

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

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

AGENDA MUSKOGEE CITY COUNCIL OCTOBER 27, 2025

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**

ROLL CALL

**APPROVAL OF MINUTES: CITY COUNCIL SPECIAL CALL SESSION SEPTEMBER 8, 2025, AND
REGULAR SESSION SEPTEMBER 22, 2025, OR TAKE OTHER NECESSARY ACTION.**

CONSENT AGENDA

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

1. Approval of claims for all City departments August 30, 2025 through September 26, 2025, or take other necessary action.
2. Approval of final payment to Tarkett Sports Construction-Central, LLC, in the amount of \$8,980.00, for the Spaulding Park Pickleball and Court Resurfacing, Project No. 2025004, or take other necessary action. (Mark Wilkerson)

3. Approval for the Police Department to purchase 20 sets of ballistic body armor, including rifle plates and attachments, in the amount of \$68,465.00, on a sole source bid from TYR Tactical, LLC, for the Special Operations Team, or take other necessary action. (Johnny Teehee)
4. Approval to authorize the City Manager to negotiate and execute an engineering contract between the City of Muskogee and Cowan Group Engineering, for the purpose of a waterline crossing project located at State Highway 165 and Hancock Street, or take other necessary action. (Mike Stewart)
5. Approval to allow for a 15-day extension regarding the Muskogee Waste Water Treatment Plant bid opening to comply with State Purchasing Regulations, or take other necessary action. (Mike Stewart)
6. Approval of the FY2025-2026 Cooperative Agreement between the City of Muskogee and War Memorial Trust Authority, in the amount of \$60,000.00, or take other necessary action. (Kendal Francis)
7. Approval of the proposed 2026 meeting schedule for City Council and Public Works and Finance Committees, as per City Code 2-20 and Council Policy 1-2, or take other necessary action. (Tammy L. Tracy)

REGULAR AGENDA

8. Hold a Public Hearing and consider approval of the Preliminary Plat for RaceTrac – Hancock Street Subdivision, located at 2300 South 32nd Street, consisting of 18.205 acres, or take other necessary action. (Sarah Winkle)
9. Hold a Public Hearing and consider approval of Resolution No. 3053, Future Land Use Amendment, for the property located at 2300 South 32nd Street, City of Muskogee, or take other necessary action. (Sarah Winkle)
10. Hold a Public Hearing and consider approval of Ordinance No. 4276-A, a request to rezone the property located at 2300 South 32nd Street, City of Muskogee, from I-1, Light Industrial to C-2, General Commercial, and if approved, authorize Staff to update the Official Zoning Map of the City, or take other necessary action. (Sarah Winkle)
11. Consider approval of Resolution No. 3056, Giving Notice to the Secretary of the Muskogee County Election Board and Calling a City General Election for Tuesday, February 10, 2026, and a Runoff Election in the Event Respective Candidates for the Offices of Mayor and Council Members do not receive a Majority Vote, with Said Runoff Election to be held on Tuesday, April 7, 2026; Establishing Filing, Withdrawal and Contest Period; Closing the 45th and 61st Voting Precincts; and Establishing all the same pursuant to the Charter of the City of Muskogee and the Revised State Election Laws, or take other necessary action. (Katrina Bodenhamer)

12. Consider approval of Resolution No. 3062, a Resolution of the City of Muskogee, Oklahoma, (the "City"), approving action taken by the Muskogee Municipal Authority (the "Authority") authorizing issuance, sale and delivery of a promissory note of the Authority to the Oklahoma Water Resources Board; ratifying and confirming a lease agreement and operation and maintenance contract, as amended, by and between the City and the Authority pertaining to the leasing of the City of Muskogee water and sanitary sewer systems to the authority; ratifying and confirming a sales tax agreement pertaining to certain sales tax revenue as security for the note; and containing other provisions related thereto, or take other necessary action. (Mike Stewart)
13. Consider approval of Resolution No. 3059, a Resolution in support of incorporating the Muskogee Industrial Park into Port Muskogee South, or take other necessary action. (Katrina Bodenhamer)
14. Consider approval of Resolution No. 3058 and a Citizen's Participation Plan for the Community Development Block Grant Disaster Recovery 2022 (CDBG-DR-22) Grant, relating to the Oklahoma Department of Commerce Community Development Block Grant Program, or take other necessary action. (Mike Stewart)
15. Consider approval of Resolution No. 3060 to submit an application to the Oklahoma Department of Commerce for the CDBG-DR 2022 Grant, a grant for the disaster recovery from the May 2022 flooding, for a voluntary housing buyout project addressing properties in the Meadows Subdivision, or take other necessary action. (Mike Stewart)
16. Consider approval to adopt a Citizen Participation Plan for the City's application to the Oklahoma Department of Commerce for the CDBG-DR 2022 Grant, a grant for disaster recovery from the May 2022 flood, for a planning project for a Subdivision Drainage Plan for the Meadows Subdivision, or take other necessary action. (Mike Stewart)
17. Consider approval to adopt a Citizen Participation Plan for the City's application to the Oklahoma Department of Commerce for the CDBG-DR 2022 Grant, a grant for disaster recovery from the May 2022 flood, for a voluntary housing buyout project addressing properties in the Meadows Subdivision, or take other necessary action. (Mike Stewart)
18. Consider approval to authorize the Mayor to execute a corrective deed for the property located in Muskogee O.T. S50, lot 1 Block 405, to the Record Owners to clear title due to a clerical error in the Muskogee County Land Records, or take other necessary action. (Katrina Bodenhamer)
19. Consider approval for the Muskogee Police Department to accept the Law Enforcement Mental Health and Wellness Act Grant from the Office of Community Oriented Policing Services in the amount of \$200,000.00, or take other necessary action. (Johnny Teehee)

20. Consider approval of the appointment of Cody Moore to the Planning and Zoning Commission, to serve a three (3) year term, filling the expiring term of D'Elbie Walker, beginning October 1, 2025, and ending on September 30, 2028, or take other necessary action. (Councilor Mike Brawley)

RECOGNIZE CITIZENS WISHING TO SPEAK TO THE MAYOR AND COUNCIL.

Council Rules of Decorum limit citizen comments to three (3) minutes. Any person desiring to speak is required to sign-in with the City Clerk, provide their name 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.

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

ADJOURN

Regular City Council

1.

Meeting Date: 10/27/2025
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

APPROVAL OF MINUTES: CITY COUNCIL SPECIAL CALL SESSION SEPTEMBER 8, 2025,
AND REGULAR SESSION SEPTEMBER 22, 2025, OR TAKE OTHER NECESSARY ACTION.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

09082025 SPCCMIN
09222025 ccmin

MINUTES

OF THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN A SPECIAL CALL SESSION IN COUNCIL CHAMBERS OF CITY HALL SEPTEMBER 8, 2025

The City Council of the City of Muskogee, Oklahoma, met in a Special Call Session at 5:30 p.m., on September 8, 2025, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma, with Mayor W. Patrick Cale presiding.

Meeting was called to order by Mayor W. Patrick Cale and the City Clerk called the roll as follows:

Present: Patrick Cale, Mayor; Derrick Reed, Deputy Mayor; Jaime Stout, Councilmember; Shirley Hilton-Flanary, Councilmember; Melody Cranford, Councilmember; Dan Hall, Councilmember; Tom Martindale, Councilmember; Mike Brawley, Councilmember

Absent: Tracy Hoos, Councilmember

Staff Present: Kendal Francis, City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Mike Stewart, Public Works Director; Avery Rigney, Assistant Public Works Director; Johnny Teehee, Police Chief; Keri Spencer, Assistant City Attorney; Brooke Hall, Asst. Director of Parks & Recreation; Morgan Waters, Office Administrator; Mark Wilkerson, Parks & Recreation Director

- 1 Consider approval of claims for all City departments from July 5, 2025, through August 1, 2025, or take other necessary action.

Motion was made by Councilmember Melody Cranford, seconded by Councilmember Shirley Hilton-Flanary to approve claims for all City departments from July 5, 2025, through August 1, 2025.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Tom Martindale, Councilmember Mike Brawley

NAY: Councilmember Jaime Stout

Carried

- 2 Hold a discussion and consider rescinding Ordinance No. 4266-A, an ordinance of the City of Muskogee establishing a zoning classification and annexing territory located in the John T. Griffin Industrial Park, legally described in the attached Ordinance, previously approved on July 28, 2025, by City Council or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated Ordinance No. 4266-A was approved by City Council on July 28, 2025, to annex remaining portions of John T. Griffin Industrial Park. After the annexation, a lawsuit was filed by Polaris against the City. Ms. Bodenhamer explained a technical oversight was made; the original Public Hearing Notice did not include the Service Plan for the newly annexed land. Though the City does not find any credence in claims filed by Polaris in the lawsuit, the technical oversight needs to be corrected. She requested rescinding the ordinance in order to be in compliance with the law.

Mike Gragg requested clarity in the background information, clarifying that franchise fees are within the City limits.

Gregg Webb questioned the reasoning behind the "do-over." City Attorney Katrina Bodenhamer explained the technical oversight makes the ordinance challengeable, which is undesirable.

Motion was made by Councilmember Tom Martindale, seconded by Councilmember Shirley Hilton-Flanary to rescind Ordinance No. 4266-A, an ordinance of the City of Muskogee establishing a zoning classification and annexing territory located in the John T. Griffin Industrial Park, legally described in the attached Ordinance, previously approved on July 28, 2025, by City Council.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Tom Martindale, Councilmember Mike Brawley

NAY: Councilmember Jaime Stout

Carried

- 3 Consider approval of Resolution No. 3052 requesting the annexation of the remaining parcels in the John T. Griffin Industrial Park II, pursuant to 11 O.S. 21 Sec. 101-103, without consent of a majority of the property owners, by taking in six (6) parcels owned by the City-County Port Authority; OG&E; Core Scientific and Polaris Technologies, Inc., legally described herein. The City will also take in surrounding infrastructure, such as the newly completed Smith Ferry Road that touches the northern border of 2 (two) of the parcels which are owned by the City County Port Authority and Core Scientific, setting a date for a Public Hearing, approval of the Service Plan, and directing Staff to take the necessary steps in compliance with State statutes pertaining to the annexation request, or take other necessary action. (Kendal Francis)

City Attorney Katrina Bodenhamer stated this resolution is required by statute to give direction to Staff to annex the remaining parcels in the John T. Griffin Industrial Park in Muskogee County. She explained first, is direction to Staff, followed by a Public Hearing. Annexation will result in increased franchise fees to the City to help support

the infrastructure in the industrial park as well as in the City limits. Ms. Bodenhamer explained services have already been extended for water and sewer in anticipation of the entire park being annexed, as we have annexed portions over the years as authorized by the 2012 Comprehensive Map and ordinance passed at that time. Annexation will also give the City more control of the area, the ability to maintain roads, handle fire, police, and other necessary responsibilities. Ms. Bodenhamer stated the new Public Hearing Notice will include the service plan. Ms. Bodenhamer also stated that Polaris Technologies, Inc. has changed its name to Polaris Technology, and the new resolution reflects that change.

Motion was made by Councilmember Tom Martindale, seconded by Councilmember Melody Cranford to approve Resolution No. 3052 as amended, requesting the annexation of the remaining parcels in the John T. Griffin Industrial Park II, pursuant to 11 O.S. 21 Sec. 101-103, without consent of a majority of the property owners, by taking in six (6) parcels owned by the City-County Port Authority; OG&E; Core Scientific and Polaris Technologies, Inc., legally described herein. The City will also take in surrounding infrastructure, such as the newly completed Smith Ferry Road that touches the northern border of 2 (two) of the parcels which are owned by the City County Port Authority and Core Scientific, setting a date for a Public Hearing, approval of the Service Plan, and directing Staff to take the necessary steps in compliance with State statutes pertaining to the annexation request.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Tom Martindale, Councilmember Mike Brawley

NAY: Councilmember Jaime Stout, Councilmember Dan Hall

Carried

- 4 Consider approval of Resolution No. 3051, in support of the FY2025-2026 participation of Main Street Muskogee with the Oklahoma Main Street Center, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated this resolution is in support of Main Street Muskogee to allow their participation in the Oklahoma Main Street Program. Staff recommended approval.

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Dan Hall to approve Resolution No. 3051, in support of the FY2025-2026 participation of Main Street Muskogee with the Oklahoma Main Street Center.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 5 Consider approval of the FY2025-2026 Cooperative Agreement between the City of Muskogee and Main Street Muskogee, to promote the economic well-being and development of the community by enhancing the downtown area, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated this is an annual Cooperative Agreement with Main Street Muskogee to revitalize our downtown. Council allocated \$100,000.00 at Budget Retreat to be dispersed to Main Street throughout the fiscal year, ending June 30, 2026. Staff recommended approval.

Motion was made by Councilmember Shirley Hilton-Flanary, seconded by Councilmember Mike Brawley to approve the FY2025-2026 Cooperative Agreement between the City of Muskogee and Main Street Muskogee, to promote the economic well-being and development of the community by enhancing the downtown area.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 6 Consider approval to authorize the Mayor to review and execute the necessary deed(s) to convey property from the City to the Muskogee County Public Safety Authority as part of the land trend transaction for the new Public Safety Building, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated this is part of the land transfer process that began with the Muskogee Parking Authority earlier this evening. The City will receive half of a frontage block on Okmulgee Avenue, and the back/side portion of the Civic Center will be deeded to the Muskogee County Public Safety Authority. Staff recommended approval.

Motion was made by Councilmember Shirley Hilton-Flanary, seconded by Councilmember Mike Brawley to authorize the Mayor to review and execute the necessary deed(s) to convey property from the City to the Muskogee County Public Safety Authority as part of the land trend transaction for the new Public Safety Building.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

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

Motion was made by Councilmember Tom Martindale, seconded by Councilmember Shirley Hilton-Flanary to approve to enter into Executive Session.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

Council convened into Executive Session at 6:41 p.m.

Council returned to Regular Session at 7:05 p.m.

Meeting was called to order by Mayor W. Patrick Cale and the City Clerk called the roll as follows:

Present: Patrick Cale, Mayor; Derrick Reed, Deputy Mayor; Jaime Stout, Councilmember; Shirley Hilton-Flanary, Councilmember; Melody Cranford, Councilmember; Dan Hall, Councilmember; Tom Martindale, Councilmember; Mike Brawley, Councilmember
Absent: Tracy Hoos, Councilmember

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

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Dan Hall to authorize the Mayor to execute the new FY2026 agreement for the American Federation of State, County, and Municipal Employees, Local No. 2465, as discussed in Executive Session, and authorize the same pay and additional benefits for general employees.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- b (No Action) Pursuant to Section 307 B.2, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss negotiations with the Fraternal Order of Police, Lodge No. 95, and if necessary, take appropriate action in Open Session. (Maggie Eaton)
- c (No Action) Pursuant to Section 307 B.2, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss negotiations with the International Association of Firefighters, Local No. 57, and if necessary, take appropriate action in Open Session. (Kendal Francis)

W. PATRICK CALE, MAYOR

TAMMY L. TRACY, CITY CLERK

MINUTES

OF THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN REGULAR SESSION IN COUNCIL CHAMBERS OF CITY HALL SEPTEMBER 22, 2025

The City Council of the City of Muskogee, Oklahoma, met in Regular Session at 5:30 p.m., on September 22, 2025, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma, with Mayor W. Patrick Cale presiding.

Meeting was called to order by Mayor W. Patrick Cale and the City Clerk called the roll as follows:

Present: Mayor Patrick Cale; Deputy Mayor Derrick Reed; Councilmember Jaime Stout; Councilmember Tracy Hoos; Councilmember Shirley Hilton-Flanary; Councilmember Melody Cranford; Councilmember Dan Hall; Councilmember Mike Brawley

Absent: Councilmember Tom Martindale

Staff Present: Kendal Francis, City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Mike Stewart, Public Works Director; Avery Rigney, Assistant Public Works Director; Sarah Winkle, Acting City Planner; Johnny Teehee, Police Chief; Jody Moore, Fire Chief; Tera Shows, Assistant City Manager; Keri Spencer, Assistant City Attorney

Councilmember Tom Martindale was absent from the meeting.

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Dan Hall to excuse the absence of Councilmember Tom Martindale.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

APPROVAL OF MINUTES: CITY COUNCIL SPECIAL CALL SESSION AUGUST 11, 2025, REGULAR SESSION AUGUST 25, 2025, AND SPECIAL CALL SESSION SEPTEMBER 2, 2025, OR TAKE OTHER NECESSARY ACTION.

Motion was made by Councilmember Mike Brawley, seconded by Councilmember Dan Hall to approve Minutes: City Council Special Call Session August 11, 2025, Regular Session August 25, 2025, and Special Call Session September 2, 2025.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

CONSENT AGENDA

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

Motion was made by Deputy Mayor Derrick Reed, seconded by Councilmember Tracy Hoos to approve Consent Agenda Items one (1) through three (3).

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

- 1 Approval of claims for all City departments August 6, 2025, through August 29, 2025, or take other necessary action.
- 2 Approval to purchase one (1) 2026 Ram 5500 Crew Cab, with utility bed and headache rack, for the amount \$76,769.00, from John Vance Motors via State Contract, No. SW-035, or take other necessary action. (Mike Stewart)
- 3 Approval to authorize the acceptance of real property, reverting property from Judy Hoffman to the City of Muskogee, or take other necessary action. (Katrina Bodenhamer)

REGULAR AGENDA

Motion was made by Mayor Patrick Cale, seconded by Deputy Mayor Derrick Reed to move Agenda Item nine (9) to number four (4).

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

- 4 Hold a Public Hearing and consider approval of the Re-Plat for the Highway 69 Outlet Inc., Omega Walmart Addition development, consisting of 1.78 acres, or take other necessary action. (Sarah Winkle)

Mayor W. Patrick Cale opened the Public Hearing.

Planning Director Sarah Winkle stated this property is being re-platted in preparation to sell the lots for commercial development. The Subdivision Review Committee approved this on August 29, 2025, with the condition that the sewer easement would be relocated. Ms. Winkle explained the sewer easement has been relocated, and Staff recommended approval.

Mayor W. Patrick Cale closed the Public Hearing.

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Shirley Hilton-Flanary to approve of the Re-Plat for the Highway 69 Outlet Inc., Omega Walmart Addition development, consisting of 1.78 acres.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Mike Brawley

NAY: Councilmember Dan Hall

Carried

- 5 Consider approval of Ordinance No. 4274-A, an Ordinance of the City of Muskogee, amending Chapter 78, Traffic and Vehicles, Article XVII, Pedestrians, by adding Section 78-657, Definitions, and Section 78-658, Sitting, Lying Upon, or Standing in or Adjacent to a Roadway, adding repeater, severability, and setting an effective date, providing further direction to Staff, or take other necessary action. (Councilor Tracy Hoos)

Councilor Tracy Hoos stated there has been increasing numbers of panhandlers along Highway 69, and it has raised safety concerns for traffic and pedestrians. Tulsa passed a similar ordinance prohibiting sitting, lying upon, or standing in or adjacent to a roadway. Councilor Hoos explained it is necessary for the safety of drivers and pedestrians along this roadway.

Motion was made by Councilmember Dan Hall, seconded by Councilmember Shirley Hilton-Flanary to approve Ordinance No. 4274-A, an Ordinance of the City of Muskogee, amending Chapter 78, Traffic and Vehicles, Article XVII, Pedestrians, by adding Section 78-657, Definitions, and Section 78-658, Sitting, Lying Upon, or Standing in or Adjacent to a Roadway, adding repeater, severability, and setting an effective date, providing further direction to Staff.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

- 6 Discuss and consider approval of Resolution No. 3054, a Resolution of the City of Muskogee, amending Appendix A, pertaining to the Schedule of Fees and Charges, adding a fine of \$150.00 for sitting, lying upon, or standing in or adjacent to a roadway, pursuant to Ordinance No. 4274-A, or take other necessary action. (Councilor Tracy Hoos)

Councilor Tracy Hoos stated this resolution will allow the City to fine those who do not comply with the ordinance.

Motion was made by Councilmember Dan Hall, seconded by Councilmember Shirley Hilton-Flanary to approve Resolution No. 3054, a Resolution of the City of Muskogee, amending Appendix A, pertaining to the Schedule of Fees and Charges, adding a fine of \$150.00 for sitting, lying upon, or standing in or adjacent to a roadway, pursuant to Ordinance No. 4274-A.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Dan Hall, Councilmember Mike Brawley

NAY: Councilmember Melody Cranford

Carried

- 7 Consider approval of Resolution No. 3055, approving a Resolution by the Trustees of the Muskogee County Public Safety Authority authorizing the issue of revenue bonds in the amount of \$43,000,000.00, selling the bonds at a discount, and waiving the competitive bidding act for the purpose of funding the acquisition of sites for, and construction of, the public safety building, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated the County Safety Trust Authority is in charge of building the new public safety building, collecting the tax dollars, and assuming the debt. As beneficiary, the City is not responsible for the debt, but must acknowledge the County's responsibility of that debt.

Motion was made by Councilmember Dan Hall, seconded by Councilmember Shirley Hilton-Flanary to approve Resolution No. 3055, approving a Resolution by the Trustees of the Muskogee County Public Safety Authority authorizing the issue of revenue bonds in the amount of \$43,000,000.00, selling the bonds at a discount, and waiving the competitive bidding act for the purpose of funding the acquisition of sites for, and construction of, the public safety building.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

- 8 Consider approval to accept the deed and transfer of real property, designated as "E" on the attachment, located on Okmulgee Avenue, to the City of Muskogee, Oklahoma, from the Muskogee County Public Safety Authority, or take other necessary action. (Katrina Bodenhamer)

Motion was made by Councilmember Dan Hall, seconded by Councilmember Melody Cranford to approve to accept the deed and transfer of real property, designated as "E" on the attachment, located on Okmulgee Avenue, to the City of Muskogee, Oklahoma, from the Muskogee County Public Safety Authority.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

- 9 Consider approval for the Muskogee Police Department to accept a donation from the Muskogee Citizens Police Alumni Association of a police K-9, in the amount of \$8,500.00, or take other necessary action. (Johnny Teehee)

Motion was made by Councilmember Dan Hall, seconded by Councilmember Mike Brawley to approve of the Muskogee Police Department to accept a donation from the Muskogee Citizens Police Alumni Association of a police K-9, in the amount of \$8,500.00.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

- 10 Consider approval to execute a Mutual Aid Agreement between the Muskogee Fire Department and the Tahlequah Fire Department, or take other necessary action. (Chief Jody Moore)

Motion was made by Councilmember Dan Hall, seconded by Councilmember Jaime Stout to approve to execute a Mutual Aid Agreement between the Muskogee Fire Department and the Tahlequah Fire Department.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

- 11 Consider approval to authorize the City Manager to negotiate and execute an amendment to an existing contract between Cook Construction, Port Muskogee, and City of Muskogee, and all other appropriate parties for the Southside Industrial Park Sewer Line Project, or take other necessary action. (Mike Stewart)

Motion was made by Councilmember Melody Cranford, seconded by Councilmember Dan Hall to approve to authorize the City Manager to negotiate and execute an amendment to an existing contract between Cook Construction, Port Muskogee, and City of Muskogee, and all other appropriate parties for the Southside Industrial Park Sewer Line Project.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

- 12 Consider approval of the appointment of Councilor Mike Brawley to serve on the War Memorial Trust Authority, beginning October 1, 2025, and commensurate with his term on the City Council, replacing Councilor Dan Hall, or take other necessary action. (Councilor Melody Cranford)

Motion was made by Councilmember Melody Cranford, seconded by Councilmember Dan Hall to approve the appointment of Councilor Mike Brawley to serve on the War Memorial Trust Authority, beginning October 1, 2025, and commensurate with his term on the City Council, replacing Councilor Dan Hall.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall

Other: Councilmember Mike Brawley (ABSTAIN)

Carried

- 13 Consider approval of the appointment of Angela Wilson to the Street Improvement Advisory Board to fill the expiring term of Lori Thompson, beginning October 1, 2025, and ending on September 30, 2030, or take other necessary action. (Councilor Melody Cranford)

Motion was made by Councilmember Melody Cranford, seconded by Councilmember Dan Hall to approve the appointment of Angela Wilson to the Street Improvement Advisory Board to fill the expiring term of Lori Thompson, beginning October 1, 2025, and ending on September 30, 2030.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

- 14 Consider approval of the appointment of James Gulley to the Street Improvement Advisory Board to fill the expiring term of Ann Barker-Ong, beginning November 1, 2025, and ending on October 31, 2030, or take other necessary action. (Councilor Dan Hall)

Motion was made by Councilmember Dan Hall, seconded by Councilmember Melody Cranford to approve the appointment of James Gulley to the Street Improvement Advisory Board to fill the expiring term of Ann Barker-Ong, beginning November 1, 2025, and ending on October 31, 2030.

AYE: Mayor Patrick Cale, Deputy Mayor Derrick Reed, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Dan Hall, Councilmember Mike Brawley

Carried - Unanimously

RECOGNIZE CITIZENS WISHING TO SPEAK TO THE MAYOR AND COUNCIL.

Council Rules of Decorum limit citizen comments to three (3) minutes. Any person desiring to speak is required to sign-in with the City Clerk, provide their name 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.

Rita Espinoza spoke on behalf of tenants of the Severs Building, requesting a solution to the parking issues surrounding the historic building.

Councilmember Jaime Stout invited the community to participate in WISH's "Walk in Her Shoes" event on October 2, 2025.

ADJOURN

W. PATRICK CALE, MAYOR

TAMMY L. TRACY, CITY CLERK

Regular City Council

1.

Meeting Date: 10/27/2025
Submitted For: Dennis Read, Finance
Initiator: Benita Hotema, Assistant Financial Analyst
Department: Finance
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of claims for all City departments August 30, 2025 through September 26, 2025, or take other necessary action.

BACKGROUND:

Claims for all City departments.

RECOMMENDED ACTION:

Approve claims August 30, 2025 through September 26, 2025.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

2.

Meeting Date: 10/27/2025

Submitted For: Mark Wilkerson, Parks & Recreation

Initiator: Ashley Wallace

Department: Parks & Recreation

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of final payment to Tarkett Sports Construction-Central, LLC, in the amount of \$8,980.00, for the Spaulding Park Pickleball and Court Resurfacing, Project No. 2025004, or take other necessary action. (Mark Wilkerson)

BACKGROUND:

Tarkett Sports Construction completed the Pickleball and Court Resurfacing project located at Spaulding Park. Spaulding Park received repair and resurfacing of four (4) tennis courts, with one (1) court converted into two (2) pickleball courts. There are three (3) additional courts that will remain as tennis courts.

Resurfacing and repairs met all relevant industry standards.

All work was inspected and approved by the Projects Department and the Parks and Recreation Department.

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council**3.**

Meeting Date: 10/27/2025

Submitted For: Johnny Teehee, Police

Initiator: Chad Farmer, Deputy
Chief

Department: Police

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Approval for the Police Department to purchase 20 sets of ballistic body armor, including rifle plates and attachments, in the amount of \$68,465.00, on a sole source bid from TYR Tactical, LLC, for the Special Operations Team, or take other necessary action. (Johnny Teehee)

BACKGROUND:

The Special Operations Team responds to high-risk calls for service which include armed and barricaded suspects, hostage situations, active shooter situations. This purchase will replace expired and soon-to-be-expired body armor for the members of the team. This body armor is different from what the normal patrol officer wears daily. This body armor stops more threats up to and including rifle rounds. TYR Tactical is a proven vest the team wears now, and they are the sole provider for this vest. They also are the provider for the Oklahoma Highway Patrol Special Operations Team.

RECOMMENDED ACTION:

Approve the Police Department to purchase 20 sets of ballistic body armor including rifle plates and attachments, in the amount of \$68,465.00.

Fiscal Impact**FUNDING SOURCE:**

\$68,465.00 from account number 201-5050-421.64-50 per Dennis Read.

Attachments

No file(s) attached.

Regular City Council

4.

Meeting Date: 10/27/2025
Submitted For: Mike Stewart, Public Works
Initiator: Mike Stewart, Public Works Director
Department: Public Works
Staff Information Source: Mike Stewart

Information

AGENDA ITEM TITLE:

Approval to authorize the City Manager to negotiate and execute an engineering contract between the City of Muskogee and Cowan Group Engineering, for the purpose of a waterline crossing project located at State Highway 165 and Hancock Street, or take other necessary action. (Mike Stewart)

BACKGROUND:

The Public Works Department has been working with the Port of Muskogee and Georgia Pacific Staff to develop a plan to ensure Georgia Pacific has a connection to the waterline on Hancock Street to prevent interruption of service during the 24-inch line shut down during repairs to the system that supplies water to them from the north. This agenda item is to perform the engineering services for the project and assist with the bid process.

RECOMMENDED ACTION:

Approve the City Manager to negotiate and execute the contract with Cowan Group.

Fiscal Impact

FUNDING SOURCE:

Estimate cost to be:

Georgia-Pacific has agreed to cover \$400,000.

The Oklahoma Department of Commerce has advised that \$300,000 is available through the P3 program with GP's application.

This leaves a remaining balance of \$88,189.60 at the current cost.

The Port's Capital Development Fund has the funds available to cover the remaining balance of \$88,189.60.

Also, include the \$78,300 engineering fee.

500-6530-461.62-25

Attachments

No file(s) attached.

Regular City Council

5.

Meeting Date: 10/27/2025
Submitted For: Avery Rigney, Public Works
Initiator: Avery Rigney, Asst. Public Works Director
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval to allow for a 15-day extension regarding the Muskogee Waste Water Treatment Plant bid opening to comply with State Purchasing Regulations, or take other necessary action. (Mike Stewart)

BACKGROUND:

It is required by state/federal regulation that a bid must be awarded within 30 days of opening the bid. This bid opening falls at 33 days due to Council meeting schedules and the City also needs more time to allow for the thorough review of the bids. By rule, the governing body of the City can allow for a 15-day extension on this process. We need to get that 15-day extension in place during October, so we can move forward with awarding this contract in November. Bids are scheduled to open in late October.

RECOMMENDED ACTION:

Approve 15-day extension

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

6.

Meeting Date: 10/27/2025

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

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the FY2025-2026 Cooperative Agreement between the City of Muskogee and War Memorial Trust Authority, in the amount of \$60,000.00, or take other necessary action. (Kendal Francis)

BACKGROUND:

This is the annual cooperative agreement between the City of Muskogee and the War Memorial Trust Authority for FY 2025-2026. The City agrees to pay the Authority a total of \$60,000.00, made in monthly payments beginning July 1, 2025, and ending June 30, 2026. The Authority will report and document revenues and expenditures to insure compliance with the expenditure of City funds.

Attached is a copy of the cooperative agreement.

RECOMMENDED ACTION:

Approve the cooperative agreement.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

7.

Meeting Date: 10/27/2025

Submitted For: Tammy Tracy, City Clerk

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the proposed 2026 meeting schedule for City Council and Public Works and Finance Committees, as per City Code 2-20 and Council Policy 1-2, or take other necessary action. (Tammy L. Tracy)

BACKGROUND:

City Council sets regular meeting schedules on an annual basis for the following year.

Per Section 311 A.1, Title 25, All public bodies shall give notice in writing by December 15 of each calendar year of the schedule showing the date, time, and place of the regularly scheduled meetings of such public bodies for the following calendar year. With the current year's schedule, Council will need to approve the meeting schedule for calendar year 2026 no later than the December 8, 2025, City Council meeting.

Currently, City Council meetings are to be held on the fourth Monday of the month at 5:30 p.m., with Public Works and Finance Committee meetings to be held on the second Monday of the month at 5:30 p.m. Per Ordinance No. 4181-A, Section 2-20 (a), Meetings of the Council, approved by City Council December 12th, 2022, in the event a regular meeting falls on a holiday in which the City offices are closed, no meeting shall be held during said week.

The following dates were discussed at Council luncheons on September 24th and 25th, with no proposed changes.

FINANCE/PUBLIC WORKS	TIME	CITY COUNCIL	TIME
January 12	5:30 p.m.	January 26	5:30 p.m.
February 9	5:30 p.m.	February 23	5:30 p.m.
March 9	5:30 p.m.	March 23	5:30 p.m.
April 13	5:30 p.m.	April 27	5:30 p.m.
May 11	5:30 p.m.	May 18	5:30 p.m.

June 8	5:30 p.m.	June 22	5:30 p.m.
July 13	5:30 p.m.	July 27	5:30 p.m.
August 10	5:30 p.m.	August 24	5:30 p.m.
September 14	5:30 p.m.	September 28	5:30 p.m.
No Meeting/Holiday	n/a	October 26	5:30 p.m.
October 9	5:30 p.m.	November 23	5:30 p.m.
December 7	5:30 p.m.	December 17	5:30 p.m.

RECOMMENDED ACTION:

Discuss the 2026 meeting schedule and provide necessary direction to Staff.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

8.

Meeting Date: 10/27/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of the Preliminary Plat for RaceTrac – Hancock Street Subdivision, located at 2300 South 32nd Street, consisting of 18.205 acres, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

North Half (1/2) of Lot 2 (NW/4 NE/4), Section 4, Township 14 North, Range 18 East of I.B.M.

Less and except all oil, gas and other mineral rights and reserving those to Grantors. Grantors further reserved unto themselves a road easement across the East “Sixty” (60) feet of the above-described tract.

BACKGROUND:

The application was submitted by RaceTrac, Inc., and indicated the property is being platted in preparation for a new gas station to be placed on the property. The preliminary plat went to the Subdivision Review Committee on September 17, 2025, and was approved. In addition, the Planning Commission also reviewed the Preliminary Plat in the 10/7/25 meeting and recommended approval to City Council.

The preliminary plat complies with the requirements of the subdivision regulations.

RECOMMENDED STAFF ACTION:

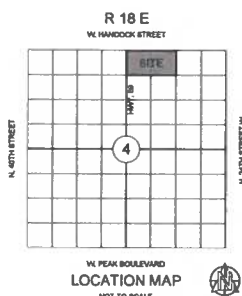
Recommend approval of the preliminary plat.

Fiscal Impact

Attachments

PLAT

Zoning Map



- EASEMENT INFORMATION**
- 1 STATUTORY RIGHT-OF-WAY ALONG ALL SECTION LINES
 - 2 100' OKLAHOMA GAS & ELECTRIC EASEMENT (ENDORSED NO. 38178, FILED IN DISTRICT COURT MUSKOGEE COUNTY DECEMBER 30, 1984)
 - 3 R/W OKLAHOMA NATURAL GAS COMPANY, RECORDED JANUARY 17, 1994, BOOK 1054, PAGE 844, RESTRICTION OF R/W RECORDED IN BOOK 1873, PAGE 8 & BOOK 2347, PAGE 384 & BOOK 4377, PAGE 278
 - 4 EASEMENT, CITY OF MUSKOGEE, RECORDED JULY 16, 1984 IN BOOK 188, PAGE 37
 - 5 EASEMENT AND/OR R/W BOBO PETROLEUM COMPANY, RECORDED MAY 11, 1980 IN BOOK 1131, PAGE 8-18 (WAY AFFECT, WIDTH OF EASEMENT NOT GIVEN, APPROXIMATE LOCATION SHOWN)
 - 6 R/W, D & L OUTDOOR ADVERTISING COMPANY, RECORDED SEPTEMBER 27, 1989 IN BOOK 2014, PAGE 122
 - 7 EASEMENT OKLAHOMA NATURAL GAS COMPANY, RECORDED MAY 26, 1980 IN BOOK 3173, PAGE 173
 - 8 EASEMENT IN FAVOR OF THE PUBLIC, RECORDED MAY 30, 1983 IN BOOK 3173, PAGE 174
 - 9 EASEMENT OKLAHOMA GAS AND ELECTRIC COMPANY, RECORDED DECEMBER 31, 1980 IN BOOK 2077, PAGE 532 - TO BE VACATED BY OKLAHOMA GAS AND ELECTRIC COMPANY AFFRONT, BUT IS AMBIGUOUS, APPROXIMATE LOCATION SHOWN

- EASEMENT INFORMATION**
- 10 EASEMENT FOR ACCESS IN FAVOR OF THE OWNERS RECORDED OCTOBER 17, 1997 IN BOOK 2483, PAGE 291
 - 11 AN UNRECORDED LEASE DATED NOVEMBER 1, 2005, EXECUTED BY STAR MART, INC. AS LESSOR AND CLEAR CHANNEL OUTDOOR, INC. AS LESSEE, AS DISCLOSED BY A MEMORANDUM OF LEASE RECORDED MAY 20, 2016 IN BOOK 4880, PAGE 882, (AFFECTS BLANKET OVER ENTIRE PROPERTY, NOT SHOWN)
 - 12 AN UNRECORDED LEASE IN FAVOR OF AIR-BY STREET OUTDOOR LLC AS DISCLOSED WITH RECURRY AGREEMENT, ABSOLUTE ASSIGNMENT OF RENT AND LEASES AND FINANCIAL STATEMENT RECORDED MAY 18, 2017 IN BOOK 641, PAGE 688, (AFFECTS BLANKET OVER ENTIRE PROPERTY, NOT SHOWN)
 - 13 EASEMENT IN FAVOR OF STATE OF OKLAHOMA, RECORDED DECEMBER 8, 2003 IN BOOK 4861, PAGE 748
- BUILDING SETBACKS:**
- FRONT SETBACK: 25 FEET
 - SIDE SETBACK: 8 FEET
 - REAR SETBACK: 20 FEET
 - CORNER SETBACK: 20 FEET

PRELIMINARY PLAT
OF
RACETRAC - HANCOCK STREET SUBDIVISION
IN THE NORTH HALF (N/2) OF LOT 2 (NW 1/4 OF THE NE 1/4)
SECTION 4, T14N, R18E OF THE I.B.&M.,
CITY OF MUSKOGEE
MUSKOGEE COUNTY, STATE OF OKLAHOMA

DATE OF PREPARATION: September 3, 2025

PROPERTY INFORMATION
OWNER: STAR MART INC.
ATTN: ROGER RICHTER
SITE ADDRESS: 2300 S. 32ND ST., MUSKOGEE OK, 74401
EX. ZONING: I-1 (LIGHT INDUSTRIAL)
PROP. ZONING: C-2 (GENERAL COMMERCIAL)

DEVELOPER INFORMATION
DEVELOPER: RACETRAC, INC.
ATTN: JUSTIN GIAMBALVO
ADDRESS: 200 GALLERIA PARKWAY SE, SUITE 800
ATLANTA, GEORGIA 30339
PHONE: 770-431-7800

ENGINEER INFORMATION
ENGINEER: FORESTE GROUP, L.L.C.
ATTN: JUSTIN WARREN, P.E.
ADDRESS: 100 NE LOOP 410, SUITE 1105
SAN ANTONIO, TEXAS 78218
PHONE: 770-368-1388 EXT. 444

SURVEYOR INFORMATION
SURVEYOR: HEARTLAND SURVEYING & MAPPING, L.L.C.
ATTN: TONY ROBISON
ADDRESS: 800 EMPORIA STREET, STE "C"
MUSKOGEE CITY, OKLAHOMA 74401
PHONE: 918-682-7796

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

KNOW ALL MEN BY THESE PRESENTS, THAT WE, RACETRAC, INC., HEREBY CERTIFY THAT WE ARE THE OWNER OF THE AND THE PERSON OR PERSONS HAVING ANY RIGHT, TITLE OR INTERESTS TO THE FOLLOWING DESCRIBED TRACT OF LAND, TO-WIT:

NORTH HALF (N/2) OF LOT 2 (NW 1/4 OF THE NE 1/4) OF SECTION 4, TOWNSHIP 14 NORTH, RANGE 18 EAST OF THE I.B.&M., CITY OF MUSKOGEE, MUSKOGEE COUNTY, STATE OF OKLAHOMA, LESS AND EXCEPT ALL OIL, GAS AND OTHER MINERAL RIGHTS AND RESERVING THOSE TO THE GRANTORS, GRANTORS FURTHER RESERVE UNTO THEMSELVES A ROAD EASEMENT ACROSS THE EAST SIXTY (60) FEET OF THE ABOVE DESCRIBED TRACT, CONTAINING A TOTAL OF 17.34 ACRES, MORE OR LESS.

WE FURTHER CERTIFY THAT WE HAVE CAUSED SAID TRACT OF LAND TO BE PLATTED INTO LOTS AND BLOCKS AND HAVE CAUSED THIS PLAT TO BE MADE OF SAID TRACT SHOWING ACCURATE DIMENSION OF LOTS AND STREETS. WE HEREBY DESIGNATE SAID TRACT OF LAND AS RACETRAC - HANCOCK STREET SUBDIVISION.

MEMOR - JUSTIN GIAMBALVO

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF OKLAHOMA, PERSONALLY APPEARED JUSTIN GIAMBALVO 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 ____, 2025.

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 LOTS AND BLOCKS 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 ____, 2025.

THIS DOCUMENT IS PRELIMINARY IN NATURE AND IS NOT A FINAL SIGNED AND SEALED DOCUMENT

TONY ROBISON, LAND SURVEYOR 1698

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 SET FORTH.

WITNESS MY HAND AND SEAL THIS ____ DAY OF ____, 2025.

NOTARY PUBLIC
MY COMMISSION EXPIRES: ____

TREASURER'S CERTIFICATE

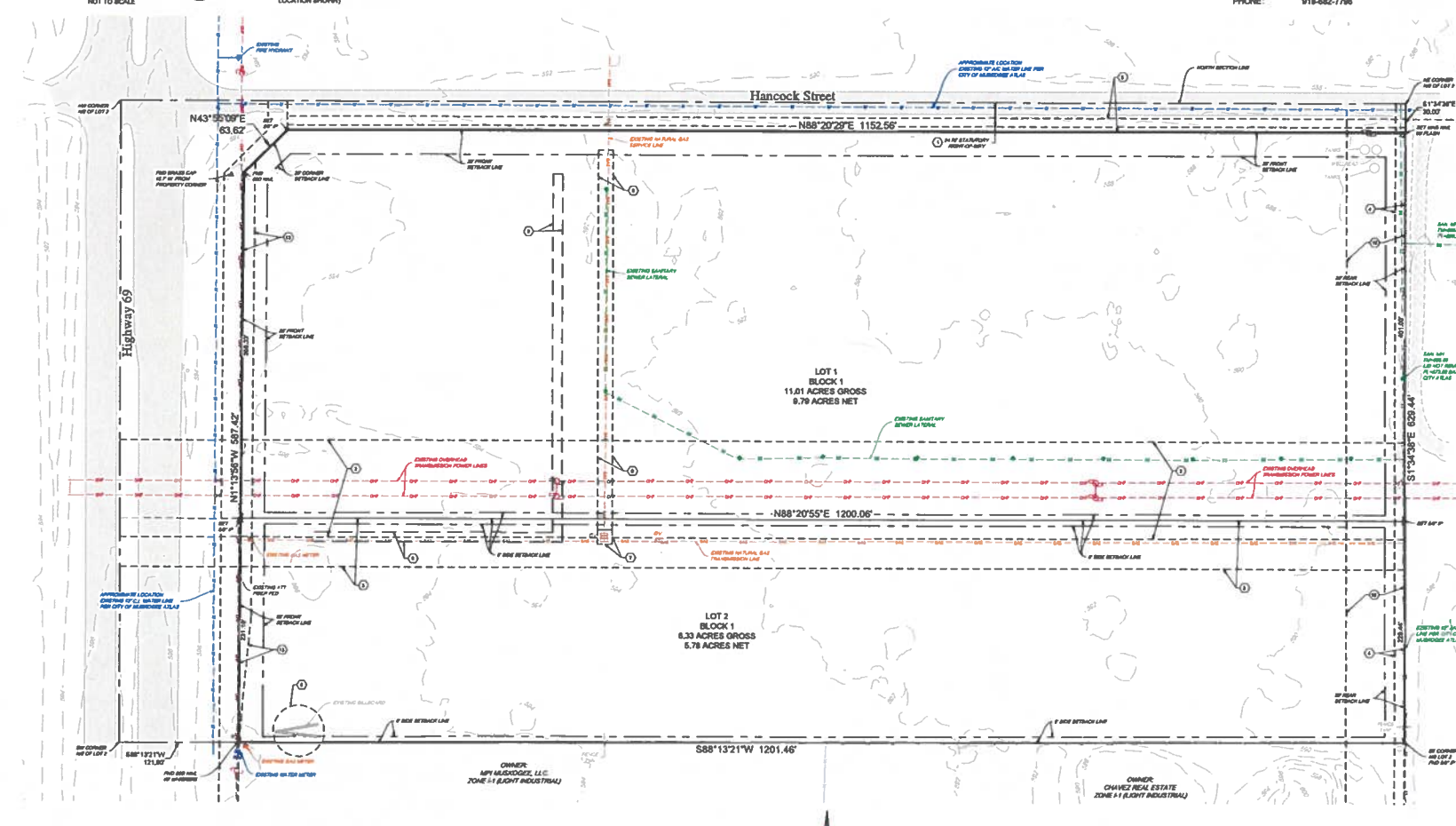
I HEREBY CERTIFY THAT AS TO ALL REAL ESTATE INVOLVED IN THE PLAT, ALL TAXES HAVE BEEN PAID FOR 2025 AS REFLECTED BY THE CURRENT TAX ROLL AND THAT THERE ARE NO TAXES DUE FOR PRIOR YEARS, AND SECURITY HAS BEEN PROVIDED FOR 2025 TAXES NOT AS YET CERTIFIED TO ME.

COUNTY TREASURER
OKLAHOMA, THIS ____ DAY OF ____, 2025, 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 48101C0235F, 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.



STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

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 LOTS AND BLOCKS 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 ____, 2025.

THIS DOCUMENT IS PRELIMINARY IN NATURE AND IS NOT A FINAL SIGNED AND SEALED DOCUMENT

TONY ROBISON, LAND SURVEYOR 1698

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 SET FORTH.

WITNESS MY HAND AND SEAL THIS ____ DAY OF ____, 2025.

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 2025 AS REFLECTED BY THE CURRENT TAX ROLL AND THAT THERE ARE NO TAXES DUE FOR PRIOR YEARS, AND SECURITY HAS BEEN PROVIDED FOR 2025 TAXES NOT AS YET CERTIFIED TO ME.

COUNTY TREASURER
OKLAHOMA, THIS ____ DAY OF ____, 2025, 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 48101C0235F, 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.

FORESITE
group

State of Oklahoma CA 45375
TPOE (P.O. Box 4-2420)
Foresite Group, L.L.C.
100 NE Loop 410
Suite 1105
San Antonio, TX 78216
D/B/A Foresite Consulting Group of Teams, L.L.C.

770.368.1390
770.368.1944
www.foresitegroup.com

LOT CORNER PINS TO BE SET AFTER APPROVAL OF PLAT AND INSTALLATION OF ROADS AND UTILITIES.

HORIZONTAL DATUM IS BASED ON NAD 83(03), OKLAHOMA STATE PLANE COORDINATE SYSTEM, OKLAHOMA NORTH ZONE.

Heartland Surveying & Mapping, PLLC

CA 8484
800 Republic Blvd., Ste "C"
Buckeye, Oklahoma 74401
(918) 682-7796



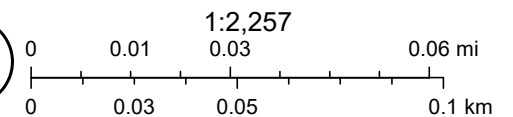
Star Mart (RaceTrac) Zoning Map



9/26/2025

Zoning Districts

- C-2
- A
- I-1
- Muskogee City Limits
- R-1



Maxar, Microsoft, Esri Community Maps Contributors, Texas Parks & Wildlife,
© OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph,

Meeting Date: 10/27/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of Resolution No. 3053, Future Land Use Amendment, for the property located at 2300 South 32nd Street, City of Muskogee, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

The North Half (N/2) of Lot 2 (NW ¼ NE ¼) in Section 4, Township 14 North, Range 18 East of the I.B.M.

Less and except all oil, gas and other mineral rights and reserving those to Grantors. Grantors further reserve unto themselves a road easement across the East Sixty (60) feet of the above-described tract.

BACKGROUND:

The applicant has requested a rezone of the property located at 2300 South 32nd Street from I-1 Light Industrial to C-2 General Commercial. The proposed use of the property will be for a new gas station to replace the existing gas station and car wash. The request does not currently conform to the Muskogee Comprehensive Plan and Future Land Use Plan, which is why we also requested a Land Use Map Amendment.

Planning Department Analysis

- o Current Zoning & Use
 - o I-1 Light Industrial; Gas Station & Car Wash
- o Proposed Zoning & Use
 - o C-2 General Commercial; New Gas Station
- o Street Address: 2300 South 32nd Street

Surrounding Zoning & Land Use

North: I-1. Light Industrial and C-2 General Commercial, Commercial Use

East: A. Agricultural, Industrial Use

South: I-1. Light Industrial, Industrial Use

West: Outside of jurisdiction

RECOMMENDED STAFF ACTION:

Approve Resolution No. 3053.

Attachments

Resolution

Future Land Use Map

Zoning Map

RESOLUTION NO. 3053

A RESOLUTION APPROVING AN AMENDMENT TO THE FUTURE LAND USE MAP FOR THE CITY OF MUSKOGEE FROM A LIGHT INDUSTRIAL DISTRICT TO A GENERAL COMMERCIAL DISTRICT.

WHEREAS, the City Planning Commission and the Muskogee City Council have adopted the Future Land Use Map; and

WHEREAS, the Future Land Use Map functions as the comprehensive plan in consideration of matters affecting the orderly urbanization of the community; and

WHEREAS, Title 11, Section 43-103, Oklahoma State Statutes, requires zoning districts to be in accordance with the comprehensive plan (Future Land Use Map); and

WHEREAS, the Future Land Use Map recognizes that changes may occur in the community which may cause the necessity of amending said plan; and, WHEREAS, a public hearing has been held on October 7, 2025, before the City Planning Commission on the property described in Section 1 hereof; and

WHEREAS, in accordance with Title 11 Oklahoma Statutes, Section 43-105, the Muskogee City Council shall approve any amendment to the Land Use Plan. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Muskogee, Oklahoma, that:

SECTION 1. An amendment to the Future Land Use Map from LIGHT INDUSTRIAL DISTRICT TO GENERAL COMMERCIAL DISTRICT located on the tract of land described as:

The North Half (N/2) of Lot 2 (NW ¼ NE ¼) in Section 4, Township 14 North, Range 18 East of the I.B.M.

Less and except all oil, gas and other mineral rights and reserving those to Grantors. Grantors further reserve unto themselves a road easement across the East Sixty (60) feet of the above-described tract.

PASSED and APPROVED by the Mayor and Council of the City of Muskogee this ____ day of OCTOBER, 2025.

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

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

KATRINA BODENHAMER, CITY ATTORNEY

City of Muskogee Zoning Map



10/20/2025

Zoning Districts 2012 Future Land Use Map

- A
- I-1
- Local Commercial
- Single Family Residential
- Light Industrial

Muskogee City Limits

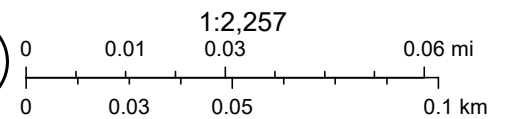
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations
60cm Resolution Metadata



Maxar, Microsoft



Star Mart (RaceTrac) Zoning Map



9/26/2025

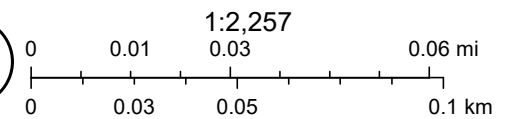
Zoning Districts

 C-2

 A

 I-1

R-1  Muskogee City Limits



Maxar, Microsoft, Esri Community Maps Contributors, Texas Parks & Wildlife,
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Regular City Council

10.

Meeting Date: 10/27/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of Ordinance No. 4276-A, a request to rezone the property located at 2300 South 32nd Street, City of Muskogee, from I-1, Light Industrial to C-2, General Commercial, and if approved, authorize Staff to update the Official Zoning Map of the City, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

The North Half (N/2) of Lot 2 (NW ¼ NE ¼) in Section 4, Township 14 North, Range 18 East of the I.B.M.

Less and except all oil, gas and other mineral rights and reserving those to Grantors. Grantors further reserve unto themselves a road easement across the East Sixty (60) feet of the above-described tract.

BACKGROUND:

The applicant has requested a rezone of the property located at 2300 South 32nd Street from I-1 Light Industrial to C-2 General Commercial. The proposed use of the property will be for a new gas station to replace the existing gas station and car wash. The request does not currently conform to the Muskogee Comprehensive Plan and Future Land Use Plan, which is why we also requested a Land Use Map Amendment.

Planning Department Analysis

- o Current Zoning & Use
 - o I-1 Light Industrial; Gas Station & Car Wash
- o Proposed Zoning & Use
 - o C-2 General Commercial; Gas Station
- o Street Address: 2300 South 32nd Street

Surrounding Zoning & Land Use

North: I-1. Light Industrial and C-2 General Commercial, Commercial Use

East: A. Agricultural, Industrial Use

South: I-1. Light Industrial, Industrial Use

West: Outside of jurisdiction

RECOMMENDED STAFF ACTION:

Approve Ordinance 4276-A a Rezone Request

Fiscal Impact

Attachments

Staff Report
Zoning Map
Survey
Ordinance

Star Mart (RaceTrac) Zoning Map

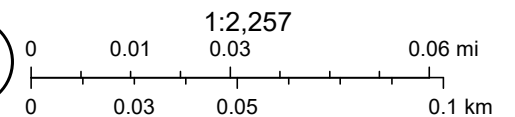


9/26/2025

Zoning Districts

C-2
 A
 I-1

R-1 Muskogee City Limits



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ORDINANCE NO. 4276-A

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF MUSKOGEE AS PROVIDED BY CHAPTER 90, SECTION 01-03, OF THE MUSKOGEE CITY CODE, SEPTEMBER 2014, BY RE-ZONING PROPERTY LOCATED AT 2300 S. 32ND STREET. THE TRACT OF LAND IS IN THE NORTHEAST QUARTER OF SECTION 04, TOWNSHIP 14 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 18.205 ACRES MORE OR LESS, AND PROVIDING FOR SEVERABILITY. THE PROPERTY IS MORE PARTICULARLY DESCRIBED AS:

THE NORTH HALF (N/2) OF LOT 2 (NW ¼ NE ¼) IN SECTION 4, TOWNSHIP 14 NORTH, RANGE 18 EAST OF THE I.B.M.

LESS AND EXCEPT ALL OIL, GAS AND OTHER MINERAL RIGHTS AND RESERVING THOSE TO GRANTORS. GRANTORS FURTHER RESERVE UNTO THEMSELVES A ROAD EASEMENT ACROSS THE EAST SIXTY (60) FEET OF THE ABOVE-DESCRIBED TRACT.

(RaceTrac Inc., Applicant)

FROM I-1, Light Industrial

TO

C-2 General Commercial

WHEREAS, the City of Muskogee Planning and Zoning Commission, in a meeting held October 7, 2025, did recommend the approval of the rezoning of the property set out above in the title of the Ordinance, and did authorize the director of the Commission to advise the Council of the City of Muskogee of this recommendation, NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA,

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

THE NORTH HALF (N/2) OF LOT 2 (NW ¼ NE ¼) IN SECTION 4, TOWNSHIP 14 NORTH, RANGE 18 EAST OF THE I.B.M.

LESS AND EXCEPT ALL OIL, GAS AND OTHER MINERAL RIGHTS AND RESERVING THOSE TO GRANTORS. GRANTORS FURTHER RESERVE UNTO THEMSELVES A ROAD EASEMENT ACROSS THE EAST SIXTY (60) FEET OF THE ABOVE-DESCRIBED TRACT.

FROM I-1, Light Industrial

TO
C-2 General Commercial

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

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

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

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
MUSKOGEE, OKLAHOMA, THIS _____ DAY OF OCTOBER 2025.

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

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

KATRINA BODENHAMER, CITY ATTORNEY

Regular City Council

11.

Meeting Date: 10/27/2025

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

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Resolution No. 3056, Giving Notice to the Secretary of the Muskogee County Election Board and Calling a City General Election for Tuesday, February 10, 2026, and a Runoff Election in the Event Respective Candidates for the Offices of Mayor and Council Members do not receive a Majority Vote, with Said Runoff Election to be held on Tuesday, April 7, 2026; Establishing Filing, Withdrawal and Contest Period; Closing the 45th and 61st Voting Precincts; and Establishing all the same pursuant to the Charter of the City of Muskogee and the Revised State Election Laws, or take other necessary action. (Katrina Bodenhamer)

BACKGROUND:

This agenda item is necessary to call our next general City election for the following offices:

Mayor (2-year term)

City Council Ward 1 (2-year unexpired term and 4-year term)

City Council Ward 2 (4-year term)

City Council Ward 3 (4-year term)

City Council Ward 4 (4-year term)

Once the election is held, and any runoff that may be necessary, the newly elected or re-elected Council members will be seated Tuesday, April 14, 2026.

RECOMMENDED ACTION:

Approve the Resolution.

Fiscal Impact

Attachments

Res No 3056

RESOLUTION NO. 3056

A RESOLUTION GIVING NOTICE TO THE SECRETARY OF THE MUSKOGEE COUNTY ELECTION BOARD AND CALLING A CITY GENERAL ELECTION FOR TUESDAY, FEBRUARY 10, 2026, AND A RUNOFF ELECTION IN THE EVENT RESPECTIVE CANDIDATES FOR THE OFFICES OF MAYOR AND COUNCIL MEMBERS DO NOT RECEIVE A MAJORITY VOTE, WITH SAID RUN-OFF ELECTION TO BE HELD ON TUESDAY, APRIL 7, 2026; ESTABLISHING FILING, WITHDRAWAL, AND CONTEST PERIODS; CLOSING THE 45th AND 61st VOTING PRECINCTS; AND ESTABLISHING ALL THE SAME PURSUANT TO THE CHARTER OF THE CITY OF MUSKOGEE AND THE REVISED STATE ELECTION LAWS.

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

SECTION 1. DATES OF ELECTION AND OFFICES TO BE ELECTED.

That the Mayor of the City of Muskogee, Oklahoma, is hereby authorized to execute this resolution and cause the same to be delivered to the Secretary of the Muskogee County Election Board calling, pursuant to the provisions of the City Charter, a General Election to be held on the 10th day of February, 2026, for the purpose of electing the following offices: a Mayor to serve a 2-year term; one (1) Council member from **Ward I** to serve a 2-year unexpired term; one (1) Council member from **Ward I** to serve a 4-year term; one (1) Council member from **Ward II** to serve a 4-year term; one (1) Council member from **Ward III** to serve a 4-year term; and one (1) Council member from **Ward IV** to serve a 4-year term. In the event no candidate receives a majority of the votes cast in the General Election, a Run-off Election between the two candidates receiving the greater number of votes cast in the General Election will be held on the 7th day of April, 2026.

SECTION 2. VOTING.

The Mayor shall be elected at large by qualified electors of the entire city. All candidates for the office of councilmember shall be elected by the qualified electors of their respective wards, in accordance with Section 8:06 of the City Charter.

SECTION 3. MAYOR QUALIFICATIONS.

That any qualified elector of the City, as defined by Section 8:01(b) of the City Charter, who also satisfies the requirements of registration may become a candidate for office by filing a Declaration of Candidacy with the Office of the City Clerk in accordance with Section 8:02 of the City Charter.

A candidate for member of the city council shall designate the Ward in which he/she seeks to represent, stating that he/she is a resident thereof and has been a resident of the City for six (6) months preceding the filing.

SECTION 4. COUNCILMEMBER QUALIFICATIONS.

That any qualified elector of the City, as defined by Section 8:01(b) of the City Charter, who also satisfies the requirements of registration may become a candidate for office by filing a Declaration of Candidacy with the Office of the City Clerk in accordance with Section 8:02 of the City Charter. The candidates must have been a resident of the City at least six (6) months preceding the filing dates and must be a resident of the Ward said candidate seeks to represent at the time of filing.

SECTION 5. FILING PERIOD.

The filing period for Declaration of Candidacy shall begin on Monday, November 10, 2025, at 8:00 a.m. and close Thursday, November 13, 2025 at 5:00 p.m., instead of the subsequent Wednesday after the beginning of Candidacy filing as called for in the Charter due to the Veteran's Day Holiday on Tuesday, November 11, 2025. The hours of operation of the City Clerk to receive the filing of candidates shall be as follows: Monday, November 10, 2025, from 8:00 a.m. to 5:00 p.m., Wednesday, November 12, 2025, from 8:00 a.m. to 5:00 p.m., and Thursday, November 13, 2025, from 8:00 a.m. to 5:00 p.m.

SECTION 6. WITHDRAWAL OF CANDIDATES.

Any candidate may withdraw by filing a written notice with the City Clerk no later than 5:00 p.m., on Monday, November 17, 2025, instead of the subsequent Friday after the Declaration of Candidacy filing ends as called for in the Charter due to the Veteran's Day Holiday on Tuesday, November 11, 2025.

SECTION 7. CONTESTS OF CANDIDACY.

A contest of any candidate for Mayor or City Council member may be filed by a written petition with the Office of the City Clerk no later than 5:00 p.m. on Tuesday, November 18, 2025, instead of the following Monday after the Declaration of Candidacy filing ends as called for in the Charter due to the Veteran's Day Holiday on Tuesday, November 11, 2025.

Contests for candidacy shall be determined by the City Clerk and governed by State law.

SECTION 8. NON PARTISAN ELECTION.

The election herein noticed is a nonpartisan election.

SECTION 9. ORDER OF NAMES ON BALLOT.

The full names of all candidates shall be printed in alphabetical order on the official ballots without party designation of symbol, all in accordance with State law.

SECTION 10. CONDUCT OF ELECTION.

The election(s) shall be conducted by the Muskogee County Election Board in accordance with the City Charter and State law that is not in conflict with said Charter. The official precinct returns shall be received by the Muskogee County Election Board and submitted to the Muskogee City Council.

SECTION 11. ABSENTEE BALLOTS.

Absentee ballots shall be provided for in accordance with State law.

SECTION 12. ELECTION OFFICIALS, HOURS OF ELECTION & POLLING PLACES.

An Inspector, a Judge, and a Clerk shall serve in each precinct. The persons serving as such election officials are set forth in the attached list which is made a part hereof. The Polls for said Municipal Election shall be opened at 7:00 o'clock a.m. on Tuesday, February 10, 2026, and shall remain open continuously and be closed at 7:00 o'clock p.m. of said Election Day. The number and location of the polling places of said Election Day are set forth on the attached list. If a Run-off Election is required, the election officials, hours and operation, and polling places shall remain the same. Substitution of election officials and polling places shall occur only in accordance with State law.

SECTION 13. PRECINCT CLOSURE.

The City of Muskogee has been notified by the Muskogee County Election Board that the 45th and 61st Precincts have no registered voters and further, the City certifies that no citizens reside in the precinct boundaries; therefore those precincts are hereby closed for the election and the runoff, should one be necessary.

SECTION 14. STATE ELECTION LAWS TO GOVERN WHERE APPLICABLE.

The election laws of the State, where applicable, and except where the same would be in conflict with the special provisions of the Charter, shall apply to all elections held in the City of Muskogee

Contest alleging irregularities or fraud pertaining to election results shall be filed pursuant to and in accordance with State law.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS 27th DAY OF OCTOBER, 2025.

CITY OF MUSKOGEE:

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(Seal)

APPROVED as to form and legality this 27th day of October, 2025.

KATRINA BODENHAMER, CITY ATTORNEY

This resolution shall be filed with the Secretary of the County Election Board on October 28, 2025, and shall be published in its entirety in the Muskogee Phoenix no later than October 30, 2025, and again January 29, 2026.

POLLING PLACES [Note: Polling places and election officials are established by the Muskogee County Election Board and are subject to change in accordance with State election laws]

5 PRESBYTERIAN CHURCH OF MUSKOGEE
2000 Haskell Blvd.

Inspector: Janise Rene Carter
Clerk: Angela Lynn Loflin
Judge: Patricia A. Parks

7 EASTERN HEIGHTS BAPTIST CHURCH
2401 Haskell Blvd.

Inspector: Melba Jo Gibbs
Clerk:
Judge: Delores Dodson Dieman

9 CHANDLER ROAD CHURCH OF CHRIST
3507 Chandler Rd

Inspector: Electra S. Lashley
Clerk: Sena Ann Martin
Judge: Darla Ryan

11 SALVATION ARMY
700 Independence

Inspector: Louise Kahrs
Clerk: Gregory Allan Kahrs
Judge: Billie Jean Meyer

13 YORK STREET CHRISTIAN CHURCH
1125 South York Street

Inspector: Catherine Alice Daniels
Clerk: Jo Ann Aston
Judge: Ruth Buffington

- 17** **RAYFIELD BAPTIST CHURCH**
601 Indianapolis Avenue

Inspector: Kay D. Pritchett
Clerk: Lori Ann Martin
Judge: Carolyn Inez Catlett
- 21** **BOSTON AVENUE BAPTIST CHURCH**
201 South 30th Street

Inspector: Clifford W. Harris
Clerk: Carolyn Sue Moses
Judge: Janet Kay Oman
- 22** **AMERICAN LEGION**
4021 W. Broadway

Inspector: Raul Rizo
Clerk: Michelle E. Thompson
Judge: Brenda Jean Harvey
- 23** **MARTIN LUTHER KING CENTER**
300 Martin Luther King Street

Inspector: Sherrolyn H. Morris
Clerk: Ivory Lewis Vann
Judge: Mary Ann Couch
- 28** **MACEDONIA BAPTIST CHURCH**
418 W. Shawnee Street

Inspector: Mary L. Downing
Clerk: Darhonda Dawn Clabaugh
Judge: Seth Leon Clabaugh
- 37** **TIMOTHY BAPTIST CHURCH**
5530 West Okmulgee

Inspector: Faustina Mary Greuel
Clerk: Donald Gene Dailey
Judge: Vivian Renee Lamb

- 40** **FORT GIBSON CHURCH OF CHRIST**
806 Lee Street
Fort Gibson, OK
- Inspector: Leona J. Henderson
Clerk: Phillip C. Henderson
Judge: Ramona Jean Lashley
-
- 41** **INDIAN CAPITAL TECHNOLOGY CENTER**
2403 North 41st Street East
- Inspector: Betty J. Reitz
Clerk: Lillian E. Jayne
Judge: Diane Catharine Walden
-
- 46** **FIRST ASSEMBLY OF GOD**
3100 Gulick Street
- Inspector: Gregory Tod Sorenson
Clerk: Leona M. Wicks
Judge: Mary B. Williams
-
- 47** **LIFEPOINT CHURCH**
2200 South 32nd Street
- Inspector: Fredonia Simpson
Clerk: Deborah J. Yott
Judge: Gwendolyn Freeman
-
- 49** **GRANDVIEW BAPTIST CHURCH**
3608 S. Cherokee Dr.
- Inspector: Ronnie Dean Chandler
Clerk: Gladys Fay Greenleaf
Judge: Hope M. Lloyd-Hill

- 55** **NEW HOPE ASSEMBLY OF GOD**
110 West 58th Street South

Inspector: Kathryn Ann White
Clerk: Goldie Faith Austin
Judge: Becky Lynn Parkinson
- 65** **MARTIN LUTHER KING CENTER**
300 Martin Luther King Street

Inspector: Linda K. Garrison
Clerk: Ivory Lewis Vann
Judge: Mary Ann Couch
- 66** **MARTIN LUTHER KING CENTER**
300 Martin Luther King Street

Inspector: Linda K. Garrison
Clerk: Ivory Lewis Van
Judge: Mary Ann Couch
- 67** **PRESBYTERIAN CHURCH OF MUSKOGEE**
2000 Haskell Boulevard

Inspector: Janise Rene Carter
Clerk: Angela Lynn Loflin
Judge: Patricia A. Parks
- 70** **EASTERN HEIGHTS BAPTIST CHURCH**
2401 Haskell Boulevard

Inspector: Helen Elaine Brownell
Clerk: Melba J. Gibbs
Judge: Delores Dodson Dieman

INDIAN CAPITAL TECHNOLOGY CENTER

2403 North 41st Street East

Inspector: Gregory Eugene Webb

Clerk: Carole Ann Fisher

Judge: Carol A. Miller

Regular City Council**12.**

Meeting Date: 10/27/2025
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Katrina Bodenhamer, City Attorney
Department: City Attorney
Staff Information Source: Mike Stewart

Information**AGENDA ITEM TITLE:**

Consider approval of Resolution No. 3062, a Resolution of the City of Muskogee, Oklahoma, (the "City"), approving action taken by the Muskogee Municipal Authority (the "Authority") authorizing issuance, sale and delivery of a promissory note of the Authority to the Oklahoma Water Resources Board; ratifying and confirming a lease agreement and operation and maintenance contract, as amended, by and between the City and the Authority pertaining to the leasing of the City of Muskogee water and sanitary sewer systems to the authority; ratifying and confirming a sales tax agreement pertaining to certain sales tax revenue as security for the note; and containing other provisions related thereto, or take other necessary action. (Mike Stewart)

BACKGROUND:

The city's wastewater treatment plant faced Consent Orders from the Oklahoma Dept. of Environmental Equality. It was determined that the best course of action to correct the violations was to build a new plant. Engineers estimated design and construction of the new plant to be approximately \$75million. In early 2024, the Authority approved taking a loan in the amount of \$77,102,692.20.

For the past year, city staff has been working with engineers to design the new plant, and sealed bids were recently solicited for the construction. 1 bid was received from Crossland Heavy in the amount of \$95,938,000. This does not include costs for construction inspection, which are estimated to be an additional \$500,000-\$750,000.

After engineering/design costs, there is \$69,284,597 remaining from the original loan, leaving an approximately \$27million shortfall in funding.

The resolution would allow the Authority to borrow the additional funds needed to cover the total project costs.

RECOMMENDED ACTION:

Approve the Resolution

Fiscal Impact**Attachments**

Resolution 3062

PURSUANT TO THE LEGAL NOTICE AS IS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT INCLUDING THE POSTING OF NOTICE AND AGENDA AS IS REQUIRED BY THE TERMS THEREOF, THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA (THE “CITY”) MET IN REGULAR SESSION IN SAID CITY ON THE 27TH DAY OF OCTOBER, 2025, AT 5:30 O'CLOCK P.M.

PRESENT:

ABSENT:

(OTHER PROCEEDINGS)

Thereupon, the following resolution was introduced and caused to be read by title. Councilmember _____ moved passage of the Resolution and Councilmember _____ seconded the motion. The motion carrying with it the approval of said Resolution was approved by the following vote:

AYE:

NAY:

The Resolution so approved is as follows:

RESOLUTION NO. 3062

A RESOLUTION OF THE CITY OF MUSKOGEE, OKLAHOMA (THE “CITY”) APPROVING ACTION TAKEN BY THE MUSKOGEE MUNICIPAL AUTHORITY (THE “AUTHORITY”) AUTHORIZING ISSUANCE, SALE AND DELIVERY OF A PROMISSORY NOTE OF THE AUTHORITY TO THE OKLAHOMA WATER RESOURCES BOARD; RATIFYING AND CONFIRMING A LEASE AGREEMENT AND OPERATION AND MAINTENANCE CONTRACT, AS AMENDED, BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO THE LEASING OF THE CITY OF MUSKOGEE WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; RATIFYING AND CONFIRMING A SALES TAX AGREEMENT PERTAINING TO CERTAIN SALES TAX REVENUE AS SECURITY FOR THE NOTE; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

WHEREAS, the Muskogee Municipal Authority (the “Authority”) did, by its Resolution adopted on October 27, 2025, authorize the issuance, sale and delivery of its Series 2025 Promissory Note to Oklahoma Water Resources Board, in order to finance certain wastewater system improvements, along with related costs (collectively, the “Project”); and

WHEREAS, the City Council of the City of Muskogee, Oklahoma (the “City”) hereby determines that the actions taken by the Authority should be authorized and approved; and

WHEREAS, the City hereby determines that such other action necessary or attendant to accomplishment of the referenced financing should be considered by the City Council of the City.

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

Section 1. Issuance of Note. That the issuance, sale and delivery of the Authority’s Series 2025 Promissory Note to Oklahoma Water Resources Board in the principal amount of not-to-exceed \$37,170,000.00 (the “2025 Note”), all as approved by said Authority on October 27, 2025, be and hereby is authorized, approved and ratified.

Section 2. Approval. That all actions heretofore taken by the Authority in connection with the issuance, sale and delivery of the 2025 Note, and all other aspects of the transaction be and are hereby authorized, approved and ratified.

Section 3. Lease Agreement. The Lease Agreement and Operation and Maintenance Contract dated as of October 1, 1976, as amended by an Amendment to Lease Agreement and Operation and Maintenance Contract dated as of May 1, 1992, both by and between the City and the Authority (the “Lease”), whereby the City leased it existing and hereafter acquired interest in the water and sanitary sewer systems to the Authority, is hereby ratified and confirmed and the term of said Lease shall extend until the 2025 Note is paid.

Section 4. Sales Tax Agreement. The Sales Tax Agreement dated as of February 1, 2024, by and between the City and the Authority (the “Sales Tax Agreement”), which Sales Tax Agreement pertains to the year-to-year pledge of the Sales Tax Revenue as security for the 2025 Note, is hereby ratified and confirmed.

Section 5. Necessary Action. That the Mayor or Vice Mayor and City Clerk or Deputy City Clerk be and hereby are authorized and empowered to execute and deliver for and on behalf of the City any and all other documents or instruments reasonably necessary to accomplish the issuance, sale and delivery of the 2025 Note and all other aspects of the transaction.

[Remainder of Page Left Blank Intentionally]

PASSED AND APPROVED THIS 27TH DAY OF OCTOBER, 2025.

CITY OF MUSKOGEE, OKLAHOMA

By _____
W. PATRICK CALE, MAYOR

ATTEST:

By _____
TAMMY L. TRACY, CITY CLERK

(SEAL)

APPROVED AS TO FORM AND LEGALITY THIS 27TH DAY OF OCTOBER, 2025.

KATRINA BODENHAMER, CITY ATTORNEY

STATE OF OKLAHOMA)
)SS
COUNTY OF MUSKOGEE)

I, the undersigned, City Clerk of the City of Muskogee, Oklahoma, do hereby certify that the above and foregoing is a true, full and correct copy of an excerpt from the minutes of a meeting of the City Council of said City held on the date above stated, all as recorded in the official minutes of such meeting. I further certify that the “Open Meeting Law” was complied with for such meeting.

GIVEN UNDER MY HAND THIS 11TH DAY OF DECEMBER, 2023.

(SEAL)

TAMMY L. TRACY, CITY CLERK

Regular City Council

13.

Meeting Date: 10/27/2025
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Katrina Bodenhamer, City Attorney
Department: City Attorney
Staff Information Source: City Attorney

Information

AGENDA ITEM TITLE:

Consider approval of Resolution No. 3059, a Resolution in support of incorporating the Muskogee Industrial Park into Port Muskogee South, or take other necessary action. (Katrina Bodenhamer)

BACKGROUND:

Muskogee is unique in being the only micropolitan community in Oklahoma offering roads, rail, runway and river transportation. The Muskogee City-County Port Authority would like to incorporate the Muskogee Industrial Park under the unified name of "Port Muskogee South" to strengthen regional competitiveness, business recruitment, economic development and public visibility. This action will not alter property rights or zoning, and it does not impose additional obligations, restrictions or fees. The proposed Resolution is in support of the incorporation.

RECOMMENDED ACTION:

Approve the Resolution

Fiscal Impact

Attachments

Resolution 3059 Port Name Change

RESOLUTION NO. 3059

A RESOLUTION OF THE CITY OF MUSKOGEE, OKLAHOMA, APPROVING AND SUPPORTING THE INCORPORATION OF THE MUSKOGEE INDUSTRIAL PARK INTO PORT MUSKOGEE SOUTH, CLARIFYING THAT THIS ACTION IS IN NAME ONLY, DOES NOT IMPOSE NEW RESTRICTIONS OR COVENANTS UPON EXISTING OR FUTURE TENANTS, AND RECOGNIZING THE MARKETING AND ECONOMIC BENEFITS OF A UNIFIED PORT MUSKOGEE BRAND

WHEREAS, the City of Muskogee recognizes the importance of promoting a cohesive and recognizable identity for its industrial and port-related assets to enhance marketing, visibility, and economic development opportunities; and

WHEREAS, Muskogee is unique in being the only micropolitan community in Oklahoma offering all four modes of freight transportation — Roads, Rail, Runway, and River — with the River connection centered at Port Muskogee on the McClellan–Kerr Arkansas River Navigation System, which distinguishes Muskogee as a truly multimodal manufacturing and logistics hub; and

WHEREAS, the Muskogee Industrial Park has long served as a vital center for industrial activity and job creation, housing numerous manufacturers and service companies critical to the local and regional economy; and

WHEREAS, the Muskogee City-County Port Authority has proposed incorporating the Muskogee Industrial Park under the unified name “**Port Muskogee South**” as part of a broader branding and wayfinding initiative designed to strengthen regional competitiveness, business recruitment, and public visibility of Muskogee’s multimodal advantages; and

WHEREAS, this incorporation is in name only and is intended solely for marketing, wayfinding, and economic development purposes; and

WHEREAS, this action does not alter property ownership, tenant rights, leases, covenants, or zoning in any manner, nor does it impose additional obligations, fees, or restrictions on existing or future tenants within the Muskogee Industrial Park; and

WHEREAS, the City of Muskogee supports the Port Authority’s ongoing efforts to present a unified Port Muskogee brand and to highlight the shared economic advantages of Muskogee’s port, industrial parks, and manufacturing community;

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

THAT such incorporation is understood to be in name only, and that it does not create new restrictions, covenants, or limitations on any property or tenants within the Muskogee Industrial Park.

THAT the City recognizes the importance of unified branding to promote Muskogee's four-mode logistics advantage and expresses appreciation to the Muskogee City-County Port Authority for its leadership in this initiative.

THAT this Resolution shall take effect immediately upon passage and approval.

THAT the City Clerk shall cause to be filed one copy of this resolution with the office of the County Clerk of Muskogee County; and

THAT the City Clerk shall cause one copy of this resolution to be filed with the Law Library of Muskogee County; and

ADOPTED this ____ day of _____, 2025, by the City Council of the City of Muskogee.

W. PATRICK CALE, MAYOR

ATTEST:

(Seal)

TAMMY L. TRACY, CITY CLERK

Approved as to form and legality this ____ day of _____, 2025.

Katrina Bodenhamer, City Attorney

Regular City Council

14.

Meeting Date: 10/27/2025
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 of Resolution No. 3058 and a Citizen's Participation Plan for the Community Development Block Grant Disaster Recovery 2022 (CDBG-DR-22) Grant, relating to the Oklahoma Department of Commerce Community Development Block Grant Program, or take other necessary action. (Mike Stewart)

BACKGROUND:

A public hearing, an application requirement for the public grant, will be held on Monday, Nov. 24th, 2025, during the Muskogee City Council Meeting. This hearing will be held regarding the City's application to the ODOC Community Development Block Grant Disaster Recovery 2022 for funding assistance in disaster recovery resulting from damages caused by the May 2022 flooding event. Today's items will take care of 2 other requirements for the grant, which are the citizen's participation plan and the applicant resolution.

RECOMMENDED ACTION:

Approve the Resolution.

Fiscal Impact

Attachments

Applicant Resolution
Citizen Participation Plan

RESOLUTION NO. 3058

A RESOLUTION OF COMMITMENT TO FACILITATE THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM IF FUNDS
ARE AWARDED.

WHEREAS, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, authorized by the Secretary of Housing and Urban Development, as representative of the United States of America, to grant to the State of Oklahoma funds and administrative responsibility for the “Community Development Block Grant Disaster Relief 2022” program; and

WHEREAS, the Oklahoma Department of Commerce, pursuant to designation by the Governor as the administering agency of the Community Development Block Grant Program for Small Cities in Oklahoma, is directed to further the purposes of community development in the State, and is authorized and empowered to accept funds from the Federal Government or its agencies and to enter into such contracts and agreements as are necessary to carry out the functions of the Department; and

WHEREAS, the City of Muskogee is a local unit of general purpose government that will provide opportunity for input by residents in determining and prioritizing community development needs through its written Citizen Participation Plan; and

NOW THEREFORE, BE IT RESOLVED by the City of Muskogee that the City of Muskogee City Council desires to obtain assistance in community development and hereby requests the Oklahoma Department of Commerce to provide assistance under the policies, regulations, and procedures applicable to local communities in Oklahoma.

NOW THEREFORE, BE IT RESOLVED by the City of Muskogee that City of Muskogee City Council affirms its commitment to take all action within its power to facilitate the receipt of the assistance of community development funds if the City of Muskogee is awarded a Community Development Block Grant, and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Oklahoma, and all empowered agencies thereof.

ADOPTED this 27TH day of October, 2025, at a scheduled meeting of the governing body, in compliance with the Open Meeting Act, 25 O.S. §§ 301-314 (2001).

W PATRICK CALE, Mayor

ATTEST:

SEAL

TAMMY L. TRACY, City Clerk

Approved as to form and legality this

_____ day of _____, 2025.

KATRINA BODENHAMER, City Attorney

Regular City Council

15.

Meeting Date: 10/27/2025
Initiator: Kristal Keim, PW Office Admin II
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Resolution No. 3060 to submit an application to the Oklahoma Department of Commerce for the CDBG-DR 2022 Grant, a grant for the disaster recovery from the May 2022 flooding, for a voluntary housing buyout project addressing properties in the Meadows Subdivision, or take other necessary action. (Mike Stewart)

BACKGROUND:

The State of Oklahoma has funding for the disaster recovery from the May 2022 flood that hit Muskogee very hard. During this event, the Meadows were one of the highest impacted areas in the state. During the flooding event, the Meadows had an estimated 60 individuals rescued by emergency responders and an estimated 28 homes flooded. The proposed project is a voluntary housing buyout program for the Meadows.

The City explored several options for projects when applying for this grant. The state has approximately \$7,473,000 in funding available to communities in the areas affected by FEMA DR-4657 and DR-4670. This means there is not enough funding to do the perform the physical work needed to solve the issues in the Meadows. As voluntary housing buyout is an allowable activity under the CDBG DR 2022 Program, Staff is proposing to apply for funding to purchase properties in the Meadows.

RECOMMENDED ACTION:

Approve resolution.

Fiscal Impact

Attachments

Resolution 3060

RESOLUTION NO. _____ 3060 _____

A RESOLUTION OF COMMITMENT TO FACILITATE THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM IF FUNDS
ARE AWARDED.

WHEREAS, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, authorized by the Secretary of Housing and Urban Development, as representative of the United States of America, to grant to the State of Oklahoma funds and administrative responsibility for the “Community Development Block Grant Disaster Relief 2022” program; and

WHEREAS, the Oklahoma Department of Commerce, pursuant to designation by the Governor as the administering agency of the Community Development Block Grant Disaster Relief 2022 program in Oklahoma, is directed to further the purposes of community development in the State, and is authorized and empowered to accept funds from the Federal Government or its agencies and to enter into such contracts and agreements as are necessary to carry out the functions of the Department; and

WHEREAS, the City of Muskogee is a local unit of general purpose government that will provide opportunity for input by residents in determining and prioritizing community development needs through its written Citizen Participation Plan; and

NOW THEREFORE, BE IT RESOLVED by the City of Muskogee that the City of Muskogee City Council desires to obtain assistance in disaster recovery voluntary housing buyout and hereby requests the Oklahoma Department of Commerce to provide assistance under the policies, regulations, and procedures applicable to local communities in Oklahoma.

NOW THEREFORE, BE IT RESOLVED by the City of Muskogee that City of Muskogee City Council affirms its commitment to take all action within its power to facilitate the receipt of the assistance of community development funds if the City of Muskogee is awarded a Community Development Block Grant, and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Oklahoma, and all empowered agencies thereof.

ADOPTED this 27TH day of October, 2025, at a scheduled meeting of the governing body, in compliance with the Open Meeting Act, 25 O.S. §§ 301-314 (2001).

W PATRICK CALE, Mayor

ATTEST:

SEAL

TAMMY L. TRACY, City Clerk

Approved as to form and legality this

_____ day of _____, 2025.

KATRINA BODENHAMER, City Attorney

Regular City Council

16.

Meeting Date: 10/27/2025
Submitted For: Avery Rigney, Public Works
Initiator: Avery Rigney, Asst. Public Works Director
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to adopt a Citizen Participation Plan for the City's application to the Oklahoma Department of Commerce for the CDBG-DR 2022 Grant, a grant for disaster recovery from the May 2022 flood, for a planning project for a Subdivision Drainage Plan for the Meadows Subdivision, or take other necessary action. (Mike Stewart)

BACKGROUND:

The State of Oklahoma has funding for the disaster recovery from the May 2022 flood that hit Muskogee very hard. During this event, the Meadows was one of the highest impacted areas in the state. During this event, the Meadows was one of the highest impacted areas in the state. During the flooding event the Meadows had an estimated 60 individuals rescued by emergency responders and an estimated 28 homes flood. The proposed project is a plan to mitigate stormwater damage during a high rain event in the Meadows. We will hire an engineering firm to study the area for detention solutions, bridge redesign, creek dredging and numerous other contributing factors to the flooding in the area. This is a project that is in a flood plain and floodway, so it takes detailed engineering.

The City explored several options for projects when applying for this grant. The state has \$7,473,000 available to communities in the areas affected by FEMA DR-4657 and DR-4670, so there is not enough funding to do the physical work that would be needed to solve the issues in the Meadows. However, a planning project is needed to allow for the procurement of more grants in the future and to set out capital improvement projects to in turn solve the flooding issues in the Meadows.

RECOMMENDED ACTION:

Approve

Attachments

Citizen Participation Plan



Citizen Participation Plan

2022 CBDG-DR

May 2022 Tornadoes and Flooding (Pub. L. 117-180)

Effective April 1, 2024

Last Update: April 1, 2024



OKLAHOMA
Commerce

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1 Citizen Participation Plan

The Oklahoma Department of Commerce Community Development Division (ODOC) administers Community Development Block Grant Disaster Recovery (CDBG-DR) funds allocated to Oklahoma by the U.S. Department of Housing and Urban Development (HUD). As part of the administration of CDBG-DR funds, ODOC is required to comply with HUD's citizen participation requirements outlined in each Federal Register notice.

HUD requires development of a Citizen Participation Plan that outlines policies and procedures of how the state intends to solicit citizen participation. The primary goal is to provide citizens, especially low- and moderate-income residents, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. The following information is to outline and define the citizen participation process.

1.1 HUD's Federal Register Notice Requirements

Public Law 117-180 appropriated CDBG-DR funds to address disaster relief and long-term recovery from disasters occurring in 2022. Under HUD's Federal Register notice 88 FR 32046 (May 18, 2023), a total of \$7,473,000 was allocated to the state for long-term recovery efforts in response to the impacts of the May 2022 Tornadoes and Flooding (DR-4657 and DR-4670), which had an incident period of May 2-8, 2022, and Presidential disaster declaration dates of June 29, 2022, and September 20, 2022, respectively.

In order to ensure disaster recovery grants are awarded in a timely manner, HUD has waived the provisions of 42 U.S.C. 5304(a)(2) and (3), 42 U.S.C. 12707, 24 CFR 570.486, 24 CFR 1003.604, 24 CFR 91.105(b) through (d), and 24 CFR 91.115(b) through (d), with respect to citizen participation requirements, and is instead requiring grantees to follow the provisions in section III.D. of 88 FR 32046 (May 18, 2023) as well as those of 24 CFR 91.115 or 91.105.

In accordance with updated HUD guidelines, ODOC will field public comments for a period of 30 days to provide a reasonable opportunity for citizen participation. Additionally, ODOC will convene one virtual public hearing on the proposed Action Plan after it has been published on its website to solicit public comment before submission of the Action Plan to HUD.

Each local government receiving assistance from ODOC must follow a detailed citizen participation plan that satisfies the requirements of 24 CFR 570.486.

1.2 Contact Information

To access the most current version of the 2022 CDBG-DR CPP, please visit the State's disaster recovery website. On occasion, the State makes necessary modifications to the CPP to ensure compliance with ODOC policies and federal requirements.

This plan includes ODOC's policies and requirements for 2022 CDBG-DR public comment periods, public hearings, access for those with limited English proficiency and disabilities, website maintenance, and citizen complaints.

For any questions, public comments, assistance for disability accommodations, or interpretation services, please contact ODOC using the following methods:

Phone	405-815-6552 (toll-free 1-800-879-6552)
Mail	Oklahoma Department of Commerce ATTN: Disaster Recovery 900 N. Stiles Ave. Oklahoma City, OK 73104
Email	disasterrecovery@okcommerce.gov
Contact Us Form	Citizens can submit questions, comments, and complaints, or check the status of their application by filling out a "Contact Us" form at the bottom of the website.
Interpretation Services	Call 405-946-1624, please mention ODOC as the agency the translation or interpretation is for.

Citizens and other interested parties can remain up to date on ODOC's Disaster Recovery activities by joining the CDBG-DR email list via the CDBG-DR 2022 website and following the agency on social media.

1.3 Requirement for Consultation

While developing the Action Plan, ODOC is required to consult with Indian tribes, local governments, Federal partners, nongovernmental organizations, the private sector, and other stakeholders and affected parties in the surrounding geographic area, including organizations that advocate on behalf of members of protected classes, vulnerable populations, and underserved communities impacted by the disaster, to ensure consistency of the action plan with applicable regional redevelopment plans.

ODOC also consulted with other relevant government agencies, including state and local emergency management agencies that have primary responsibility for the administration of FEMA funds, if applicable.

In the development of the DR 22 action plan, ODOC met this requirement in two ways. First, ODOC surveyed communities, organizations, tribal authorities, and citizens to better understand the remaining unmet needs and recovery areas. There were two surveys generated, one for community organizations and one for residents. The surveys were published on ODOC's website and were shared on the Department of Commerce's social media accounts in June 2023. The surveys were discussed at disaster recovery meetings and sector calls. In addition, the surveys were shared with communities directly.

To gather feedback from groups that are less likely to participate in the survey process, ODOC took the following steps. The surveys were emailed directly to representatives of the organizations and government agencies, who were encouraged to share them with individuals impacted by the disaster. These organizations often work directly with community members and survivors of the disaster, and thus are more familiar with the impacted areas and individuals. ODOC posted the surveys on social media, and ODOC employees added a link to the surveys in their email signatures. The surveys were also shared via GovDelivery to those who signed up

for email updates on CDBG programs with the Department of Commerce. Last, ODOC staff shared the surveys with anyone asking about 2022 CDBG-DR assistance.

Second, ODOC directly contacted over 100 individuals at community organizations, local governments, and tribal nations via email to solicit data on disaster unmet needs.

ODOC also met directly with and established open lines of communication with major stakeholders, including the Muscogee (Creek) Nation, the Oklahoma Department of Emergency Management, the Oklahoma Housing Finance Agency, and Catholic Charities. ODOC continues to meet with interested stakeholders.

1.4 Publication of the Action Plan and Opportunity for Public Comment

Following the creation of the action plan or substantial amendment in DRGR and before ODOC submits the action plan or substantial amendment to HUD, ODOC will publish the proposed plan or amendment for public comment. The comment period will last for a minimum of thirty (30) days.

ODOC will prominently post the Action Plan or Substantial Amendment on ODOC's CDBG-DR 2022 website (<https://www.okcommerce.gov/cdbg-disaster-recovery-2022/>) and must afford citizens, affected local governments, and other interested parties a reasonable opportunity to review the plan or substantial amendment.

The topic of disaster recovery on ODOC's website is navigable by all interested parties from the ODOC homepage. The homepage contains a link to the disaster recovery website.

ODOC will notify affected citizens of the publication of the plan and the public comment period through the 2022 CDBG-DR website, electronic mailings (GovDelivery), press releases, social media, and direct outreach. Other methods of notification will be documented if determined to be necessary. To ensure that those with limited English proficiency will have equitable participation, the proposed Action Plan and all amendments will be posted in Spanish. Other languages will be available upon request and to the extent described in the Language Access Plan.

Citizens and other interested parties may submit public comments in a variety of methods and formats. Public comments on the Action Plan or substantial amendment can be submitted via email, mail, phone, or at a public hearing on the plan or amendment.

1.5 Public Hearings

ODOC will convene at least one virtual public hearing on the proposed action plan after it has been published on its website before the submittal of the action plan to HUD to solicit public comment. ODOC will provide reasonable notice of all public hearings at least fourteen (14) days before the hearing. ODOC will provide timely responses to all citizen questions and issues, and public access to all questions and responses.

If ODOC holds more than one public hearing, it will hold each hearing in a different location within the MID area in locations that ODOC determines will promote geographic balance and maximum accessibility. ODOC may convene public hearings virtually.

1.5.1 LEP Access

ODOC will provide meaningful access for individuals with limited English proficiency (LEP) at both in-person and virtual hearings. In the case of virtual and in-person public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, ODOC will meet the needs of LEP populations by hiring interpreters for the meeting, to provide live interpretation and translation. ODOC currently has staff that are fluent in Spanish, and who can provide Spanish interpretation and translation at public hearings as needed. At a minimum, one staff member who speaks Spanish will be present at all public hearings.

1.5.2 Access for Persons with Disabilities

All in-person hearings must be held in facilities that are physically accessible to persons with disabilities. HUD's implementing regulations for section 504 of the Rehabilitation Act (24 CFR part 8, subpart C) provide that where physical accessibility is not achievable, ODOC must give priority to alternative methods of product or information delivery that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate. When conducting a virtual hearing, ODOC will allow questions in real-time, with answers coming directly from ODOC's representatives to all "attendees."

For both virtual and in-person hearings, hearings will be held at times and locations convenient to potential and actual beneficiaries, with accommodation for persons with disabilities and appropriate auxiliary aids and services to ensure effective communication. ODOC will turn on closed captions for virtual hearings and provide opportunities for citizens to request interpretation services before the hearing. Upon request, ODOC will offer sign language interpretation, closed captioning for virtual meetings, and accessible documents that be read by screen readers. Requests for assistance can be made by contacting ODOC staff.

See 24 CFR 8.6 for HUD's regulations about effective communication.

1.6 Barriers to Equitable Participation

ODOC shall consider if there are potential barriers that may limit or prohibit vulnerable populations or underserved communities and individuals affected by the disaster from providing public comment on ODOC's action plan or substantial amendment. If ODOC identifies barriers that may limit or prohibit equitable participation, ODOC will take reasonable measures to increase coordination, communication, affirmative marketing, targeted outreach, and engagement with underserved communities and individuals, including persons with disabilities and persons with LEP.

ODOC is currently taking several steps to ensure equitable access for persons with disabilities and those who speak limited English. Those steps are described throughout this document. In circumstances where other vulnerable or historically underserved populations may be impacted (positively or negatively) by the 2022 CDBG-DR Action Plan or substantial amendment, ODOC will take additional steps to ensure that those communities are aware of the opportunity for public input and engagement. These steps can include additional marketing and notification, targeted outreach, and creative engagement with community organizations and leaders.

1.7 Consideration of Public Comments

ODOC will receive public comments on the action plan or substantial amendment for no less than 30 days. Citizens and other interested parties may submit public comments in a variety of methods and formats. Public comments on the Action Plan or substantial amendment can be submitted via email, mail, phone, or at a public hearing on the plan or amendment.

ODOC will consider all oral and written comments on the action plan or any substantial amendment. Any updates or changes made to the action plan in response to public comments will be clearly identified in the action plan. A summary of comments on the plan or amendment, and ODOC's response to each, will be included with the action plan or substantial amendment. ODOC's responses will address the substance of the comment rather than merely acknowledge that the comment was received.

1.8 Availability and Accessibility of Documents

ODOC will make the action plan, any substantial amendments, vital documents, and all performance reports available to the public on its website. ODOC will follow Section 1.9 Website Maintenance to ensure all required documentation is available on the 2022 CDBG-DR website.

1.8.1 LEP Access

ODOC is committed to providing access to all its programs for Limited English proficient speakers. ODOC and its subrecipients will translate vital documents into Spanish for CDBG-DR programs that occur in market areas that exceed 1,000 LEP individuals (to include the upper band of the margin of error) or 5% LEP in that language group. The cost incurred by the State or its subrecipients to translate vital documents into Spanish is both reasonable and necessary. For the 2022 CDBG-DR program, activities occurring in Tulsa County will require the translation of vital documents into Spanish.

Upon request, ODOC and its subrecipients will translate vital documents into Vietnamese. The cost incurred by the State or its subrecipients to translate by default vital documents larger than 2 pages into Vietnamese is neither reasonable nor necessary. Therefore, ODOC and its subrecipients will utilize oral translation and interpretation services, provided through Language Associates, to assist LEP Vietnamese speakers. For the 2022 CDBG-DR program, no activities will require the translation of vital documents into Vietnamese. To encourage participation in the program, activities occurring in Tulsa County should consider some outreach in the Vietnamese language.

Upon request, ODOC and its subrecipients will translate vital documents into Chinese. The cost incurred by the State or its subrecipients to translate by default vital documents larger than 2 pages into Chinese is neither reasonable nor necessary. Therefore, ODOC and its subrecipients will utilize oral translation and interpretation services, provided through Language Associates, to assist LEP Chinese speakers. For the 2022 CDBG-DR program, no activities will require the translation of vital documents into Chinese. To encourage participation in the program, activities occurring in Tulsa County should consider some outreach in the Chinese language.

Any person requiring translation or interpretation of any documents for the 2022 CDBG-DR program can access those services upon request. ODOC has procured translation and interpretation services for a wide range of languages, to ensure equal participation of persons

with limited English proficiency (LEP). For more details about vital documents and the level of language assistance that ODOC and its subrecipients provide to beneficiaries, please refer to the Language Access Plan. The Language Access Plan is currently available as part of ODOC's General CDBG Citizen Participation Plan at this link: <https://www.okcommerce.gov/reporting-compliance/consolidated-plan/>.

1.8.1.1 Targeted Outreach

In some circumstances, a language group may not meet the threshold requirements for translation of vital documents, but still represents a portion of the population that could benefit from the CDBG-DR activity. In this case, ODOC or its subrecipients should consider outreach to these populations in the appropriate language. Some outreach strategies that can be undertaken to reach these communities include:

- Posting of program information in community centers in the target language
- Posting program information in local foreign language newspapers or magazines in the target language
- Direct outreach to community organizations that can share program information with LEP community members

Any outreach should include information on how to access translation and interpretation services should an individual pursue additional information on the program.

1.8.2 Access for Persons with Disabilities

ODOC will publish documents in a form that is accessible to persons with disabilities, using Microsoft Word and Adobe Acrobat accessibility features, including alternative text with images, and tagged PDFs. In addition, ODOC offers accessibility services that can be found here: <https://www.okcommerce.gov/about-us/accessibility-statement/>. A link to this page is included on the 2022 CDBG-DR website. ODOC will make information available in alternate formats as needed and upon request to ensure effective communication with all persons.

ODOC is committed to ensuring the accessibility of its electronic and information technologies for individuals with disabilities. ODOC is prepared to aid those citizens who have disabilities upon request. Upon request, ODOC will offer sign language interpretation, closed captioning for virtual meetings, and accessible documents that be read by screen readers. Requests for assistance can be made by contacting ODOC staff.

1.9 Website Maintenance

ODOC maintains a dedicated website for the 2022 CDBG-DR Program that permits the public to see how all grant funds are used and administered, access important policy guides and resources, and learn about engagement opportunities. The website is available at <https://www.okcommerce.gov/cdbq-disaster-recovery-2022/>. The 2022 CDBG-DR website is easily accessible from Commerce's main website (<https://okcommerce.gov>) by clicking on the link "CDBG Disaster Recovery 2022" at the bottom of the page.

1.9.1 Materials

ODOC will provide the following materials on the website:

- 2022 CDBG-DR Action Plan (and all future amendments)

- Performance Reports
 - Performance reports will be published on the official website within three (3) days of submission to HUD. In the event a performance report is rejected by HUD, the revised version, as approved by HUD, will be published within three days of HUD approval.
- Citizen Participation Plan
- Procurement Policies and Procedures
- All executed contracts, as defined in 2 CFR 200.22, that will be paid with CDBG-DR funds (including subrecipients' contracts)
- HUD Contract Reporting Template, which includes a description and status update of services or goods currently being procured by ODOC or its subrecipients.
 - Contracts and procurement actions that do not exceed the micro-purchase threshold, as defined in 2 CFR 200.67, are not required to be posted on ODOC's website.
- Internal Auditor Reports
- ODOC's Anti-Fraud, Waste, and Abuse Policy, which includes information for beneficiaries, contractors, subrecipients, ODOC staff, and others on reporting fraudulent activity.
- ODOC will make beneficiaries aware of the risks of contractor fraud and other potentially fraudulent activity that can occur in communities recovering from a disaster, by having a fraud, waste, and abuse section on the 2022 CDBG-DR website that includes the following language and documentation:
 - "Please note, accessing CDBG-DR assistance is completely free. Report anyone attempting to collect fees for disaster recovery assistance or any other fraud, waste, or abuse to DisasterRecovery@okcommerce.gov. The CDBG-DR program is a federal grant, and there is no fee or cost for municipalities or residents to apply.
 - El programa CDBG-DR (un programa de subvención federal) es gratuito para municipios y residentes. No hay ninguno costo para solicitar o recibir asistencia. Por favor, manda un correo electrónico a DisasterRecovery@okcommerce.gov para informarnos si alguien está cobrando dinero por el programa o si usted cree que se ha encontrado fraude, malversación o abuso."
 - After a disaster, scam artists, identity thieves, and other criminals often attempt to take advantage of disaster survivors: watch for and report any suspicious activity.
 - FEMA Disaster Fraud Resources - <https://www.fema.gov/about/offices/security/disaster-fraud>
 - HUD OIG Hotline - <https://www.hudoig.gov/hotline>
 - Avoiding Post-Disaster Scams and Fraud - <https://files.hudexchange.info/resources/documents/OHC-DR-Toolkit-Avoiding-Post-Disaster-Scams-and-Fraud.pdf>

- Oklahoma Attorney General Consumer Protection - <https://www.oag.ok.gov/consumer-protection>
- Oklahoma Attorney General Disaster Fraud Prevention - https://www.oag.ok.gov/sites/g/files/gmc766/f/documents/2023/2023_disaster_scam_prevention_packet.pdf
- ODOC will add information to the website advising impacted households to keep all relevant documentation.
- Information on where applicants can apply and check the status of their application, as applicable.
- Information on public hearings, surveys, and other opportunities for engagement
- Information on how to contact an interpreter or access other accommodations, as needed.
- Information on environmental reviews that require an Authority to Use Grant Funds (AUGF).

Paper copies of the 2022 CDBG-DR Action Plan and any future amendments will be available upon request.

1.9.2 Access

ODOC will translate vital documents as determined by ODOC's Language Access Plan. Any person requiring translation or interpretation of any documents for the 2022 CDBG-DR program can access those services upon request. ODOC has procured translation and interpretation services for a wide range of languages, to ensure equal participation of persons with limited English proficiency (LEP). The Language Access Plan is currently available as part of ODOC's Citizen Participation Plan at this link: <https://www.okcommerce.gov/reporting-compliance/consolidated-plan/>.

ODOC will publish documents in a form that is accessible to persons with disabilities, using Microsoft Word and Adobe Acrobat accessibility features, including alternative text with images, and tagged PDFs. In addition, ODOC offers accessibility services that can be found here: <https://www.okcommerce.gov/about-us/accessibility-statement/>. A link to this page is included on the 2022 CDBG-DR website. ODOC will make information available in alternate formats as needed and upon request to ensure effective communication with all persons.

ODOC provides the public with several methods of contact, all of which are described on the website:

- Call 405-815-6552 (toll free 1-800-879-6552).
- Send mail to 900 N. Stiles Ave. Oklahoma City, OK 73104.
- Submit questions, comments, complaints, or check the status of their application by filling out a "Contact Us" form at the bottom of the website.
- Send an email to disasterrecovery@okcommerce.gov to submit questions, comments, or complaints, check the status of their application, or report fraud, waste, and abuse.
- Join the CDBG-DR electronic mailing list, by signing up on the DR 2022 website.
- Visit ODOC's social media pages, including LinkedIn, Facebook, X, and YouTube

1.9.3 Updates

CDBG-DR staff submit web edit requests to the Marketing Department. These requests are usually fulfilled within 3-7 days. Every month, CDBG-DR staff review the 2022 CDBG-DR website and ensure that all required documents are published and up to date.

1.10 Application Status

ODOC will provide multiple methods of communication, such as websites, toll-free numbers, TTY and relay services, email address, fax number, or other means to provide applicants for recovery assistance with timely information to determine the status of their application. This requirement applies to programs with individual beneficiaries, such as a Housing Rehabilitation program. Organizations applying for grants from ODOC as subrecipients can view the status of their application in OKGrants.

1.11 Citizen Complaints

ODOC will provide a timely, substantive written response to every written citizen complaint. ODOC's response must be provided within (15) fifteen working days of the receipt of the complaint, or ODOC must document why additional time for the response was required. Depending on the nature of the complaint and depth of the issue, an extended response time may be required by the State in order to obtain the required regulatory guidance or obtain the appropriate level of HUD staff assistance.

Should an extended response time be required, the State will notify the individuals or entities making the complaint of the following:

1. The complaint has been received by the State;
2. The complaint is of a nature that cannot be reasonably responded to within the fifteen (15) working day period.

ODOC will provide an appropriate staff contact name, telephone number, and email address in order that the progress on the response/solution can be monitored or additional inquiries can be made as applicable.

The State takes complaints very seriously and will require that complaints be submitted in a written format to ensure the best possible clarity regarding the nature of the complaint and the circumstances or issues involved. Complaints can be submitted using the contact information at the beginning of this document.

Complaints regarding fraud, waste, or abuse of government funds should be forwarded to the HUD OIG Fraud Hotline (phone: 1-800-347-3735 or email: hotline@hudoig.gov).

1.12 Amendments

Over time, recovery needs will change. Thus, the State of Oklahoma will amend the disaster recovery action plan as needed to best address long-term recovery needs and goals. This plan describes proposed programs and activities. As programs and activities develop over time an amendment may not be triggered if the program or activity is consistent with the descriptions

provided in this plan. When unmet needs and program descriptions or other sections rise to the level of requiring an Action Plan amendment, ODOC will do the following:

- Ensure that the current version of the Action Plan is accessible for viewing as a single document, with all amendments, so that the public and HUD do not have to view and cross-reference changes among multiple amendments.
- Identify amendments by highlighting added or changed text and striking out deleted text.
- Include a table that clearly illustrates where funds are coming from and where they are going.
- Include a revised budget allocation table that reflects the entirety of all funds, if applicable to the amendment.

1.12.1 Substantial Amendment

A change to the action plan is a substantial amendment if it meets one or more of the following criteria:

- A change in program benefit or eligibility criteria,
- The addition or deletion of an activity, or
- The allocation or reallocation of \$1,480,000.00

When the State of Oklahoma pursues the substantial amendment process, the amendment will be posted on the State's Disaster Recovery website (<https://www.okcommerce.gov/cdbg-disaster-recovery-2022>) for a 30-day public comment period. The amendment will be posted in adherence with ADA and LEP requirements. ODOC will review and respond to all public comments received and submit to HUD for approval.

ODOC will provide residents, affected local governments, and other interested parties with a reasonable opportunity to review the plan or substantial amendment.

ODOC will identify and consider potential barriers that limit or prohibit equitable participation and will undertake reasonable measures to increase coordination, communication, affirmative marketing, targeted outreach, and engagement with underserved communities and individuals, including persons with disabilities and LEP persons. This includes translating the Action Plan according to the ODOC Language Access Plan and posting the Action Plan amendment in a way that meets all accessibility requirements.

The State of Oklahoma will review and respond to all public comments received, written or verbal. Any updates or changes made to the action plan in response to public comments shall be clearly identified in the Action Plan. The public comments will be submitted to HUD with the Action Plan Amendment.

The State of Oklahoma will submit the Action Plan to HUD for approval and await receipt of approval before implementing the proposed change.

1.12.2 Non-Substantial Amendment

A non-substantial amendment is an amendment to the plan that includes technical corrections, clarifications, and budget changes that do not meet the monetary threshold for substantial amendments to the plan and do not require posting for public comment. The State of Oklahoma will notify HUD five (5) business days before the change is effective.

All amendments will be numbered sequentially and posted to the website into one final, consolidated plan.

2 Local Government Requirements

Each local government receiving assistance from ODOC must follow a detailed citizen participation plan that satisfies the requirements of 24 CFR 570.486 (except as provided for in notices providing waivers and alternative requirements). ODOC's subrecipients who are units of general local government (UGLGs) must adhere to the following requirements for citizen participation:

- The subrecipient is required to adopt a citizen participation plan that sets forth the subrecipient's policies and procedures for citizen participation. Please see the attached Sample Citizen Participation Plan for subrecipients.
- The subrecipient will hold a public hearing prior to submitting a 2022 CDBG-DR Application to ODOC. The public hearing shall be scheduled at times and locations most likely to make it possible for the majority of interested persons to attend without undue inconvenience. The purpose of this public hearing is to advise citizens of the proposed project activities.
- The subrecipient will hold a final public hearing at grant closeout.
- Notification of all hearings shall be provided a minimum of fourteen (14) calendar days, not to include the actual day of the Public Hearing, in advance to allow citizens the opportunity to schedule their attendance. Notifications can be made in the form of notices placed in the local newspaper with the greatest distribution or may be conducted by posting notices where most practical for public viewing. If notifications are posted, they must be posted in a minimum of three (3) public places. Additionally, notices may be posted via the Internet by the participating Unit of General Local Government or other subrecipient provided the website is available for public access. All hearings must be accessible to handicapped persons. Provisions for interpretation shall be made at all public hearings for non-English speaking residents if such residents are expected to be in attendance.
- Subrecipients will follow the recordkeeping procedures described in the 2022 CDBG-DR Policies and Procedures manual, which is available on the State's disaster recovery website.
- Subrecipients must follow the translation and interpretation requirements described in the Language Access Plan. The Language Access Plan is currently available as part of ODOC's Citizen Participation Plan at this link: <https://www.okcommerce.gov/reporting-compliance/consolidated-plan/>.
- Subrecipients grantee must provide multiple methods of communication, such as websites, toll-free numbers, TTY and relay services, email address, fax number, or other means to provide applicants for recovery assistance with timely information to determine the status of their application.

3 Attachments

- Sample Subrecipient Citizen Participation Plan

4 Record of Changes

Number	Date	Description
1	04/01/2024	Updated Website Materials to include description of timing of QPR reporting.

Regular City Council**17.****Meeting Date:** 10/27/2025**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 adopt a Citizen Participation Plan for the City's application to the Oklahoma Department of Commerce for the CDBG-DR 2022 Grant, a grant for disaster recovery from the May 2022 flood, for a voluntary housing buyout project addressing properties in the Meadows Subdivision, or take other necessary action. (Mike Stewart)

BACKGROUND:

The State of Oklahoma has funding for the disaster recovery from the May 2022 flood that hit Muskogee very hard. During this event, the Meadows was one of the highest impacted areas in the state. During the flooding event the Meadows had an estimated 60 individuals rescued by emergency responders and an estimated 28 homes flooded. The proposed project is a voluntary housing buyout program for the Meadows subdivision.

The City explored several options for projects when applying for this grant. The state has \$7,473,000.00 available to communities in the areas affected by FEMA DR-4657 and DR-4670, so there is not enough funding to do the physical work that would be needed to solve the issues in the Meadows. As voluntary housing buyout is an allowable activity under the CDBG DR 2022 program, we are proposing to apply for funding to purchase properties in the Meadows subdivision through a voluntary buyout program.

RECOMMENDED ACTION:

Approve

Fiscal Impact**Attachments**plan 2025

**COMMUNITY DEVELOPMENT BLOCK GRANT
DISASTER RECOVERY (CDBG-DR)
CDBG-DR 2022 PROGRAM-
CITIZEN PARTICIPATION P.LAN**

CITIZEN PARTICIPATION PLAN

City of Muskogee intends to implement a Citizen Participation Program for its CDBG-DR 2022 application process to accomplish the following objectives:

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where CDBG-DR funds are proposed to be used. This will be accomplished by publishing a notice, posting the notice on the City of Muskogee website, in public buildings and other locations low and moderate income persons may frequent.

2. Ensure citizens will be given reasonable and timely access to local meetings, Information 12 and records relating to the unit of local government's proposed and actual use of the CDBG- DR funds; including, but not limited to, the following:

(a) The amount of CDBG-DR funds expected to be made available for the current fiscal year if the project is approved;

a. The City of Muskogee is requesting a minimum of \$250,000 the request may increase as the City progress with due diligence on the cost estimate of the project, there is not matching requirement for these funds.

(b) The range of activities that may be undertaken with CDBG-DR funds;

a. The CDBG-DR program has identified the need for drainage study and planning at the Meadows Subdivision.

1. A study of the drainage basin and including but not limited to:

- A study of existing infrastructure and necessary improvements
- A study of the Sam Creek Flow-line and mitigation methods
- A study of all elements pertaining to flooding and stormwater drainage.

The City of Muskogee plans to make application for the following eligible activity

1. Planning: resilience and mitigation Planning Grant Program

(a) Funds will be requested to complete a subdivision master drainage plan for The Meadows subdivision. Sam Creek is prone to flood The Meadows subdivision on a frequent basis. Prior to 2022, the city bought out 16 homes that were repeatedly flooded. In the 2022 floods, 28 homes were flooded. We are seeking funding to complete a master drainage plan for the area, including needs, current creek condition, necessary infrastructure improvements and storm water

**COMMUNITY DEVELOPMENT BLOCK GRANT
DISASTER RECOVERY (CDBG-DR)
CDBG-DR 2022 PROGRAM-
CITIZEN PARTICIPATION P.LAN**
detention necessary to mitigate future flooding.

CDBG-DR 2022 Citizen Participation Plan

**COMMUNITY DEVELOPMENT BLOCK GRANT
DISASTER RECOVERY (CDBG-DR)
CDBG-DR 2022 PROGRAM-
CITIZEN PARTICIPATION P.LAN
CDBG-DR 2022 PROGRAM
CITIZEN PARTICIPATION PLAN**

- (b) Planning activities are not required to meet a national objective or serve a specified percentage of LMI households.
- (d) The proposed CDBG-DR activities will NOT result in displacement. However, the City of Muskogee does keep active anti-displacement and relocation plans developed in accordance with Section 104(d)(1) and (2) of the Act; and
- (e) The City of Muskogee, in cooperation with our nonprofit entity, Neighbors Building Neighborhoods, continues to provide technical assistance to all persons of low and moderate income that request assistance in developing proposals.

3. The City of Muskogee will provide for a minimum of two (2) public hearings: one prior to submission of the application for funding of the project that favors the purpose of obtaining citizens' views and formulating or responding to proposals and questions; the other at the end of the grant period, if the applicant receives funding, that discusses Grantee performance. The City of Muskogee will provide reasonable notice of the public hearings by publishing the notice in the local newspaper and posting the public hearing notice within the agenda. Additional notices of the public hearings will be added when feasible, such as on the City's website, social media page, public buildings where LMI may visit, such as the library and public transit vehicles.

The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, citizens may 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).

4. The City of Muskogee encourages participation from all its citizens in public meetings. In order to meet the needs of non-English speaking residents, in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate, non-English speaking citizens may notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made.

S. The City of Muskogee will provide citizens with reasonable advance notice, a minimum of fifteen (15) working days prior to the public hearing. There is an opportunity to comment for at least (5) days on proposed activities not previously described in the City of Muskogee's funding request and activities which are proposed to be deleted or substantially changed.

6. Citizens can communicate their written complaints, grievances and any comments to:

In person: City of Muskogee Public Works Department; 301 S. Cherokee,
Muskogee, OK 74403. Office hours are Monday through Friday 8:00 am to
CDBG-DR 2022 Citizen Participation Plan

**COMMUNITY DEVELOPMENT BLOCK GRANT
DISASTER RECOVERY (CDBG-DR)
CDBG-DR 2022 PROGRAM-
CITIZEN PARTICIPATION P.LAN**

12:00 pm and 1:00 pm to 5:00 pm

Via Phone: Public Works Department is 918-684-6333 or call the City's direct line 918-682-6602 and ask for the Public

Online: arigney@muskogeeok.gov, Avery Rigney, Assistant Public Works Director

The City of Muskogee Public Works Department will provide a timely written answer to written complaints and grievances, within fifteen (15) working days where practicable.

Citizens may review any information and records relating to the City of Muskogee proposed and actual use of the CDBG-DR funds during the regular office hours Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m.

7. The application phase public hearing will address the following topics:
- (a) Community development, housing and public service needs;
 - (b) CDBG-DR Program purpose
 - (c) The development of proposed activities.

By formally adopting this Citizen Participation Plan, the Muskogee City Council accepts the responsibility for implementing its provisions. The Muskogee City Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the 2020 CDBG-DR Coronavirus Response program.

Adopted this 27th Day day of October, 2025 by the City Council of Muskogee.

Patrick Cale Mayor Chief Elected Official

ATTEST:



Regular City Council

18.

Meeting Date: 10/27/2025
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Katrina Bodenhamer, City Attorney
Department: City Attorney
Staff Information Source: City Attorney

Information

AGENDA ITEM TITLE:

Consider approval to authorize the Mayor to execute a corrective deed for the property located in Muskogee O.T. S50, lot 1 Block 405, to the Record Owners to clear title due to a clerical error in the Muskogee County Land Records, or take other necessary action. (Katrina Bodenhamer)

BACKGROUND:

In 2015, the City requested that property located at Muskogee O.T. S50 N100, lot 1, Block 405, on the corner of N F Street and Galveston Street, be deeded to the City from the Muskogee County Board of Commissioners. This property was deeded to the City on June 8, 2015. The Muskogee County Assessor's Office recently contacted the City and stated that title to the property was not researched correctly, and the property should not have been deeded to the City. A prior deed was not correctly posted on the Assessors' website, and the deed that was executed conveying the land to the City is now clouding the title of the legal owners. The legal owners of the property are Abel and Maricela Diaz.

RECOMMENDED ACTION:

Approve the deed

Fiscal Impact

Attachments

Original Deed
Record Owners Deed

Individual
QUIT CLAIM DEED
(Oklahoma Statutory Deed)

I-2015-006377 Book 4444 Pg: 543
06/08/2015 4:07 pm Pg 0543-0547
Fee: \$ 0.00 Doc: \$ 0.00
Dianna Cope - Muskogee County Clerk
State of Oklahoma

KNOW ALL MEN BY THESE PRESENTS:

That Muskogee County Board of Commissioners, parties of the first part, in consideration of the sum of Ten dollars and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged does hereby quitclaim, grant, bargain, sell and convey unto City of Muskogee, parties of the second part, the following described real property and premises situate in Muskogee County, State of Oklahoma, to-wit:

Legal Description
Muskogee O.T. S50 N100 lot 1 Block 405

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

To have and to hold said described premises unto the said parties of the second party heirs and assigns forever.

Signed and delivered 8th day of June, 2015.

Ken Dake Stephen Wright

INDIVIDUAL ACKNOWLEDG-OKLAHOMA FORM

State of Oklahoma,

SS.

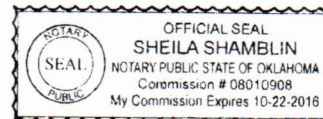
County of Muskogee,

Before me, Notary Public in and for said County and State, on this 8th day of June, 2015 personally appeared Ken Dake and Stephen Wright to me known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they Executed to same as their free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written

Sheila Shamblin
Notary Public

My commission expires: 10/22/16
Commission Number: 08010908



VIEW ADDITIONAL LAND RECORDS AT
OKCOUNTYREC.COM



Karen S. Talley
Chief Deputy



KELLY M. GARRETT
Muskogee County Treasurer

Joy Rogers
1st Deputy

Date: May 26, 2015;

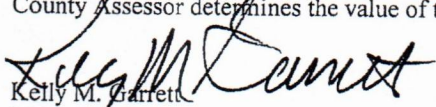
I-2015-006377 Book 4444 Pg: 544
06/08/2015 4:07 pm Pg 0543-0547
Fee: \$ 0.00 Doc: \$ 0.00
Dianna Cope - Muskogee County Clerk
State of Oklahoma

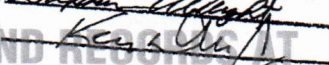
Board of County Commissioner's:

Re: Property in the name of the County (see attached pages)

Dear Sirs,

Muskogee County acquired this property thru June resale. This property is now eligible for a Commissioner's Sale or may be declared as excess property and deeded. The County Assessor determines the value of the property. Thank you.


Kelly M. Garrett
Muskogee County Treasurer

15th day of June 2015
Chairman 
Member 
Member 
Attest 
County Clerk

Leslie Arnold 918-684-6277

(02/02) 05/20/2015 04:10:13 PM



City of Muskogee

OFFICE OF THE CITY ATTORNEY
P.O. BOX 1927
MUNICIPAL BUILDING
MUSKOGEE, OKLAHOMA 74402
918-684-6276

May 18, 2015

Muskogee County Commissioner's
County Services Building
P.O. Box 2307
Muskogee, OK 74401

I-2015-006377 Book 4444 Pg: 545
06/08/2015 4:07 pm Pg 0543-0547
Fee: \$ 0.00 Doc: \$ 0.00
Dianna Cope - Muskogee County Clerk
State of Oklahoma

RE: Parcels of land to be conveyed to the City

Dear Commissioner's:

I am requesting that the County convey the attached described property to the City of Muskogee. The property has been acquired in the name of the County from delinquent tax sale.

- 1) MOT, S50 N100 Lot 1 Block 405

Could you please place this conveyance on your next available agenda? If you have any questions, please contact this office at the number listed above.

Sincerely,

A handwritten signature in black ink, appearing to be "Roy D. Tucker".

Roy D. Tucker
City Attorney

VIEW ADDITIONAL LAND RECORDS AT

OKCOUNTYRECORDS.COM

OK Dan Ashwood
County Assessor

JURISDICTION		LEGAL DESCRIPTION		PARCEL IDENTIFICATION	
MUSKOGEE COUNTY 2010		MUSKOGEE OT		PIDN 4610-26-405-001-1-158-02 / 0002 0158 02	
DISTRICT		S50 N100 LOT 1 BLOCK 405		REC 4787 CARD 1 OF 1	
20A - MUSKOGEE				HMST NONE XMPT COUNTY	
PROPERTY LOCATION		OWNER		CAPC CAPPED NBHD 4610-405 EST. TAXES 26.00 YR 2015	
616 N F UNIT		MUSKOGEE COUNTY			
MUSKOGEE		PO BOX 2307			
Processed 05/26/2015 08:47:52 AM		MUSKOGEE, OK 74402-2307			
2015-006377 Book 4444 Pg: 547 2015-006377 Book 4444 Pg: 547 06/08/2015 4:07 pm Pg 0543-0547 Fee: \$ 0.00 Doc: \$ 0.00 Dianna Coggins - Muskogee County Clerk State of Oklahoma					
VIEW ADDITIONAL LAND RECORDS AT MUSKOGEE COUNTY RECORDS.COM					
MUSKOGEE COUNTY ASSESSOR CERTIFIED COPY					
SALE HISTORY					
DATE	TYPE	V/C	SRC	BK/Pg	AMOUNT
06/19/2009	LAND/BLD	VALID	4	3982/77	0
02/01/1991	LAND/BLD	VALID	4	2079/2	3500
04/01/1987	LAND/BLD	VALID	4	1897/425	4000
PERMIT	TYPE	DATE			
BUILT	APPR	DATE			
24		09/26/2011			
NBHD ADJ. FACTOR @ 100% ECON/FUNC DEPR. @ 100% IMPROVEMENT VALUE (THIS CARD) CLASS (ALL CARDS)					
0 0 0 0					
LAND VALUATION					
TOPOGRAPHY	UTILITY	FRONTING	ZONING		
PAVED					
LAND CALCULATIONS				VALUE	
6,055.00 SQFT (AP, EV)				2500	
6,055.00 X 100% @ 0.00					
LAND VALUE (THIS CARD)				2500	
(ALL CARDS)				2500	
TOTAL VALUE (THIS CARD)				2500	
(ALL CARDS)				2500	
Page 1 of 1					

5

Leslie Arnold 918-684-6277

(02/02) 05/20/2015 04:10:13 PM



City of Muskogee

OFFICE OF THE CITY ATTORNEY
P.O. BOX 1927
MUNICIPAL BUILDING
MUSKOGEE, OKLAHOMA 74402
918-684-6276

May 18, 2015

Muskogee County Commissioner's
County Services Building
P.O. Box 2307
Muskogee, OK 74401

I-2015-006377 Book 4444 Pg: 545
06/08/2015 4:07 pm Pg 0543-0547
Fee: \$ 0.00 Doc: \$ 0.00
Dianna Cope - Muskogee County Clerk
State of Oklahoma

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- 1) MOT, S50 N100 Lot 1 Block 405

Could you please place this conveyance on your next available agenda? If you have any questions, please contact this office at the number listed above.

Sincerely,

A handwritten signature in black ink, appearing to be "Roy D. Tucker".

Roy D. Tucker
City Attorney

VIEW ADDITIONAL LAND RECORDS AT

OK Dan Ashwood
County Assessor

OKCOUNTYRECORDS.COM



1-2015-006377 Book 4444 Pg. 546
06/09/2015 4:07 pm Pg 0543-0547
Fee: \$ 0.00 Doc: \$ 0.00
Diana Cope - Muskogee County Clerk
State of Oklahoma

5A

JURISDICTION
MUSKOGEE COUNTY 2010

LEGAL DESCRIPTION

MUSKOGEE OF
S50 N100 LOT 1 BLOCK 405

DISTRICT
20A - MUSKOGEE

PROPERTY LOCATION

OWNER

616 N F . UNIT
MUSKOGEE
Processed 05/26/2015 08:47:52 AM

MUSKOGEE COUNTY
PO BOX 2307
MUSKOGEE, OK 74402-2307

PARCEL IDENTIFICATION

PDN 4610-26-405-001-1-158-02 / 0002 0158 02
REC 4787 CARD 1 OF 1

HMST NONE

XMPT COUNTY

CAPC CAPPED NBHD 4610-405 EST. TAXES 26.00 YR 2015

IMPROVEMENT VALUATION

TYPE	DESIGN	OCCUPANCY	CONDITION
------	--------	-----------	-----------

URBAN EX	VCNT LOT
----------	----------

FOUNDATION	EXTERIOR	ROOF TYPE	ROOF MATL
------------	----------	-----------	-----------

HEAT/COOL	PLUMBING	GARAGE	BASEMENT
-----------	----------	--------	----------

STRUCT FRAME	CDU	PERIMETER	WALL HEIGHT
--------------	-----	-----------	-------------

ADJUST SF	ADDN CODE	%	RATE	VALUE
-----------	-----------	---	------	-------

1-2015-006377 Book 4444 Pg. 547
06/08/2015 4:07 pm Pg 0543-0547
Fee: \$ 0.00 Doc: \$ 0.00
Diana Cope - Muskogee County Clerk
State of Oklahoma

ADDN CODE	ACTUAL	GROUND	%	ADJAREA
-----------	--------	--------	---	---------

NBHD ADJ. FACTOR @ 100%
ECON/FUNC DEPR. @ 100%
IMPROVEMENT VALUE (THIS CARD)
CLASS (ALL CARDS)

TOPOGRAPHY	LAND VALUATION	UTILITY	FRONTING	ZONING
------------	----------------	---------	----------	--------

LAND CALCULATIONS	VALUE
-------------------	-------

6,055.00 SQFT (AP EV)
6,055.00 X 100% @ 0.00 2500

MUSKOGEE COUNTY ASSESSOR
CERTIFIED COPY

SALE HISTORY

DATE	TYPE	VIC	SRC	BK/Pg	AMOUNT
06/19/2009	LAND/BLD	VALID	4	3982/77	0
02/01/1991	LAND/BLD	VALID	4	207/92	3500
04/01/1987	LAND/BLD	VALID	4	1897/425	4000
	LAND/BLD		0	0/0	0

BUILT	APPR	DATE	PERMIT	TYPE	DATE	AMOUNT
-------	------	------	--------	------	------	--------

24 09/26/2011

LAND VALUE (THIS CARD) 2500
(ALL CARDS) 2500
TOTAL VALUE (THIS CARD) 2500
(ALL CARDS) 2500

After filing, return to:

QUIT CLAIM DEED

THIS CONVEYANCE, made this _____ day of _____, 2025, by and between the **City of Muskogee, Oklahoma**, an Oklahoma municipal corporation hereinafter "Grantor," party of the first part, and the **Record Owners**, hereinafter "Grantee," party of the second part.

WITNESS, that said party of the first part, in consideration of the sum of Ten Dollars (\$10.00) and for other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby quitclaim, grant, bargain, sell, and convey unto said party of the second part all rights, title, estate, and every claim and demand, both at law and in equity, in and to the following described property situated in Muskogee County, Oklahoma, to-wit:

Muskogee O.T. S50 N100 lot 1 Block 405

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

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

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

GRANTOR

CITY OF MUSKOGEE:

W. PATRICK CALE, MAYOR

ATTEST:

(SEAL)

TAMMY L. TRACY, CITY CLERK

STATE OF OKLAHOMA)
) SS. **ACKNOWLEDGMENT**
COUNTY OF MUSKOGEE)

Before me, the undersigned, a Notary Public, in and for said County and State on this ____ day of _____, 2025, personally appeared W. PATRICK CALE, Mayor of the City of Muskogee, Muskogee, Oklahoma, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed, for the uses and purposes therein set forth, in his official capacity as Mayor.

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

Notary Public

My commission expires: _____

Commission Number: _____

Regular City Council**19.**

Meeting Date: 10/27/2025

Submitted For: Johnny Teehee, Police

Initiator: Chad Farmer, Deputy
Chief

Department: Police

Staff Information Source: Chief Teehee

Information**AGENDA ITEM TITLE:**

Consider approval for the Muskogee Police Department to accept the Law Enforcement Mental Health and Wellness Act Grant from the Office of Community Oriented Policing Services in the amount of \$200,000.00, or take other necessary action. (Johnny Teehee)

BACKGROUND:

This is a grant the police department has had twice before, that assists our peer team in training the department in mental health issues that relate to police work. It funds a clinical director that coordinates our blue line initiative that we have had for several years now. It funds a family support group that helps spouses and family members of officers. It has successfully reduced the clinically diagnosed ptsd of our officers from 34% to just 4%. In addition, our peer team works across Eastern Oklahoma and even works as peers at Police Week in Washington DC each year.

The grant is for 2 years for a total of \$200,000.00 and is a non matching grant.

RECOMMENDED ACTION:

Approve the Muskogee Police Department to accept the Law Enforcement Mental Health and Wellness Act grant from the Office of Community Oriented Policing Services in the amount of \$200,000.00.

Fiscal Impact**FUNDING SOURCE:**

This is a federal grant in the amount of \$200,000.00 and is non-matching. There will not be an impact to the PD budget.

Attachments

No file(s) attached.

Regular City Council**20.**

Meeting Date: 10/27/2025
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source: Councilor Mike Brawley

Information**AGENDA ITEM TITLE:**

Consider approval of the appointment of Cody Moore to the Planning and Zoning Commission, to serve a three (3) year term, filling the expiring term of D'Elbie Walker, beginning October 1, 2025, and ending on September 30, 2028, or take other necessary action. (Councilor Mike Brawley)

BACKGROUND:

Ms. D'Elbie Walker's term on the Planning and Zoning Commission expired August 31, 2025. This appointment will fill this vacancy.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact**Attachments**

Cody Moore

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION



CITY OF MUSKOGEE
CITY COUNCIL

APPLICATION FOR CITY COUNCIL APPOINTMENT TO A BOARD
OR COMMISSION

RECEIVED
SEP 22 2025
CITY CLERK

Application Instructions:

- Complete the entire application form (copies of the form are acceptable).
- Applicants are strongly encouraged to attach a current resume or biography.
- Specifically list the names of the boards or commissions to which you are applying (multiple selections are allowed). Paperwork cannot be appropriately processed unless specific boards or commissions are listed.
- Return application along with your resume to:
Office of the City Clerk, 229 W. Okmulgee, Muskogee, OK 74403 or by fax 918-684-6395.
- This form can be obtained electronically at <http://www.cityofmuskogee.com>, or by calling the City Clerk's Office at: (918) 684-6270.

Board(s) or Commission(s) for which you would like to be considered:

Planning & Zoning Commission

Your Full
Legal Name:

Cody Lee Moore

Your

Preferred Name:

Cody Moore

Business Name:

Home Address:

806 Queens

Job Title/Employment Date:

City Zip:

Muskogee, 74403

Business Address:

Ward:

1 2 3 4

Home Phone:

918 816 3000

Business Phone:

Cell Phone:

918 816 3000

Fax:

Home Email:

cody Moore 123@hotmail.com

Business Email:

Are you registered to vote in City of Muskogee Elections?

☒ Yes

No

Are you a citizen of the United States?

☒ Yes

No

Personal Information:

The Mayor and Council desire a broad representation of backgrounds on boards and commissions.

Education (high school, name and location of college or university, year graduated, and degree):

graduate of Fort Gibson High School in 2006. Took several
semesters of college at Connors State College.

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

Current employment (job description, employment date, supervisor):

Been an employer at Captive Air for 15 years here in Muskogee.

Previous employment or experience:

I've worked at my current job for 15 years. While my wife was in college I also worked at the Muskogee Phoenix for six years working in the Newsroom and sports departments.

Professional Licenses Held (if applicable):

Professional References (name, title, contact phone number):

David Tresnar, production manager, 918 639-0591
Mike Carrels, former city editor, 918 360-9033

Memberships in professional or civic organizations (please include offices held and dates of terms):

Military Service Record (including awards, decorations, etc.):

Have you ever been elected or appointed to any public office, board or commission in the City of Muskogee? No ☒ Yes (If yes, please list with dates served)

Was part of the 2025 CIP Committee in Dec 2024

Do you currently hold a public office? Public offices include elected or appointed officials of a municipality (it does not have to be Muskogee it could be any town or city), elected or appointed official of any county or the state or federal government, are a trustee of a public trust, are employed by any entity as a police officer, fire fighter, deputy sheriff, assistant district attorney or similar position or the member of a school board or appointed official of a school system or any other public or similar position.

NO

Do you have any financial or other interests that might present a conflict of interest or the appearance of such a conflict, if you were to be appointed to the position for which you have applied? No ☒ Yes (If yes, please explain)

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

Please list any special interests or characteristics which might be important to serve on a Board or Commission:

I love Muskogee & want to help grow this city and make it better for my children.

RELEASE OF INFORMATION

I authorize the use of any information contained in the **APPOINTMENTS APPLICATION** to verify my statements made in the Application. I authorize my past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation and previous education or employment record. I release all such persons from any liability or damages on a ccount of having furnished such information. I consent to such investigations as Tammy Tracy, City Clerk or her authorized representatives may make regarding law enforcement records and my general background.

I certify under penalty of perjury under the laws of the State of Oklahoma, that the above information is true, complete and correct to the best of my knowledge.

Cody Moore
Signature of Nominee

9-22-25
Date

Submitted by the Mayor for approval by the City Council this _____ day of _____, 20____

Signature of Sponsor

RECEIVED
SEP 22 2025
CITY CLERK

Regular City Council

21. a.

Meeting Date: 10/27/2025
Submitted For: Kendal Francis, City Manager
Initiator: Maggie Eaton, Human Resources Director
Department: Personnel
Staff Information Source: Kendal Francis

Information

AGENDA ITEM TITLE:

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

BACKGROUND:

The City's negotiating team desires to discuss with the Mayor and City Council ongoing negotiations with IAFF Local No. 57. The City Council should determine that disclosure of ongoing negotiations between the City and IAFF will seriously impair the ability of the City to continue negotiations. Therefore, the Council should convene in Executive Session to discuss this matter.

RECOMMENDED ACTION:

Discuss negotiations with the International Association of Firefighters, Local No. 57 and, if necessary, take appropriate action in Open Session.

Fiscal Impact

Attachments

No file(s) attached.
