, or take other necessary action. (Chair Alex Reynolds)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

2-21-2024 WMPAmin

MINUTES

MUSKOGEE WAR MEMORIAL PARK AUTHORITY WEDNESDAY, FEBRUARY 21, 2024

The Board of Trustees of the Muskogee War Memorial Park Authority of the City of Muskogee, Oklahoma, met Wednesday, February 21, 2024, at 9:00 a.m., at Muskogee War Memorial Park, 3500 Batfish Road.

Meeting was called to order by Chair Alex Reynolds and the Secretary called the roll as follows:

Present: Alex Reynolds, Chair; Bo Highers, Trustee; Brad Hanselman, Trustee; Ashley Davis, Trustee; Robert Gaddy, Trustee; James Gulley, Trustee

Absent: Dave Davis, Trustee; Tracy Cole, Trustee; David Weston, Trustee

Staff Mike Miller, City Manager; Katrina Bodenhamer, Attorney for the Authority; Tammy L.

Present: Tracy, Secretary for the Authority; Kelly Bolding, FEMA Liaison for the Authority

- 1 Consider approval of Minutes for January 17, 2024, or take other necessary action.

Motion was made by Trustee Ashley Davis, seconded by Trustee Robert Gaddy to approve minutes for January 17, 2024.

AYE: Chair Alex Reynolds, Trustee Bo Highers, Trustee Brad Hanselman,
Trustee Ashley Davis, Trustee Robert Gaddy, Trustee James Gulley

Carried - Unanimously

- 2 Consider approval to receive financials for the months of December 2023 and January 2024, or take other necessary action.

Trustee David Weston entered the meeting at 9:34 a.m.

Motion was made by Trustee Ashley Davis, seconded by Trustee Bo Highers to approve to receive financials for the months of December 2023 and January 2024.

AYE: Chair Alex Reynolds, Trustee Bo Highers, Trustee Brad Hanselman,
Trustee Ashley Davis, Trustee Robert Gaddy, Trustee James Gulley,
Trustee David Weston

Carried - Unanimously

- 3 Receive update on the status of the FEMA Project for the U.S.S. Batfish, and take other necessary action. (Kelly Bolding)

Kelly Bolding stated she has submitted all the information requested from FEMA regarding damaged items that we are attempting to add to the Scope of Work. She has received confirmation that the information has been received by FEMA and is under review. No anticipated time frame has been provided.

Discussion followed.

- 4 Consider approval to authorize payment of invoices from BKL, Inc., in the amounts of \$5,084.46 and \$2,000.00, totaling \$7,084.46, or take other necessary action. (Kelly Bolding)

Motion was made by Trustee Ashley Davis, seconded by Trustee Bo Highers to authorize payment of invoices from BKL, Inc., in the amounts of \$5,084.46 and \$2,000.00, totaling \$7,084.46.

AYE: Chair Alex Reynolds, Trustee Bo Highers, Trustee Brad Hanselman,
Trustee Ashley Davis, Trustee Robert Gaddy, Trustee James Gulley,
Trustee David Weston

Carried - Unanimously

- 5 Discuss and take possible action to solicit bids for lawn care maintenance for the War Memorial Park grounds. (Trustee Ashley Davis)

Trustee Davis explained he has been spending time at the War Memorial Park and feels the Authority needs to begin soliciting bids for a lawn care service to mow and maintain the grounds at the Park.

City Manager Mike Miller explained he would check with City Staff to see if the Park grounds were included in the City's bid packet for mowing and the costs associated with it. He stated he would follow up with the Authority once he was able to acquire that information. However, he encouraged the Authority to proceed with obtaining mowing bids simultaneously.

Trustee Davis requested bids obtained by the Authority be held until the City has received their bids, comparing them to select the best bid.

Chair Alex Reynolds stated Mr. James Erb would be included in the solicitation process.

Discussion followed.

Motion was made by Trustee Ashley Davis, seconded by Chair Alex Reynolds to begin the process of soliciting bids for lawn care maintenance at the War Memorial Park and Museum, and once received, work in conjunction with City Staff to ensure the lowest and best bid is selected.

AYE: Chair Alex Reynolds, Trustee Bo Highers, Trustee Brad Hanselman,
Trustee Ashley Davis, Trustee Robert Gaddy, Trustee James Gulley,
Trustee David Weston

Carried - Unanimously

- 6 (No Action) Discuss status of POS (point of sale) system and associated fees currently utilized at the War Memorial Park Museum, and take other necessary action. (Trustee Ashley Davis)

Trustee Davis explained the POS (point of sale) system and computer equipment currently in use at the Museum is antiquated and in need of upgrades and/or replacement.

Discussion followed.

Direction was given to Director James Erb to research costs associated with replacing and/or upgrading the system.

- 7 (No Action) Discuss current phone and internet services utilized at the War Memorial Park Museum, and take other necessary action. (Trustee Ashley Davis)

Trustee Davis explained the phone and internet service currently in use at the Museum is antiquated and in need of upgrades and/or replacement.

Discussion followed.

Direction was given to Director James Erb to research costs associated with replacing and/or upgrading the phone system and internet service.

- 8 (No Action) Discuss the status of a current Paypal account in use by the War Memorial Park Museum, and take other necessary action. (Trustee Ashley Davis)

Trustee Davis explained the Paypal account used at the Museum needs to be closed and determine if a new account should be established.

Discussion followed.

Direction was given to Director James Erb to research to close the account, determining if a new account is needed.

- 9 (No Action) Discuss the possible creation of a Volunteer Roster, to be maintained by the War Memorial Museum curator, and take other necessary action. (Trustee Ashley Davis)

Direction was given to Director James Erb to begin the compilation process of creating and maintaining a volunteer roster for volunteers to donate their time at the War Memorial Park and Museum.

- 10 Discuss and take necessary action to remove all signors currently on the Firststar Bank account, with the exception of the following authorized signors: Chair Alex Reynolds, Trustee Ashley Davis, and Trustee Robert Gaddy. (Trustee Ashley Davis)

Trustee Davis stated it has come to his attention the need to remove signors from the Authority's bank account held at Firststar Bank who are no longer authorized and/or are no longer serving on the Authority. Currently, the only names that should be listed on the account are the following: Vice Chair James Gulley, Trustee Ashley Davis, and Trustee Dave Davis.

Discussion followed.

Motion was made by Trustee David Weston, seconded by Trustee Brad Hanselman to approve to remove all current signors from the bank account held with Firststar Bank except for the following: Vice Chair James Gulley, Trustee Ashley Davis, and Trustee Dave Davis.

AYE: Chair Alex Reynolds, Trustee Bo Highers, Trustee Brad Hanselman, Trustee Ashley Davis, Trustee Robert Gaddy, Trustee James Gulley, Trustee David Weston

Carried - Unanimously

- 11 (No Action) Discuss and take possible action regarding the process of submitting Requests for Proposal (RFP) for the relocation project of the U.S.S. Batfish. (Chair Alex Reynolds)

Chair Alex Reynolds explained the Trust is seeking direction on moving forward with the process of submitting a Request for Proposal (RFP) for the Relocation Project.

Stacy Loeffler with BKL, Incorporated, explained they are waiting for funding to proceed. She explained an RFP cannot be submitted until funding has been encumbered and a viable means of transporting the submarine has been established.

Discussion followed.

- 12 (No Action) Receive report related to the operations and status of the War Memorial Park and Museum. (Chair Alex Reynolds)

Chair Alex Reynolds explained Big Wheel Digital Marketing located in Tulsa, Oklahoma, has created a video which requests support from viewers to help with the Relocation Project of the U.S.S. Batfish. He explained they are also interested in

documenting the actual relocation process of the submarine when it occurs.

The video was shown.

Discussion followed.

13 (None) Citizens wishing to address the Board.

ALEX REYNOLDS, CHAIR

TAMMY L. TRACY, SECRETARY

Special Call War Memorial Trust Authority

2.

Meeting Date: 04/08/2024
Submitted For: Kelly Bolding, Emergency Management
Initiator: Kelly Bolding, Deputy Emergency Management Director
Department: Emergency Management
Staff Information Source:

Information

AGENDA ITEM TITLE:

Discuss and consider appointing a War Memorial Trust Authority Trustee to negotiate and execute the contract amendment between Bison Civil and the War Memorial Trust Authority, as it relates to the Relocation Phase of the U.S.S. Batfish, or take other necessary action. (Kelly Bolding)

BACKGROUND:

On January 17, 2024, The War Memorial Board voted to authorize a Trustee to negotiate and execute the contract amendment with Bison Civil. A Trustee needs to be nominated to negotiate and execute the contract amendment.

RECOMMENDED ACTION:

Appoint a Trustee to negotiate and execute the contract amendment.

Fiscal Impact

Attachments

No file(s) attached.
