

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 address, and specify the agenda item they wish to address. Remarks shall be directed to the matter being considered, and the speaker is allowed to speak only one (1) time. If written materials are to be submitted, twelve (12) copies should be made available, and may not be returned.

AGENDA MUSKOGEE CITY COUNCIL NOVEMBER 24, 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**

**MAYOR W. PATRICK CALE TO RECOGNIZE THE MUSKOGEE HIGH SCHOOL ONE ACT
TEAM**

INVOCATION - DEPUTY MAYOR DERRICK A. REED

FLAG SALUTES - MAYOR W. PATRICK CALE

ROLL CALL

**APPROVAL OF MINUTES: CITY COUNCIL SPECIAL CALL OCTOBER 6, 2025, AND REGULAR
SESSION OCTOBER 27, 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 September 27, 2025 through October 24, 2025, or take other necessary action.
2. Approval of final payment to SPATCO Energy Solutions, LLC, in the amount of \$46,609.48, for the New Fuel Station, Project No. 2023006, or take other necessary action. (Robert Swepston)
3. Approval of final payment to Ellsworth Pavement Maintenance (EPM), in the amount of \$5,851.54, for the Hatbox VA Parking Lot Improvements, Project No. 2025009, or take other necessary action. (Mark Wilkerson)
4. Approval of the lowest and best bid in the amount of \$203,167.39, from Cunningham Construction, for the Grandview Park Restrooms, Project No. 2025008, or take other necessary action. (Mark Wilkerson)
5. Approval of the lowest and best bid to include Alternate 2, in the amount of \$1,546,123.95, from Cook Consulting LLC, for the South Country Club Road Improvements, Project No. 2025019, as recommended by Holloway, Updike & Bellen, Inc., or take other necessary action. (Mike Stewart)
6. Approval of final payment to Vance Brothers, Inc., for Project No. SEZO24/2023026, in the amount of \$73,921.04, or take other necessary action. (Mike Stewart)
7. Approval of final payment to Cook Consulting, LLC, in the amount of \$109,452.70, for the Haskell Booster Station, Project No. 2022021, or take other necessary action. (Mike Stewart)

REGULAR AGENDA

8. Hold a Public Hearing and consider approval of Ordinance No. 4279-A, a request for street closure, for property located at Owen Street and Boston Avenue, to allow for new construction, and if approved, authorize Staff to update the Official Zoning Map of the City, or take other necessary action. (Sarah Winkle)
9. Hold a Public Hearing and consider approval of Resolution No. 3063, a Land Use Amendment for the property located at 601 North C Street, to allow a rezone of the property from C-1 Local Commercial, and C-2 General Commercial, to C-2 General Commercial, and if approved, authorize Staff to update the Official City Map, or take other necessary action. (Sarah Winkle)
10. Hold a Public Hearing and consider approval of Ordinance No. 4280-A, a rezone request for the property located at 601 North C. Street, rezoning the property from C-1, Local Commercial, and C-2, General Commercial, 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. Hold a Public Hearing and consider approval of Ordinance No. 4282-A, a request to rezone the property located at 2807 Court Street, rezoning the property from R-1, Single-Family Residential, to R-2, Two-Family Residential, and if approved, authorize Staff to update the Official Zoning Map of the City, or take other necessary action. (Sarah Winkle)
12. Hold a Public Hearing and consider approval of the Preliminary and Final Plat for Roadhouse Addition, located at 2914 West Shawnee, consisting of 2.59 acres, or take other necessary action. (Sarah Winkle)
13. Consider approval of Resolution No. 3065, a resolution to declare bridge inspection responsibility by local governments for Compliance with National Bridge Inspection Standards, providing for a selection process for an engineer and a contract duration beginning April 1, 2026, and ending March 31, 2028, or take other necessary action. (Mike Stewart)
14. Consider approval of Resolution No. 3066, amending the City of Muskogee municipal budget for FY 2025-2026 providing for the transfer of excess General Fund revenue from FY 2024-2025 into a Stabilization account and Special Project Fund, in accordance with City Code 2-552; Providing for the increase of the General Fund Budget; Providing for the transfer to the Muskogee Redevelopment Authority, or take other necessary action. (Dennis Read)
15. Consider approval of Resolution No. 3069 directing the filing and notification of the publication of Supplement No. 26 to the Muskogee City Code of Ordinances, or take other necessary action. (Tammy L. Tracy)
16. Receive report, discuss, and consider approval to accept the FY2023-2024 audit performed by Hood and Associates, and take other necessary action. (Dennis Read)

**Note: A complete copy of the FY2023-2024 Audit can be found on the City of Muskogee Website.
17. Receive a presentation from the Oklahoma Music Hall of Fame as to the state of their funding, and consider approval of a Cooperative Agreement between the City of Muskogee and the Oklahoma Music Hall of Fame, for FY2025-2026, in the amount of \$60,000.00, for the implementation of cultural and tourism development of the great Muskogee community, with a one-time allotment in the amount of \$15,000.00 for building maintenance, and take other necessary action. (Katrina Bodenhamer)
18. Discuss the operations and maintenance, state of affairs, and partnerships with the City to support youth baseball, softball, and soccer at Love Hatbox Sports Complex, and take other necessary action. (Kendal Francis)
19. Hold a discussion and take any necessary action to implement a *Food for Fines* program to assist the citizens of the City of Muskogee with payment of outstanding municipal fines for the period of December 1, 2025, through December 19, 2025. (Councilor Jaime Stout)

20. Consider approval to remove the traffic signal located at 3rd Street and Okmulgee Avenue, to be replaced with a two-way stop, stopping 3rd Street traffic northbound and southbound, pending the completion of a Warrant Study on the intersection conducted by Traffic Engineering Consultants, or take other necessary action. (Mike Stewart)
21. Consider approval of the Crossland Heavy Contractor's bid for the Waste Water Treatment Plant in the amount of \$96,992,000.00, or take other necessary action. (Mike Stewart)
22. Consider approval of the *Letter of Agreement For Joint Water Pipeline Expansion Project Agreement* between Georgia-Pacific Muskogee ("GP Muskogee"), City of Muskogee, and the Muskogee City-County Port Authority, through their Port Capital Development Fund ("Port"), regarding the installation of an alternate city water line to enhance water supply reliability for the GP Muskogee Facility, or take other necessary action. (Mike Stewart)
23. Consider approval of the proposed corrected 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)
24. Consider approval of an agreement with Dobson Fiber, providing fiber services to City facilities in the amount of \$5,125.00 per month, or take other necessary action. (Chris Cummings)
25. Receive a report from Staff, and hold a discussion regarding the recent Federal Government Shutdown and any impact it may have had on the citizens of the City of Muskogee as it relates to their utility accounts, and take other necessary action. (Vice Mayor Derrick Reed, Councilor Melody Cranford, and Councilor Jaime Stout)
26. Consider approval of the appointment of Cody Moore to the Board of Adjustment, to serve a three (3) year term, filling the expired term of Steve Dennis, beginning December 1, 2025, and ending November 30, 2028, or take other necessary action. (Councilor Dan Hall)
27. Consider approval of the appointment of Dr. Tim Holder to the Muskogee Medical Center Authority, to fill an unexpired term, beginning December 1, 2025, and ending on May 31, 2027, or take other necessary action. (Councilor Dan Hall)

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.

28. Consider an Executive Session to discuss and take possible action on the following:
- a. Pursuant to Section 307 C.11, Title 25 consider convening in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-07, including a proposal to entice a business to locate in the southwestern quadrant of the City, and if necessary, take appropriate action in Open Session. (Tera Shows)
 - b. Pursuant to Section 307 C.11, Title 25 consider convening in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-13, including a proposal to entice a business to locate in the northeastern quadrant of the City, and if necessary, take appropriate action in Open Session. (Tera Shows)
 - c. Pursuant to Section 307 C.11, Title 25 consider convening in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-14, including a proposal to entice a business to locate in the southeastern quadrant of the City, and if necessary, take appropriate action in Open Session. (Tera Shows)
 - d. Pursuant to Section 307 C.11, Title 25 consider convening in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-15, including a proposal to entice a business to locate in the northeastern quadrant of the City, and if necessary, take appropriate action in Open Session. (Tera Shows)
 - e. Pursuant to Section 307 B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the lawsuit styled Polaris Technology Inc v. City of Muskogee, Case No. CV-2025-457, filed in the District Court in and for Muskogee County, Oklahoma, and if necessary, take appropriate action in Open Session. (Katrina Bodenhamer)
 - f. Pursuant to Section 307 B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss Worker's Compensation Claim No. 10-23-32, and if necessary, take appropriate action in Open Session. (Katrina Bodenhamer)
 - g. Pursuant to Section 307 B.1, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the hiring of new employee for the Municipal Court of the City of Muskogee, and if necessary, take action in Open Session. (Katrina Bodenhamer)
 - h. 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. (Kendal Francis)

ADJOURN

Regular City Council

1.

Meeting Date: 11/24/2025
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

APPROVAL OF MINUTES: CITY COUNCIL SPECIAL CALL OCTOBER 6, 2025, AND
REGULAR SESSION OCTOBER 27, 2025, OR TAKE OTHER NECESSARY ACTION.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

10062025 SPCCMIN
10-27-2025 ccmin

MINUTES

OF THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN A SPECIAL CALL SESSION IN COUNCIL CHAMBERS OF CITY HALL OCTOBER 6, 2025

The City Council of the City of Muskogee, Oklahoma, met in a Special Call Session at 5:30 p.m., on October 6, 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; Tracy Hoos, Councilmember; Shirley Hilton-Flanary, Councilmember; Melody Cranford, Councilmember; Dan Hall, Councilmember; Tom Martindale, Councilmember; Mike Brawley, 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; Kenna Terrell, Deputy City Clerk; Tera Shows, Assistant City Manager; Chad Farmer, Deputy Police Chief

- 1 Consider approval of Special Call City Council Minutes of September 25, 2025, or take other necessary action.

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Mike Brawley to approve Special Call City Council Minutes of September 25, 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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 2 Consider approval of Ordinance No. 4277-A, an Ordinance granting a ninety (90) day extension of the Cable Provider Franchise Agreement granted to Cebridge Acquisition, L.P., d/b/a Suddenlink Communications, now Altice USA, d/b/a Optimum, pursuant to Ordinance No. 4106-A; Providing for Repealer, Severability, and Declaring an Emergency, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated this will allow time to continue negotiations and finalize the new agreement. Ms. Bodenhamer explained this will need to be declared an emergency in order to ensure communications will continue for Muskogee citizens.

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Melody Cranford to approve Ordinance No. 4277-A, an Ordinance granting a ninety (90) day extension of the Cable Provider Franchise Agreement granted to Cebridge Acquisition, L.P., d/b/a Suddenlink Communications, now Altice USA, d/b/a Optimum, pursuant to Ordinance No. 4106-A; Providing for Repealer, Severability.

AYE: Mayor Patrick Cale, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Tom Martindale, Councilmember Mike Brawley

NAY: Deputy Mayor Derrick Reed, Councilmember Dan Hall

Carried

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Melody Cranford to declare an emergency.

AYE: Mayor Patrick Cale, Councilmember Jaime Stout, Councilmember Tracy Hoos, Councilmember Shirley Hilton-Flanary, Councilmember Melody Cranford, Councilmember Tom Martindale, Councilmember Mike Brawley

NAY: Deputy Mayor Derrick Reed, Councilmember Dan Hall

Carried

- 3 Pursuant to Section 307 B.1 Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss a Memorandum of Understanding with City Manager Kendal Francis, City Attorney Katrina Bodenhamer, and City Clerk Tammy L. Tracy, updating their employment contracts to reflect the recent changes in the AFSCME agreement, and if necessary, take appropriate action in Open Session. (Mayor W. Patrick Cale)

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Mike Brawley to approve to enter into Executive Session.

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 Tom Martindale, Councilmember Mike Brawley
Carried - Unanimously

Council convened into Executive Session at 5:55 p.m.

Council returned to Regular Session at 6:00 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; Tracy Hoos, Councilmember; Shirley Hilton-Flanary, Councilmember; Melody Cranford, Councilmember; Dan Hall, Councilmember; Tom Martindale, Councilmember; Mike Brawley, Councilmember

Motion was made by Councilmember Tom Martindale, seconded by Councilmember Mike Brawley to approve the Memorandum of Understanding as presented in Executive Session.

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 Tom Martindale, Councilmember Mike Brawley
Carried - Unanimously

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 OCTOBER 27, 2025

The City Council of the City of Muskogee, Oklahoma, met in Regular Session at 5:30 p.m., on October 27, 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 Tom Martindale; Councilmember Mike Brawley

Staff Present: Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Mike Stewart, Public Works Director; Avery Rigney, Assistant Public Works Director; Johnny Teehee, Police Chief; Brent Roberts, Deputy Planning Director; Justin O'Neal, Asst. Parks Director for Expo and Civic Center; Scott Fletcher, Pollution Control Superintendent

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

Motion was made by Deputy Mayor Derrick Reed, seconded by Councilmember Shirley Hilton-Flanary to approve Minutes: City Council Special Call Session September 8, 2025, and Regular Session September 22, 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 Tom Martindale, 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 Councilmember Tracy Hoos, seconded by Councilmember Mike Brawley to approve Consent Agenda Items One (1) through Seven (7).

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

Mayor W. Patrick Cale opened the Public Hearing.

Deputy Planning Director Brent Roberts stated this application was submitted by RaceTrac, Inc., and indicated the property is being platted for a new gas station to be placed on the property. The preliminary plat was reviewed by the Subdivision Review Committee on September 17, 2025, and by the Planning Commission on October 7, 2025; both recommended approval. It also complies with the guidelines of the subdivision regulations. Staff recommended approval.

Mayor W. Patrick Cale closed the Public Hearing.

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Melody Cranford to approve the Preliminary Plat for RaceTrac – Hancock Street Subdivision, located at 2300 South 32nd Street, consisting of 18.205 acres.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

Mayor W. Patrick Cale opened the Public Hearing.

Deputy Planning Director Brent Roberts stated the property owner is requesting to rezone the property from I-1 Light Industrial, to C-2 General Commercial, for a gas station to be built in place of the current gas station and car wash. The request does not conform with the Muskogee Comprehensive Plan and Future Land Use Plan, which is the reason for this Land Use Amendment.

Mayor W. Patrick Cale closed the Public Hearing.

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Shirley Hilton-Flanary to approve Resolution No. 3053, Future Land Use Amendment, for the property located at 2300 South 32nd Street, City of Muskogee.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

Mayor W. Patrick Cale opened the Public Hearing.

Deputy Planning Director Brent Roberts stated this is the rezone of the aforementioned property. Staff recommended approval.

Mayor W. Patrick Cale closed the Public Hearing.

Motion was made by Councilmember Dan Hall, seconded by Councilmember Jaime Stout to approve 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.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

City Attorney Katrina Bodenhamer stated this resolution officially calls for the municipal election to be held in February and explained dates have been extended for filing due to the Veteran's Day holiday observed on November 11, 2025.

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Shirley Hilton-Flanary to approve 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.

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 Tom Martindale, Councilmember Mike Brawley
Carried - Unanimously

Councilmember Shirley Hilton-Flanary left the meeting at 6:53 p.m.

- 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)

Motion was made by Deputy Mayor Derrick Reed, seconded by Councilmember Tom Martindale to approve 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.

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

NAY: Councilmember Jaime Stout, Councilmember Tracy Hoos

Carried

- 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)

Councilmember Shirley Hilton-Flanary returned to the meeting at 6:55 p.m.

City Attorney Katrina Bodehamer explained this resolution is a request from the Port of Muskogee to rebrand this area, including all parts under the single name.

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Melody Cranford to approve Resolution No. 3059, a Resolution in support of incorporating the Muskogee Industrial Park into Port Muskogee South.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

Public Works Director Mike Stewart stated this grant is for disaster recovery for the area located in the Meadows Subdivision. This will allow engineers to create a plan to alleviate the flooding issues in that area. Staff recommended approval.

Motion was made by Councilmember Shirley Hilton-Flanary, seconded by Councilmember Melody Cranford to approve 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.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Shirley Hilton-Flanary to approve 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.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

Motion was made by Deputy Mayor Derrick Reed, seconded by Councilmember Shirley Hilton-Flanary to approve 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.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

Motion was made by Councilmember Dan Hall, seconded by Councilmember Melody Cranford to approve 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.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

City Attorney Katrina Bodenhamer stated the City acquired this property in 2015 from the Muskogee County Board of Commissioners. It was recently discovered that the deed had not been properly researched, and the property is actually legally owned by Abel and Maricela Diaz. This deed will correct the issue and return the property to its legal owners. Ms. Bodenhamer explained there may be similar issues arise as the County continues to update their records.

Motion was made by Councilmember Shirley Hilton-Flanary, seconded by Councilmember Melody Cranford to approve 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.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

Motion was made by Councilmember Tracy Hoos, seconded by Councilmember Dan Hall to 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.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

- 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)

Motion was made by Councilmember Mike Brawley, seconded by Councilmember Jaime Stout to approve 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.

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 Tom Martindale, 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.

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

Motion was made by Councilmember Jaime Stout, seconded by Councilmember Dan Hall to approve to enter into Executive Session.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

Council entered into Executive Session at 7:07 p.m.

Council returned to Regular Session at 7:11 p.m.

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 Tom Martindale; Councilmember Mike Brawley

- 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)

Motion was made by Deputy Mayor Derrick Reed, seconded by Councilmember Tracy Hoos to approve the negotiated agreement with the International Association of Firefighters, Local No. 57, as discussed in Executive Session.

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 Tom Martindale, Councilmember Mike Brawley

Carried - Unanimously

ADJOURN

W. PATRICK CALE, MAYOR

TAMMY L. TRACY, CITY CLERK

Regular City Council

1.

Meeting Date: 11/24/2025
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 September 27, 2025 through October 24, 2025, or take other necessary action.

BACKGROUND:

Claims for all City departments.

RECOMMENDED ACTION:

Approve claims September 27, 2025 through October 24, 2025.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

2.

Meeting Date: 11/24/2025

Submitted For: Jeff Reeves, Public Works

Initiator: Ashley Wallace

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of final payment to SPATCO Energy Solutions, LLC, in the amount of \$46,609.48, for the New Fuel Station, Project No. 2023006, or take other necessary action. (Robert Swepston)

BACKGROUND:

The Fuel Station included:

- 5,000 square feet of 4000 PSI concrete
- Two (2) - 20,000 Gallon Fuel Tanks
- Two (2) - Diesel Dispensers
- Two (2) - Gasoline Dispensers
- One (1) - Diesel Exhaust Fluid (DEF) Tank. DEF is an additive for diesel engines to reduce harmful nitrogen oxide emissions.
- One (1) - Standalone kiosk for electrical distribution.
- One (1) - 3,000 square foot Vehicle Canopy over the fuel dispensers.

A Geotechnical Engineering Report was conducted on all subgrade conditions to confirm foundation designs for recommendations by the engineering firm.

RECOMMENDED ACTION:

Approve final payment

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

3.

Meeting Date: 11/24/2025

Submitted For: Mark Wilkerson, Parks & Recreation

Initiator: Ashley Wallace

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of final payment to Ellsworth Pavement Maintenance (EPM), in the amount of \$5,851.54, for the Hatbox VA Parking Lot Improvements, Project No. 2025009, or take other necessary action. (Mark Wilkerson)

BACKGROUND:

The Hatbox VA parking lot and north entrance included a combined total of 235,744 Square Feet (Sq. Ft.) of area to be resurfaced and re-striped.

The parking lot was cleaned and prepped. Cracks were sealed and the parking lot resurfaced. There were a total of 532 parking spaces and 11 handicap spaces that were re-striped. All handicap markings are in compliance with ADA guidelines. The project was completed by Ellsworth Pavement Maintenance (EPM) of Tulsa.

The final walk-through has been completed and Staff is recommending approval of final payment and close-out of the project.

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

4.

Meeting Date: 11/24/2025

Submitted For: Mark Wilkerson, Parks & Recreation

Initiator: Ashley Wallace

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the lowest and best bid in the amount of \$203,167.39, from Cunningham Construction, for the Grandview Park Restrooms, Project No. 2025008, or take other necessary action. (Mark Wilkerson)

BACKGROUND:

It was decided that restrooms were needed at the new Grandview Park, which was completed in May 2025.

The Grandview Park Restroom project will consist of a new concrete building with male and female restrooms and, in accordance with ADA compliancy, two (2) drinking fountains, sanitary sewer line, electrical service, and sodding.

Two (2) bids were received, with Cunningham Construction being the lowest and best bid.

RECOMMENDED ACTION:

Approve

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

5.

Meeting Date: 11/24/2025

Submitted For: Mike Stewart, Public Works

Initiator: Ashley Wallace

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of the lowest and best bid to include Alternate 2, in the amount of \$1,546,123.95, from Cook Consulting LLC, for the South Country Club Road Improvements, Project No. 2025019, as recommended by Holloway, Updike & Bellen, Inc., or take other necessary action. (Mike Stewart)

BACKGROUND:

Improvements to South Country Club Road include the reconstruction of 1,263 LF of Country Club Road just south of Chandler Road. The project will be a grade, drainage, and pavement project, including temporary asphalt widening to maintain 2-way traffic, storm sewer construction, and various paved ditch liners, along with 200 LF of 8" Sanitary Sewer relocation.

Bids were to include Alternate 1 pricing for asphalt and Alternate 2 pricing for concrete paving. Bids were advertised locally and in national plan rooms, and two (2) bids were received. Cook Consulting LLC, was the lowest and best bid, with a base bid of \$973,710.20 and Alternate 2 (concrete) in the amount of \$572,413.75 for a total of \$1,546,123.95.

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council**6.**

Meeting Date: 11/24/2025

Submitted For: Mike Stewart, Public Works

Initiator: Kristal Keim, PW
Office Admin II

Department: Public Works

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Approval of final payment to Vance Brothers, Inc., for Project No. SEZO24/2023026, in the amount of \$73,921.04, or take other necessary action. (Mike Stewart)

BACKGROUND:

Vance Brothers, Inc has submitted all information necessary to close out this project, which has been accepted as complete and satisfactory to the City of Muskogee. This is the final payment to Vance Brothers, Inc. for the Southeast Zone—micro-surfacing Project No. SEZO24/2023026 in the amount of \$73,921.04. Notice to proceed was issued to Vance Brothers on 11/02/2023 with 120 days for completion, there was stop work order in place from last October until this August to allow for the City to prepare more streets and to wait until the weather was ideal for application. The project consisted of approximately 15 surface miles of road, which included 337,256.70 square yards of micro seal, and approximately 16,000 linear feet of crack sealing. This project was a large step in an overall concentrated effort to make the City of Muskogee a much more desirable and safe place to visit and live. This project is a maintenance project and not an overall rebuild, and reflects the staff's dedication to not only improving the quality of life for our residents, and ourselves, but to also ensure quality of life for future generations. There is a reconciliatory change order in the attachments. This was approved by the street advisory committee prior to work commencing on the added streets.

A small stretch of Augusta was added due to City paving the street with a thin overlay.

45th St E was added because it was in good shape but needed a sealer to elongate its life.

N 24th St was added because it was in good shape but needed a sealer to elongate the life and traffic striping was done in this contract as well.

RECOMMENDED ACTION:

Approve final payment of \$73,921.04 to Vance Brothers, Inc. for the Southeast Zone Micro surfacing Project No. SEZO24/2023026.

Fiscal Impact**FUNDING SOURCE:**

393-6030-431.62-60

Attachments

No file(s) attached.

Regular City Council

7.

Meeting Date: 11/24/2025

Submitted For: Mike Stewart, Public Works

Initiator: Ashley Wallace

Department: Public Works

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of final payment to Cook Consulting, LLC, in the amount of \$109,452.70, for the Haskell Booster Station, Project No. 2022021, or take other necessary action. (Mike Stewart)

BACKGROUND:

The Haskell Booster Station required repairs due to leaking pipes, failing pumps, and deteriorating equipment. City Staff requested design and bid services for a project to replace the pumps, piping, valves, electrical components, driveway, and metal roofing. These improvements were completed to eliminate leaks, protect the structure and its contents, and enhance overall site safety and operational efficiency.

During construction, field changes were recommended to incorporate additional electrical modifications within the control panel. Additional piping revisions were also required to address unforeseen field conditions encountered during installation. Adjustments were necessary to ensure proper system function and long-term reliability. The changes are displayed in the attached change order and represent an overall change of 4.4% of the overall construction cost.

The project was funded through the American Recovery and Reinvestment Act administered by the Oklahoma Water Resources Board (OWRB).

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

8.

Meeting Date: 11/24/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of Ordinance No. 4279-A, a request for street closure, for property located at Owen Street and Boston Avenue, to allow for new construction, and if approved, authorize Staff to update the Official Zoning Map of the City, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

All that portion of Boston Avenue and Owen Street lying in and adjacent to Lots 1, 2, 3, 15 and 16, Block 55 of the Original Townsite of Muskogee and lying between to Lots 11 and 12 of English Subdivision, bounded on the East by the Westerly right of way of current South 5th Street, all in the City of Muskogee, Muskogee County, State of Oklahoma.

BACKGROUND:

The applicants are requesting that the street be closed to make way for construction of the new Bass Reeves Memorial Public Safety Complex that will be constructed on this site.

This went to the Subdivision Review Committee on 10/14/2025, and was approved with the conditions that the utilities could be re-routed. In talking with all utility companies involved, this can be done before construction begins.

RECOMMENDED STAFF ACTION:

Recommend approval of Ordinance 4279-A, a street closure request.

Fiscal Impact

Attachments

Ordinance

Zoning Map

ORDINANCE NO. 4279-A

AN ORDINANCE CLOSING THE LEGAL DESCRIPTION HEREIN MENTIONED; AND PROVIDING FOR SEVERABILITY. (Muskogee County EMS and the City of Muskogee, Petitioner)

WHEREAS, a petition has been filed by the property owners requesting said parts of Owens Street and Boston Ave., as stated, be closed and discontinued from public use, and;

WHEREAS, utility easements shall be retained over the aforementioned property in the existing dimensions of the rights-of-way, and;

WHEREAS, the City of Muskogee Planning & Zoning Commission in a meeting held November 4, 2025, did approve the petition and did recommend approval of official action by closing a Public Right of Way as stated;

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

Section 1: PART OF OWEN STREET AND BOSTON AVE WITHIN THE ORIGINAL TOWNSITE OF MUSKOGEE IN THE CITY OF MUSKOGEE, MUSKOGEE COUNTY, STATE OF OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: ALL THAT PORTION OF BOSTON AVENUE AND OWEN STREET LYING IN AND ADJACENT TO LOTS 1, 2, 3, 15 AND 16, BLOCK 55 OF THE ORIGINAL TOWNSITE OF MUSKOGEE AND LYING BETWEEN TO LOTS 11 AND 12 OF ENGLISH SUBDIVISION, BOUNDED ON THE EAST BY THE WESTERLY RIGHT OF WAY OF CURRENT SOUTH 5TH STREET, ALL IN THE CITY OF MUSKOGEE, MUSKOGEE COUNTY, STATE OF OKLAHOMA; AND PROVIDING FOR SEVERABILITY is hereby closed, annulled and discontinued from public use.

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

Section 2: REPEALER. All other ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

Section 3: SEVERABILITY. Should any part, section, subsection, sentence, provision, clause, or phrase hereof be held invalid, void, or unconstitutional for any reason, such holding shall not render invalid, void, or unconstitutional any other section, subsection, sentence, provision, clause, or phrase of this Ordinance, and the same are deemed severable for this purpose.

Section 4: EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after date of publication.

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

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

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

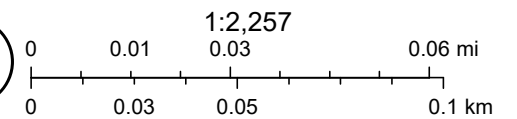
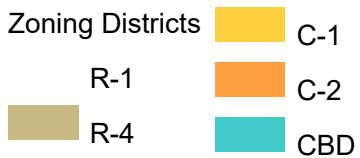
KATRINA BODENHAMER, CITY ATTORNEY

Owens & Boston Ave.



10/8/2025

Zoning Districts



Meeting Date: 11/24/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of Resolution No. 3063, a Land Use Amendment for the property located at 601 North C Street, to allow a rezone of the property from C-1 Local Commercial, and C-2 General Commercial, to C-2 General Commercial, and if approved, authorize Staff to update the Official City Map, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

Lots 6, 7, 8 and part of Lot 9, Block 35, City of Muskogee, Muskogee County, State of Oklahoma: with the basis of bearing of this description being NAD83 Oklahoma State Plane, and prepared on 8/5/2025 by Tony Robison, LS #1686: said tract of land being more particularly described by metes and bounds as follows: Beginning at the NE Corner of Lot 6, Block 35, thence S33°42'12"W along the East line of Lot 6 a distance of 144.94 feet to the SE Corner of Lot 6, Block 35; thence N62°40'10"W along the South line of Block 35 a distance of 243.11 feet; thence N28°09'19"E a distance of 150.54 feet to a point on the North line of Lot 9; thence S61°38'23"E along the North line of part of Lot 9 and Lot 8 a distance of 137.10 feet to the NE Corner of Lot 8; thence S60°45'09"E along the North line of Lots 7 and 6 a distance of 120.02 feet to the Point of Beginning.
Containing 0.85 acres, more or less.

BACKGROUND:

The applicant has requested a rezone of the property located at 601 North C Street from C-1 Local Commercial and C-2 General Commercial to C-2 General Commercial.

The proposed use of the property will be commercial use. The request does not conform to the 2025 Muskogee Comprehensive Plan and Future Land use Map which is the reason for this request.

Planning Department Analysis

- o Current Zoning & Use
 - o C-1 Local Commercial and C-2 General Commercial.
 - o Commercial Use
- o Proposed Zoning & Use
 - o C-2 General Commercial.
 - o Commercial Use
- o Street Address: 601 North C Street

RECOMMENDED STAFF ACTION:

Recommend approval of Resolution No. 3063, a Land Use Amendment.

Fiscal Impact

Attachments

Resolution

Rezone Map

RESOLUTION NO. 3063

A RESOLUTION APPROVING AN AMENDMENT TO THE FUTURE LAND USE MAP FOR THE CITY OF MUSKOGEE FROM A TRADITIONAL RESIDENTIAL DISTRICT TO A LOCAL 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 NOVEMBER 4, 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 a TRADITIONAL RESIDENTIAL DISTRICT to a LOCAL COMMERCIAL DISTRICT located on the tracts of land described as:

Lots 6, 7, 8 and part of Lot 9, Block 35, City of Muskogee, Muskogee County, State of

Oklahoma: with the basis of bearing of this description being NAD83 Oklahoma State Plane, and prepared on 8/5/2025 by Tony Robison, LS #1686: said tract of land being more particularly described by metes and bounds as follows: Beginning at the NE Corner of Lot 6, Block 35, thence S33°42'12"W along the East line of Lot 6 a distance of 144.94 feet to the SE Corner of Lot 6, Block 35; thence N62°40'10"W along the South line of Block 35 a distance of 243.11 feet; thence N28°09'19"E a distance of 150.54 feet to a point on the North line of Lot 9; thence S61°38'23"E along the North line of part of Lot 9 and Lot 8 a distance of 137.10 feet to the NE Corner of Lot 8; thence S60°45'09"E along the North line of Lots 7 and 6 a distance of 120.02 feet to the Point of Beginning. Containing 0.85 acres, more or less.

PASSED and APPROVED by the Mayor and Council of the City of Muskogee this _____ day of NOVEMBER, 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

Abel - Rezone Project



9/25/2025

Muskogee County Parcels

Zoning Districts

R-1

R-4

C-1

C-2

World Imagery

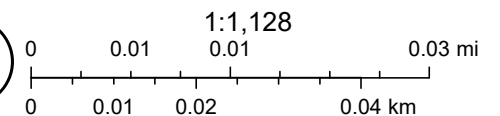
Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

30cm Resolution Metadata



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

Meeting Date: 11/24/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of Ordinance No. 4280-A, a rezone request for the property located at 601 North C. Street, rezoning the property from C-1, Local Commercial, and C-2, General Commercial, 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:

Lots 6, 7, 8 and part of Lot 9, Block 35, City of Muskogee, Muskogee County, State of Oklahoma: with the basis of bearing of this description being NAD83 Oklahoma State Plane, and prepared on 8/5/2025 by Tony Robison, LS #1686: said tract of land being more particularly described by metes and bounds as follows: Beginning at the NE Corner of Lot 6, Block 35, thence S33°42'12"W along the East line of Lot 6 a distance of 144.94 feet to the SE Corner of Lot 6, Block 35; thence N62°40'10"W along the South line of Block 35 a distance of 243.11 feet; thence N28°09'19"E a distance of 150.54 feet to a point on the North line of Lot 9; thence S61°38'23"E along the North line of part of Lot 9 and Lot 8 a distance of 137.10 feet to the NE Corner of Lot 8; thence S60°45'09"E along the North line of Lots 7 and 6 a distance of 120.02 feet to the Point of Beginning.
Containing 0.85 acres, more or less.

BACKGROUND:

The applicant has requested a rezone of the property located at 601 North C Street from C-1 Local Commercial and C-2 General Commercial to C-2 General Commercial. The proposed use of the property will be for commercial use. The request does not conform to the 2025 Muskogee Comprehensive Plan and Future Land use Map, which is why the land use amendment was requested as well.

Planning Department Analysis

- o Current Zoning & Use
 - o C-1 Local Commercial and C-2 General Commercial.
 - o Commercial Use
- o Proposed Zoning & Use
 - o C-2 General Commercial.
 - o Commercial Use
- o Street Address: 601 North C Street

RECOMMENDED STAFF ACTION:

Recommend approval of Ordinance 4280-A a rezone request.

Attachments

Staff Report
Ordinance
Zoning Map

Planning & Community Development Staff Report

Agenda Item Title:

Hold a public hearing and consider a recommendation to the City Council of the City of Muskogee to approve a rezone request for the property located at 601 North C Street rezoning the property from C-1 Local Commercial and C-2 General Commercial to C-2 General Commercial, and if approved, authorize staff to update the official city map. (Sarah Winkle)

Meeting Information:

Public hearings will be held at the Muskogee City Hall, 3rd Floor Council Chambers, at 229 W Okmulgee, Muskogee, OK 74401 at the following meetings and times:

1. City of Muskogee Planning & Zoning Commission on November 4, 2025 at 9:00 A.M.
2. City of Muskogee City Council on November 24, 2025 at 5:30 P.M.

This notice was published in the Muskogee Phoenix for circulation no later than October 14, 2025 and all property owners within a 300 foot radius of the property were noticed.

Legal Description:

LEGAL DESCRIPTION TRACT 1

Lots 6, 7, 8 and part of Lot 9, Block 35, City of Muskogee, Muskogee County, State of Oklahoma: with the basis of bearing of this description being NAD83 Oklahoma State Plane, and prepared on 8/5/2025 by Tony Robison, LS #1686: said tract of land being more particularly described by metes and bounds as follows: Beginning at the NE Corner of Lot 6, Block 35, thence S33°42'12"W along the East line of Lot 6 a distance of 144.94 feet to the SE Corner of Lot 6, Block 35; thence N62°40'10"W along the South line of Block 35 a distance of 243.11 feet; thence N28°09'19"E a distance of 150.54 feet to a point on the North line of Lot 9; thence S61°38'23"E along the North line of part of Lot 9 and Lot 8 a distance of 137.10 feet to the NE Corner of Lot 8; thence S60°45'09"E along the North line of Lots 7 and 6 a distance of 120.02 feet to the Point of Beginning.

Containing 0.85 acres, more or less.

Background:

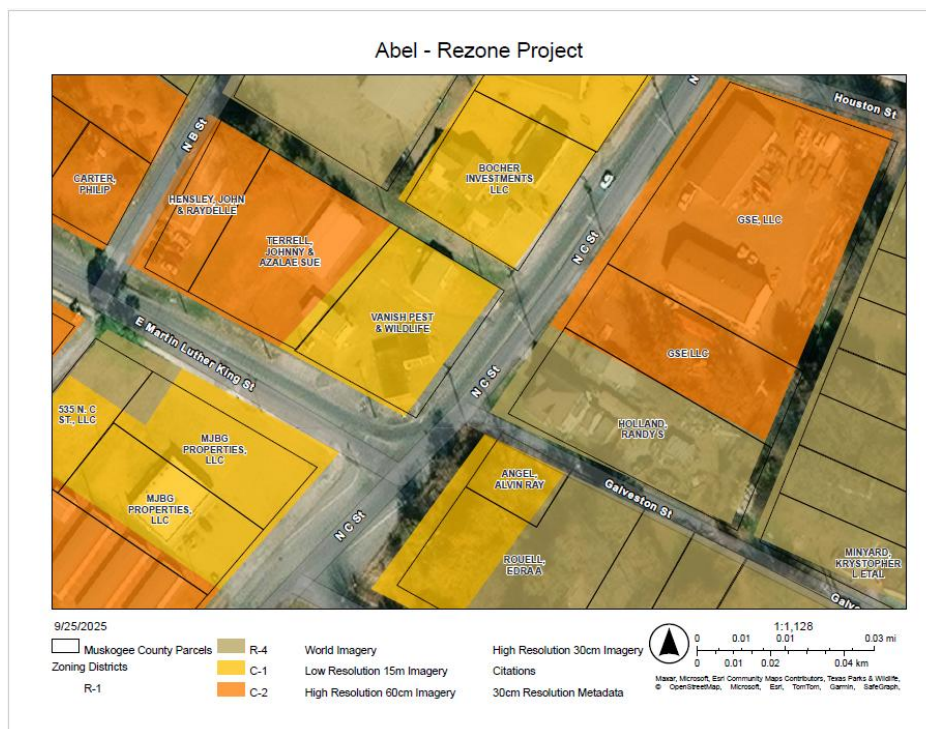
Planning Department Analysis

- Current Zoning & Use
 - C-1 Local Commercial and C-2 General Commercial.
 - Commercial Use
- Proposed Zoning & Use
 - C-2 General Commercial.
 - Commercial Use
- Street Address: 601 North C Street

Discussion

The applicant has requested a rezone of the property located at 601 North C Street from C-1 Local Commercial and C-2 General Commercial to C-2 General Commercial. The proposed use of the property will be for commercial use. The request does not conform to the 2025 Muskogee Comprehensive Plan and Future Land use Map.

RECOMMENDATION: Approve the Rezone Request.



ORDINANCE NO. 4280-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 601 N. C. STREET. THE TRACT OF LAND IS IN THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 15 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 0.85 ACRES MORE OR LESS, AND PROVIDING FOR SEVERABILITY. THE PROPERTY IS MORE PARTICULARLY DESCRIBED AS:

Lots 6, 7, 8 and part of Lot 9, Block 35, City of Muskogee, Muskogee County, State of Oklahoma: with the basis of bearing of this description being NAD83 Oklahoma State Plane, and prepared on 8/5/2025 by Tony Robison, LS #1686: said tract of land being more particularly described by metes and bounds as follows: Beginning at the NE Corner of Lot 6, Block 35, thence S33°42'12"W along the East line of Lot 6 a distance of 144.94 feet to the SE Corner of Lot 6, Block 35; thence N62°40'10"W along the South line of Block 35 a distance of 243.11 feet; thence N28°09'19"E a distance of 150.54 feet to a point on the North line of Lot 9; thence S61°38'23"E along the North line of part of Lot 9 and Lot 8 a distance of 137.10 feet to the NE Corner of Lot 8; thence S60°45'09"E along the North line of Lots 7 and 6 a distance of 120.02 feet to the Point of Beginning. Containing 0.85 acres, more or less.

(CB Abel, Applicant)

FROM C-1 Local Commercial & C-2 General Commercial

TO

C-2 General Commercial

WHEREAS, the City of Muskogee Planning and Zoning Commission, in a meeting held NOVEMBER 4, 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;

Lots 6, 7, 8 and part of Lot 9, Block 35, City of Muskogee, Muskogee County, State of Oklahoma: with the basis of bearing of this description being NAD83 Oklahoma State Plane, and prepared on 8/5/2025 by Tony Robison, LS #1686: said tract of land being more particularly described by metes and bounds as follows: Beginning at the NE Corner of Lot 6, Block 35, thence S33°42'12"W along the East line of Lot 6 a distance of 144.94 feet to the SE Corner of Lot 6, Block 35; thence N62°40'10"W along the South line of Block 35

a distance of 243.11 feet; thence N28°09'19"E a distance of 150.54 feet to a point on the North line of Lot 9; thence S61°38'23"E along the North line of part of Lot 9 and Lot 8 a distance of 137.10 feet to the NE Corner of Lot 8; thence S60°45'09"E along the North line of Lots 7 and 6 a distance of 120.02 feet to the Point of Beginning.
Containing 0.85 acres, more or less.

FROM C-1 Local Commercial & C-2 General Commercial

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 NOVEMBER, 2025.

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

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

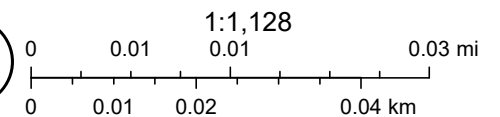
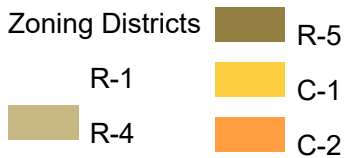
KATRINA BODENHAMER, CITY ATTORNEY

City of Muskogee Zoning Map



10/24/2025

Zoning Districts



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

Regular City Council

11.

Meeting Date: 11/24/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of Ordinance No. 4282-A, a request to rezone the property located at 2807 Court Street, rezoning the property from R-1, Single-Family Residential, to R-2, Two-Family Residential, and if approved, authorize Staff to update the Official Zoning Map of the City, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

The East 90 feet of the West 200 feet of the North 140 feet of Block 6 of Kenwood Addition to the City of Muskogee, Muskogee County, Oklahoma.

BACKGROUND:

The applicant has requested a rezone of the property located at 2807 Court Street from R-1 Single Family Residential to R-2 Two-Family Residential. The proposed use of the property will be for residential use. The request does conform to the 2045 Muskogee Comprehensive Plan and Future Land use Map.

Planning Department Analysis

- o Current Zoning & Use
 - o R-1, Single Family Residential
 - o Vacant Lot
- o Proposed Zoning & Use
 - o R-2 Two-Family Residential.
 - o Residential Use
- o Street Address: 2807 Court St.

RECOMMENDED STAFF ACTION:

Recommend approval of Ordinance 4282-A, a rezone request.

Fiscal Impact

Attachments

Ordinance
Staff Report
Zoning Map

ORDINANCE NO. 4282-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 2807 COURT STREET. THE TRACT OF LAND IS IN THE SOUTHEAST QUARTER OF SECTION 21, TOWNSHIP 15 NORTH, RANGE 18 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 12,627 SQUARE FEET MORE OR LESS, AND PROVIDING FOR SEVERABILITY. THE PROPERTY IS MORE PARTICULARLY DESCRIBED AS:

The East 90 feet of the West 200 feet of the North 140 feet of Block 6 of
Kenwood Addition to the City of Muskogee, Muskogee County, Oklahoma

(Tamia Smith, Applicant)

FROM R-1. Single Family

TO

R-2. Two Family

WHEREAS, the City of Muskogee Planning and Zoning Commission, in a meeting held November 4, 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 East 90 feet of the West 200 feet of the North 140 feet of Block 6 of
Kenwood Addition to the City of Muskogee, Muskogee County, Oklahoma

FROM R-1. Single Family

TO

R-2. Two Family

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 NOVEMBER 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

Planning & Community Development Staff Report

Agenda Item Title:

Hold a public hearing and consider a recommendation to the City Council of the City of Muskogee to approve a rezone request for the property located at 2807 Court Street rezoning the property from R-1 Single Family Residential to R-2 Two-Family Residential, and if approved, authorize staff to update the official city map.

Meeting Information:

Public hearings will be held at the Muskogee City Hall, 3rd Floor Council Chambers, at 229 W Okmulgee, Muskogee, OK 74401 at the following meetings and times:

1. City of Muskogee Planning & Zoning Commission on November 4, 2025 at 9:00 A.M.
2. City of Muskogee City Council on November 24, 2025 at 5:30 P.M.

This notice was published in the Muskogee Phoenix for circulation no later than October 14, 2025 and all property owners within a 300 foot radius of the property were noticed.

Legal Description:

The East 90 feet of the West 200 feet of the North 140 feet of Block 6 of Kenwood Addition to the City of Muskogee, Muskogee County, Oklahoma

Background:

Planning Department Analysis

- Current Zoning & Use
 - R-1, Single Family Residential
 - Vacant Lot
- Proposed Zoning & Use
 - R-2 Two-Family Residential.
 - Residential Use
- Street Address: 2807 Court St.

Discussion

The applicant has requested a rezone of the property located at 2807 Court Street from R-1 Single Family Residential to R-2 Two-Family Residential. The proposed use of the property will be for residential use. The request does conform to the 2045 Muskogee Comprehensive Plan and Future Land use Map.

RECOMMENDATION: Approve the Rezone Request.

Tamia Smith 2807 Court Zoning Map



Tamia Smith 2807 Court Zoning Map



10/8/2025

Qtr Sect Areas

Zoning Districts

R-1

R-2

World Imagery

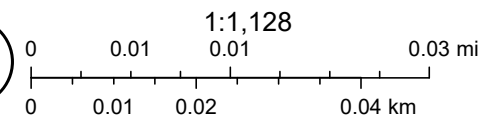
Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

30cm Resolution Metadata



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

Meeting Date: 11/24/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of the Preliminary and Final Plat for Roadhouse Addition, located at 2914 West Shawnee, consisting of 2.59 acres, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

A parcel of land located in the SW/4 SE/4 of Section 16, Township 15 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma: with the basis of bearing of this description being NAD83 Oklahoma State Plane, and prepared on 3/12/2024 by Tony Robison, LS# 1686: said tract of land being more particularly described as follows: Commencing at the SW corner of said SW/4 SE/4; Thence N1°32'30"W along the West line 290.63 feet; Thence N88°10'13"E parallel to the South line of said SW/4 SE/4, 230.88 feet said point being 185 feet East of the center line of US Highway 69; Thence parallel to said centerline N1°29'23"W 679.58 feet; Thence on a curve to the left having a radius of 498.00 feet, and a chord which bears S36°07'37"E 179.16 feet, an arc distance of 180.14 feet; Thence S46°39'11 "E 465.12 feet to the Point of Beginning; Thence S46°05'41"E 213.40 feet; Thence on a curve to the left having a radius of 498.00 feet, and a chord which bears S67°06'54"E 57.26 feet, an arc distance of 365.41 feet to a point that is 190 feet North of the South line of said SW/4 SE/4; Thence S88°10'13"W parallel to said South line 380.40 feet; Thence N46°07'00"W 277.91 feet; Thence N43°53'00"E a distance of 144.37 feet to the Point of Beginning.

BACKGROUND:

The application was submitted by Cook & Associates Engineering, Inc., and indicated the property is being platted in preparation for a new commercial restaurant to be placed on the property. The preliminary and final plat went to the Subdivision Review Committee on November 3, 2025. The preliminary and final plat both comply with the requirements of the subdivision regulations.

Planning Department Analysis

Current Zoning & Use: C-2; Vacant

Proposed Zoning & Use: C-2; Commercial Use

Quarter Section, Range, Township: SE 16 – T15N – R18E

Street Address: 2914 West Shawnee, Muskogee, Oklahoma

RECOMMENDED STAFF ACTION:

Recommend approval of the preliminary and final plat.

Fiscal Impact

Attachments

Staff Report

Preliminary Plat

Final Plat

Zoning Map

Planning & Community Development Staff Report

City of Muskogee Planning & Zoning Commission

Tuesday, November 4, 2025 @ 9:00 A.M.

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

Consider recommending approval, conditional approval, or disapproval of the Preliminary and Final Plat for Roadhouse Addition, located at 2914 West Shawnee, consisting of 2.59 acres, or take other necessary action. (Sarah Winkle)

Planning Department Analysis

Current Zoning & Use: C-2; Vacant

Proposed Zoning & Use: C-2; Commercial Use

Quarter Section, Range, Township: SE 16 – T15N – R18E

Street Address: 2914 West Shawnee, Muskogee, Oklahoma

Legal Description:

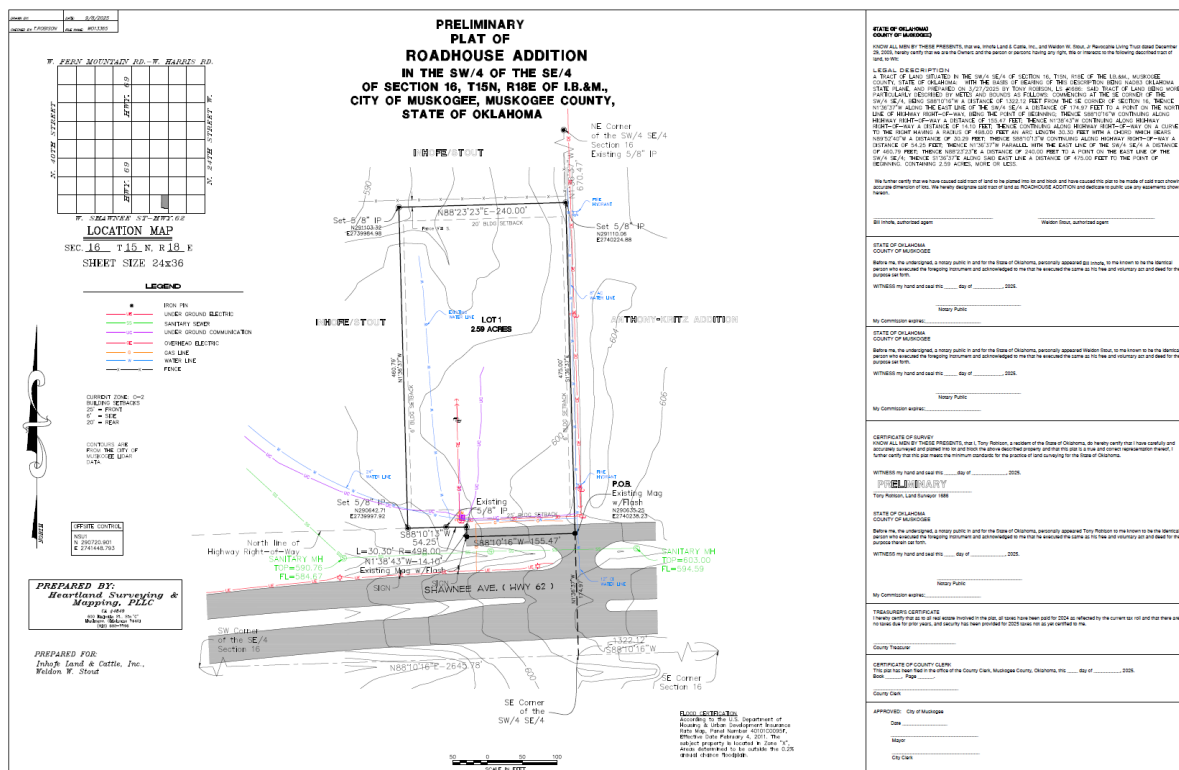
A parcel of land located in the SW/4 SE/4 of Section 16, Township 15 North, Range 18 East of the Indian Base and Meridian, Muskogee County, State of Oklahoma: with the basis of bearing of this description being NAD83 Oklahoma State Plane, and prepared on 3/12/2024 by Tony Robison, LS# 1686: said tract of land being more particularly described as follows: Commencing at the SW corner of said SW/4 SE/4; Thence N1°32'30"W along the West line 290.63 feet; Thence N88°10'13"E parallel to the South line of said SW/4 SE/4, 230.88 feet said point being 185 feet East of the center line of US Highway 69; Thence parallel to said centerline N1°29'23"W 679.58 feet; Thence on a curve to the left having a radius of 498.00 feet, and a chord which bears S36°07'37"E 179.16 feet, an arc distance of 180.14 feet; Thence S46°39'11"E 465.12 feet to the Point of Beginning; Thence S46°05'41"E 213.40 feet; Thence on a curve to the left having a radius of 498.00 feet, and a chord which bears S67°06'54"E 57.26 feet, an arc distance of 365.41 feet to a point that is 190 feet North of the South line of said SW/4 SE/4; Thence S88°10'13"W parallel to said South line 380.40 feet; Thence N46°07'00"W 277.91 feet; Thence N43°53'00"E a distance of 144.37 feet to the Point of Beginning.

Discussion: The application was submitted by Cook & Associates Engineering, Inc., and indicated the property is being platted in preparation for a new commercial restaurant to be

placed on the property. The preliminary and final plat went to Subdivision Review Committee on November 3, 2025 and was approved. The preliminary and final plat both comply with the requirements of the subdivision regulations.

RECOMMENDATION: Recommend approval to City Council of the preliminary and final plat.

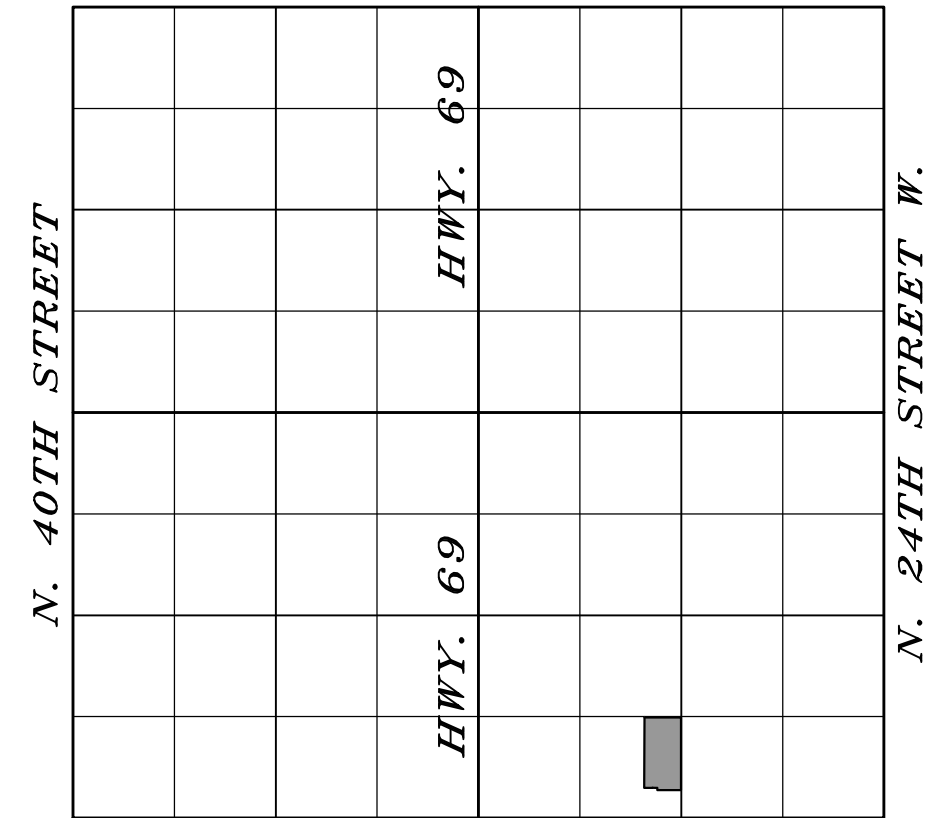
Preliminary Plat of the property:



DRAWN BY: TR	DATE: 9/8/2025
CHECKED BY: T.ROBISON	FILE NAME: WO13365

PRELIMINARY
PLAT OF
ROADHOUSE ADDITION
IN THE SW/4 OF THE SE/4
OF SECTION 16, T15N, R18E OF I.B.&M.,
CITY OF MUSKOGEE, MUSKOGEE COUNTY,
STATE OF OKLAHOMA

W. FERN MOUNTAIN RD.—W. HARRIS RD.



W. SHAWNEE ST—HWY. 62
LOCATION MAP

SEC. 16 T 15 N, R 18 E
SHEET SIZE 24x36

LEGEND

- IRON PIN
- UE UNDER GROUND ELECTRIC
- SS SANITARY SEWER
- UC UNDER GROUND COMMUNICATION
- OE OVERHEAD ELECTRIC
- G GAS LINE
- W WATER LINE
- X—X—X FENCE

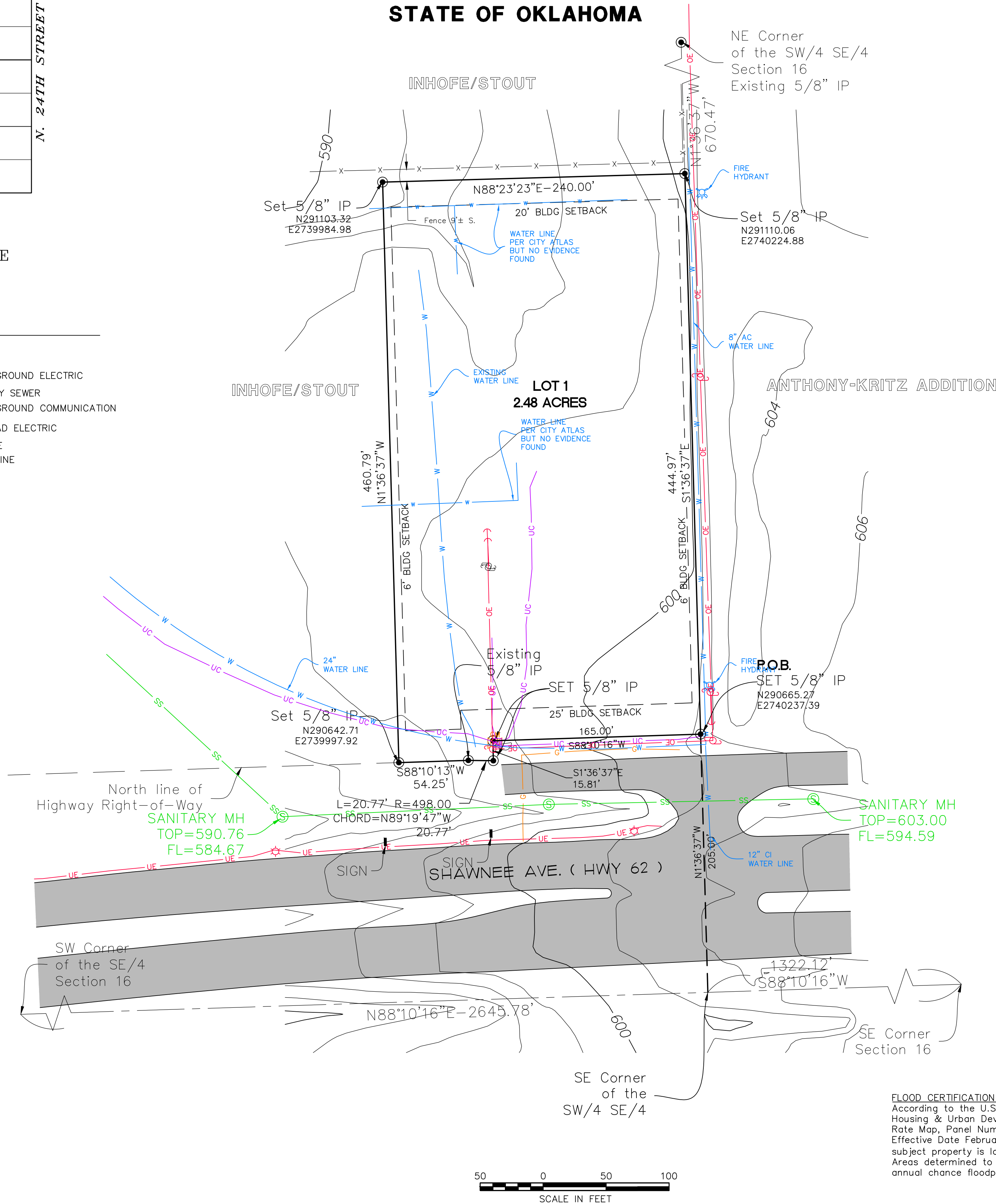
CURRENT ZONE: C-2
BUILDING SETBACKS
25' = FRONT
6' = SIDE
20' = REAR

CONTOURS ARE
FROM THE CITY OF
MUSKOGEE LIDAR
DATA.

OFFSITE CONTROL
NSU1
N 290720.901
E 2741448.793

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

PREPARED FOR:
Inhofe Land & Cattle, Inc.,
Weldon W. Stout



FLOOD CERTIFICATION
According to the U.S. Department of
Housing & Urban Development Insurance
Rate Map, Panel Number 40101C0095F,
Effective Date February 4, 2011. The
subject property is located in Zone "X".
Areas determined to be outside the 0.2%
annual chance floodplain.

STATE OF OKLAHOMA)
COUNTY OF MUSKOGEE)

KNOW ALL MEN BY THESE PRESENTS, that we, Inhofe Land & Cattle, Inc., and Weldon W. Stout, Jr Revocable Living Trust dated December 29, 2003, hereby certify that we are the Owners and the person or persons having any right, title or interests to the following described tract of land, to-Wit:

LEGAL DESCRIPTION

A TRACT OF LAND SITUATED IN THE SW/4 SE/4 OF SECTION 16, T15N, R18E OF THE I.B.&M., CITY OF MUSKOGEE, MUSKOGEE COUNTY, STATE OF OKLAHOMA: WITH THE BASIS OF BEARING OF THIS DESCRIPTION BEING NAD83 OKLAHOMA STATE PLANE, AND PREPARED ON 10/28/2025 BY TONY ROBISON, LS #1686: SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: COMMENCING AT THE SE CORNER OF THE SW/4 SE/4, BEING S88°10'16"W A DISTANCE OF 1322.12 FEET FROM THE SE CORNER OF SECTION 16, THENCE N1°36'37"W ALONG THE EAST LINE OF THE SW/4 SE/4 A DISTANCE OF 205.00 FEET TO A POINT ON THE NORTH LINE OF THE HIGHWAY RIGHT-OF-WAY, BEING THE POINT OF BEGINNING; THENCE S88°10'16"W ALONG HIGHWAY RIGHT-OF-WAY A DISTANCE OF 165.00 FEET; THENCE S1°36'37"E CONTINUING ALONG HIGHWAY RIGHT-OF-WAY A DISTANCE OF 15.81 FEET; THENCE CONTINUING ALONG SAID HIGHWAY RIGHT-OF-WAY ON A CURVE TO THE RIGHT HAVING A RADIUS OF 498.00 FEET AN ARC LENGTH 20.77 FEET WITH A CHORD WHICH BEARS N89°19'47"W A DISTANCE OF 20.77 FEET; THENCE S88°10'13"W CONTINUING ALONG SAID HIGHWAY RIGHT-OF-WAY A DISTANCE OF 54.25 FEET; THENCE N1°36'37"W PARALLEL WITH THE EAST LINE OF THE SW/4 SE/4 A DISTANCE OF 460.79 FEET; THENCE N88°23'23"E A DISTANCE OF 240.00 FEET TO A POINT ON THE EAST LINE OF THE SW/4 SE/4; THENCE S1°36'37"E ALONG SAID EAST LINE A DISTANCE OF 444.97 FEET TO THE POINT OF BEGINNING. CONTAINING 2.48 ACRES, MORE OR LESS.

We further certify that we have caused said tract of land to be platted into lot and block and have caused this plat to be made of said tract showing accurate dimension of lots. We hereby designate said tract of land as ROADHOUSE ADDITION and dedicate to public use any easements shown hereon.

Bill Inhofe, authorized agent

Weldon Stout, authorized agent

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared Bill Inhofe, 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: _____

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared Weldon Stout, 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: _____

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

WITNESS my hand and seal this ____ day of ____, 2025.

PRELIMINARY

Tony Robison, Land Surveyor 1686

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

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

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

CERTIFICATE OF COUNTY CLERK
This plat has been filed in the office of the County Clerk, Muskogee County, Oklahoma, this ____ day of ____, 2025.
Book ____, Page ____.

County Clerk

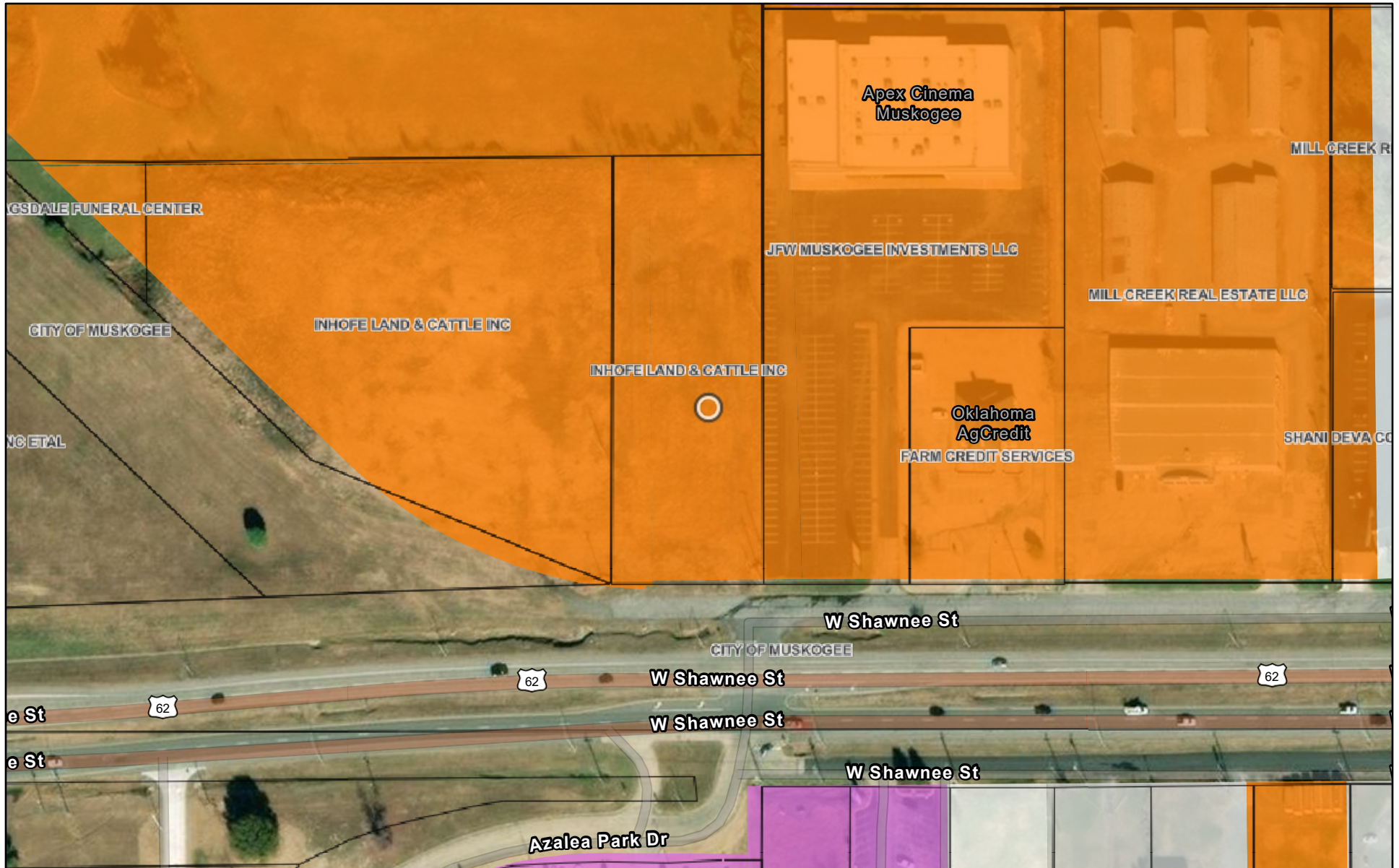
APPROVED: City of Muskogee

Date _____

Mayor

City Clerk

City of Muskogee Zoning Map



10/27/2025

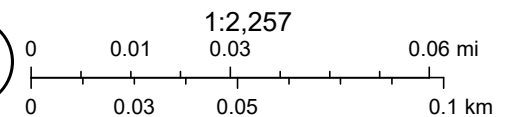
Zoning Districts

	I-1
R-1	World Imagery
C-2	Low Resolution 15m Imagery
C-3	High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

60cm Resolution Metadata



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

Regular City Council**13.**

Meeting Date: 11/24/2025
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 of Resolution No. 3065, a resolution to declare bridge inspection responsibility by local governments for Compliance with National Bridge Inspection Standards, providing for a selection process for an engineer and a contract duration beginning April 1, 2026, and ending March 31, 2028, or take other necessary action. (Mike Stewart)

BACKGROUND:

The City of Muskogee has a number of bridges, which include the viaduct and Columbus Street Bridge. However, there are many more throughout the City that may go unnoticed. It is the duty of the City to select an engineering firm based off of ODOT's list. There are several options from which the City can select. The City can conduct interviews with pre-selected engineering firms or let ODOT choose a firm. The City will opt to let ODOT choose the engineering firm on behalf of the City. This resolution is a housekeeping item, and must be sent to ODOT to complete the necessary steps to be in compliance with the National Bridge Inspection Standards.

RECOMMENDED ACTION:

Approve Resolution No. 3065

Fiscal Impact**Attachments**

ODOT
Res 3065 Bridge Inspection

September 24, 2025

Dear City Official:

Re: Letter of Choice for City Bridge Inspection Contracts

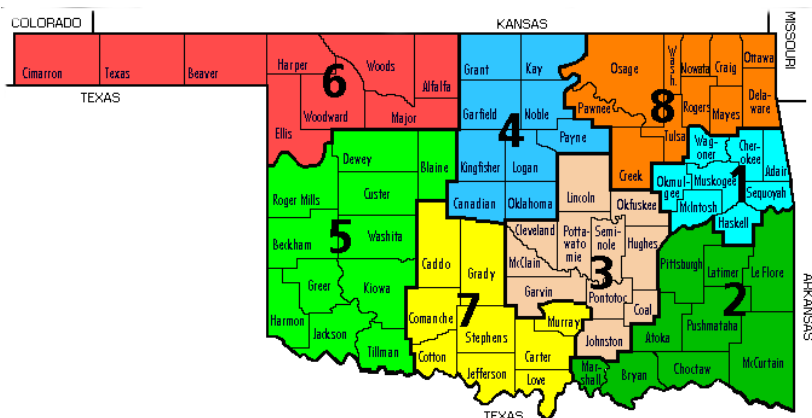
The Oklahoma Department of Transportation (ODOT) has prequalified seven consulting firms to perform Local Government bridge safety inspections based on our established qualifications-based selection process and the requirements of the National Bridge Inspection Standards (NBIS). It is anticipated the new routine Local Government bridge inspection contracts will start April 1, 2026 and extend to March 31, 2028. A list of the prequalified inspection firms is attached.

- (1) Select one of the ODOT prequalified consulting firms from the attached “Qualified Bridge Inspectors” list. You are encouraged to evaluate the Consultant’s Letter of Interest (LOI) and the Consultant’s response packet to determine which firm best suits your needs. *Interviews are not required to finalize your selection.* Please refer to the following web site:
<https://www.odot.org/projmgmt/off-system-bridge-inspection-consultants-2025-2026/>
- (2) You may elect to perform bridge safety inspections with your own forces provided the bridge inspection teams and program manager are fully qualified in accordance with the NBIS. For your information we have attached a copy of the latest NBIS qualification requirements. Payment would be based on actual rates including applicable payroll additives for benefits, etc. and vehicle mileage rates. Provide ODOT the qualifications of your team leader, assistant team leader, and program manager for approval prior to performing inspections.
- (3) Use the same firm that the County selects.
- (4) Let ODOT select for you.

*You are respectfully requested to make your choice before **November 28, 2025, by Resolution stating your choice of 1, 2, 3, or 4 above.** It is critical that we receive your resolution in a timely manner to obtain ODOT Transportation Commission approval prior to April 2026. Only one (1) engineering firm per city. **If your resolution is not received by November 28, 2025, ODOT will make the selection for you. Please note that, once you select your bridge inspection team, no changes can be made until the next contractual period.***

Please send one copy of your resolution to the appropriate field district office and one copy to the contract administrator (see following page), electronic copies via e-mail are preferred.

Contract Administrator	Field District	Contact/Email
Sunsinee L. Parker Project Management Division Oklahoma Dept. of Transportation 200 NE 21 st Street Oklahoma City, OK 73105-3204 Phone: (405) 210-0643 SLParker@odot.org	Dis 1: (918) 687-5407	Kevin Arnold kwarnold@odot.org
	Dis 2: (580) 298-3371	Shane Miller SHMILLER@odot.org
	Dis 3: (580) 332-1526	Matthew Blakeslee mblakeslee@odot.org
	Dis 4: (580) 336-7340	Wes Kellogg wkellogg@odot.org
	Dis 5: (580) 323-1431	Jimabel Moore JJMoore@odot.org
	Dis 6: (580) 735-2561	Luke Davis LDDAVIS@agency.ok.gov
	Dis 7: (580) 255-7586	Dustin Vaughan dvaughan@odot.org
	Dis 8: (918) 838-9933	Thomas Askegaard TAskegaard@odot.org



Per ODOT policy, the city is responsible for bridge inspections in the cities under their jurisdiction that have less than five (5) bridges. Per Oklahoma statute (69 O.S. § 316) the county is responsible for bridge inspections in cities with a population less than 2,500. Exceptions to the statute may exist where cities with populations between 2,500 and 5,000 have existing maintenance agreements with the county in place, and on file at ODOT, directing responsibility of bridge inspection on the county. For your information, attached is a list of the cities and their populations per the 2020 census.

Once we receive your choice as noted above, the Department will contract with the consultant to perform bridge inspections. Please feel free to contact any of the following with questions you may have:

- ODOT District Office in your area Ask for the County Bridge Coordinator.
- Steven Gauthé sgauthé@odot.org 405-521-2553 Local Government Division
- Walt Peters wpeters@odot.org 405-521-2606 Bridge Division
- Daniel Knickmeyer dknickmeyer@odot.org 405-521-2606 Bridge Division

Yours sincerely,

Jason Giebler, P.E., S.E.
Bridge Engineer

JG/wp

Enclosures

cc: Director
Chief Engineer
Director of Operations
Director of Design
County Bridge Coordinators
Prequalified Inspection Consultants

Field District Engineers
Project Management Division
Local Government Division
FHWA
ACCO
Circuit Engineering Districts 2, 3, 4, 7, and 8

QUALIFIED Bridge Inspectors For CI-2550

Prequalified Consultants	Contact	Office Phone	Cell Phone	E-mail Contact
B&N / Lochner	Edward Cinadr Troy Travis	(614) 296-0522 (405) 249-5463	(614) 296-0522 (405) 249-5463	ed.cinadr@burgessniple.com
CEC Corporation	Gus Wuertz	(405) 753-4200	(405) 753-4200	Gus.Wuertz@connectcec.com
Conсор Engineers, LLC	Ryan Craig	(405) 370-3915	(405) 370-3915	Ryan.Craig@consoreng.com
Garver	Brad Thompson	(918) 250-5922	(918) 740-6386	brthompson@garverusa.com
Guy Engineering	Brad Folks	(918) 437-0282	(539) 424-5033	Brad@GUYengr.com
Olsson	Jimmy Sparks	(405) 435-4504	(405) 435-4504	jsparks@olsson.com
Walter P. Moore	Brent Bolerjack	(405) 493-0500	(405) 394-0875	BBolerjack@walterpmoore.com

Additional information pertaining to the consultants can be found at the following address:

<https://www.odot.org/projmgmt/off-system-bridge-inspection-consultants-2025-2026/>

National Bridge Inspection Standards (NBIS) Requirements:

Program Manager: Reference is made to 23 CFR Part 650 National Bridge Inspection Standards (NBIS): NBIS require that the program manager be a registered professional engineer, registered in Oklahoma. The program manager is responsible for oversight of the Local Government bridge safety inspection program. He or she must be qualified and approved by the ODOT Bridge Division to review inspection forms, calculate load ratings for posting and closing bridges, do scour studies and assessments, and make repair recommendations to the bridge owner. If the Local Government does not employ a qualified Professional Engineer, you may select a consulting engineer under similar terms covered in choice (2) above for the Program Manager or when there is a qualified Circuit Engineering District in your area, you may use the Program Manager from the Circuit Engineering District – choice (1) above. Program Managers must participate in the Department's QC/QA training.

Inspection Team: The NBIS, FHWA, and / or ODOT require the following: The bridge inspection team consists of a Team Leader and an assistant, with the Team Leader having successfully completed a two-week FHWA approved comprehensive bridge inspection class plus one of the following:

- (1) Be a registered Professional Engineer registered in the State of Oklahoma with a minimum of 6 months bridge inspection experience.
- (2) Have a full five-year bridge safety inspection experience.
- (3) Have a NICET level III or IV in bridge safety inspection.
- (4) Have a bachelor's degree in engineering from accredited college or university, pass the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination, and have a minimum of two years of bridge inspection experience.
- (5) Have an associate's degree in engineering or engineering technology from an accredited college or university and four years of bridge inspection experience.

The Team Leader must participate in the Department's QC/QA training.

Assistant Team Leader: The assistant team leader must have completed two-week FHWA approved comprehensive bridge inspection class **and/or** attend QC / QA bridge inspection training provided by the Department.

EXAMPLE RESOLUTION for CI-2550

**CONCERNING BRIDGE INSPECTION RESPONSIBILITY
BY LOCAL GOVERNMENT FOR COMPLIANCE WITH
NATIONAL BRIDGE INSPECTION STANDARDS
Bridge Inspection Contracts for April 1, 2026 to March 31, 2028**

WHEREAS, the City of _____ has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the City of _____ has the following options:

- (1) Select one of ODOT's prequalified engineering firms.**
- (2) Elect to do bridge safety inspections with your own forces using inspection teams and an oversight engineer *fully qualified* as mandated by the NBIS (National Bridge Inspection Standards).**
- (3) Use the same consultant as _____ County.**
- (4) Let ODOT make your selection.**

Therefore, BE IT RESOLVED, by the City of _____ that it is their desire to select option #____ and choose

Name _____
Address _____

as the engineer responsible for city bridge inspections as approved by the Oklahoma Department of Transportation.

ADOPTED this _____ day of _____, 2025

BY _____ CHAIRMAN

BY _____ MEMBER

BY _____ MEMBER

ATTEST: _____
City Clerk

Cities Qualifying for a Bridge Inspection Contract

	CITY_NAME	County	District	Number Bridges	Total Inspections	Bridges Requiring Load Ratings	Population	Snooper Required
1	Ada	Pontotoc	3	10	10	1	17,239	No
2	Altus	Jackson	5	10	10	1	18,162	No
3	Ardmore	Carter	7	20	22	2	24,769	No
4	Atoka	Atoka	2	6	7	1	3,033	No
5	Bartlesville	Osage & Washington	8	28	33	3	36,605	No
6	Bixby	Tulsa	8	7	7	1	28,453	No
7	Blanchard	McClain	3	8	8	1	9,114	No
8	Broken Arrow	Tulsa & Wagoner	1 & 8	85	94	9	111,648	No
9	Chandler	Lincoln	3	6	8	1	3,080	No
10	Chickasha	Grady	7	27	27	3	16,372	No
11	Choctaw	Oklahoma	4	23	24	2	12,768	No
12	Claremore	Rogers	8	11	11	1	18,927	No
13	Clinton	Custer	5	5	5	1	8,947	No
14	Collinsville	TULSA	8	7	7	1	7,540	No
15	Coweta	Wagoner	1	9	12	1	10,206	No
16	Del City	Oklahoma	4	24	30	2	21,638	No
17	Duncan	Stephens	7	37	38	4	22,259	No
18	Durant	Bryan	2	14	15	1	19,157	No
19	Edmond	Oklahoma	4	59	65	6	95,346	No
20	El Reno	Canadian	4	33	37	3	20,596	No
21	Elk City	Beckham	5	18	18	2	11,354	No
22	Enid	Garfield	4	79	79	8	49,542	No
23	Fairview	Major	6	10	12	1	2,579	No
24	Ft. Gibson	Muskogee	1	5	6	1	3,933	No
25	Grove	Delaware	8	5	5	1	7,184	No
26	Guthrie	Logan	4	11	12	1	11,800	No
27	Harrah	Oklahoma	4	8	10	1	6,627	No
28	Henryetta	Okmulgee	1	12	18	1	5,503	No
29	Jenks	Tulsa	8	13	13	1	24,257	No
30	Lawton	Comanche	7	94	98	9	93,164	No
31	Lone Grove	Carter	7	5	5	1	5,190	No
32	McAlester	Pittsburg	2	35	35	4	17,788	No
33	Miami	Ottawa	8	7	8	1	12,947	No
34	Midwest City	Oklahoma	4	20	21	2	57,591	No
35	Moore	Cleveland	3	28	28	3	63,102	No
36	Muskogee	Muskogee	1	22	27	2	36,831	No
37	Newcastle	McClain	3	7	7	1	11,347	No
38	Norman	Cleveland	3	74	75	7	125,762	No
39	Okla. City	Canadian, Clev, Okla	3 & 4	606	626	61	662,314	Yes
40	Okmulgee	Okmulgee	1	10	10	1	11,615	No
41	Owasso	Tulsa & Rogers	8	31	31	3	37,241	No
42	Piedmont	Canadian	4	13	13	1	8,973	No
43	Ponca City	Kay	4	17	17	2	23,482	No
44	Poteau	LeFlore	2	12	16	1	8,906	No
45	Sand Springs	Tulsa & Osage	8	7	8	1	20,017	No
46	Sapulpa	Creek	8	14	14	1	21,349	Yes
47	Seminole	Seminole	3	5	5	1	7,035	No
48	Shawnee	Pottawatomie	3	35	35	4	31,555	No
49	Stillwater	Payne	4	31	32	3	50,306	No
50	Tahlequah	Cherokee	1	24	27	2	16,998	No
51	The Village	Oklahoma	4	6	6	1	9,639	No
52	Tulsa	Osage, Tulsa, Wagoner	1 & 8	308	315	31	403,166	Yes
53	Tuttle	Grady	7	14	14	1	7,634	No
54	Weatherford	Custer	5	5	5	1	11,901	No
55	Yukon	Canadian	4	16	17	2	28,793	No

RESOLUTION NO. 3065

CONCERNING BRIDGE INSPECTION RESPONSIBILITY BY LOCAL GOVERNMENT FOR COMPLIANCE WITH NATIONAL BRIDGE INSPECTION STANDARDS

Bridge Inspection Contracts for April 1, 2026 to March 31, 2028

WHEREAS, the City of Muskogee has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the City of Muskogee has the following options:

- (1) Select one of ODOT's prequalified engineering firms.
- (2) Elect to do bridge safety inspections with your own forces using inspection teams and an oversight engineer *fully qualified* as mandated by the NBIS (National Bridge Inspection Standards).
- (3) Use the same consultant as _____ County.
- (4) Let ODOT make your selection.

Therefore, BE IT RESOLVED, by the City of Muskogee that it is their desire to select option #4 and choose

Name To Be Determined by ODOT
Address _____

as the engineer responsible for city bridge inspections as approved by the Oklahoma Department of Transportation.

ADOPTED this **24th day of November, 2025.**

BY _____ Mayor
W. Patrick Cale

BY _____ City Manager
Kendal Francis

BY _____ City Attorney
Katrina Bodenhamer

ATTEST: _____
Tammy L. Tracy, City Clerk

Regular City Council

14.

Meeting Date: 11/24/2025

Submitted For: Dennis Read, Finance

Initiator: Dennis Read,
Treasurer

Department: Finance

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Resolution No. 3066, amending the City of Muskogee municipal budget for FY 2025-2026 providing for the transfer of excess General Fund revenue from FY 2024-2025 into a Stabilization account and Special Project Fund, in accordance with City Code 2-552; Providing for the increase of the General Fund Budget; Providing for the transfer to the Muskogee Redevelopment Authority, or take other necessary action. (Dennis Read)

BACKGROUND:

According to an existing ordinance, once the Stabilization account achieves 20%, at least 1 % will be added to the stabilization fund within the General Fund to be used only for the purposes and activities set forth in ordinance No. 4079-A. The Stabilization Account has a target of 20%, which is at the low end of the range for best practices. The remaining balance shall be transferred to the Special Project Fund, which shall be used to fund projects designated at the discretion of the City Council.

The General Fund budget amendment allows the City Council to appropriate sales and use tax revenues in excess of projections in the current fiscal year.

The increase to the General Fund is to fund grant match opportunities and to cover raises given to the unions.

The transfer to the Muskogee Redevelopment Authority by use of General Fund Reserves is for payment of principal and interest on an existing note.

The increase to the 2025 Capital Improvement fund by use of Sales Tax to fund approved projects.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

Attachments

Resolution 3066 - Budget Amendment

Exhibit A

Exhibit B

Exhibit C

Exhibit D

Exhibit E

Exhibit F

RESOLUTION NO. 3066

A RESOLUTION AMENDING THE CITY OF MUSKOGEE, OKLAHOMA MUNICIPAL BUDGET FOR FISCAL YEAR 2025-2026; PROVIDING FOR THE TRANSFER OF EXCESS GENERAL FUND REVENUE FROM FISCAL YEAR 2024-2025 INTO A STABILIZATION ACCOUNT AND SPECIAL PROJECT FUND IN ACCORDANCE WITH CITY CODE 2-552; PROVIDING FOR THE INCREASE OF THE GENERAL FUND BUDGET; PROVIDING FOR THE TRANSFER TO THE MUSKOGEE REDEVELOPMENT AUTHORITY; PROVIDING FOR THE INCREASE TO THE 2025 CAPITAL IMPROVEMENT BUDGET.

WHEREAS, the City also has, through cost saving measures and fiscal responsibility implemented in Fiscal Year 2024-2025, an unexpended balance in the General Fund in the amount of \$1,927,575.26, which has been carried over in accordance with Section 17-211(A) of the Municipal Budget Act, but as of yet, has not been appropriated;

WHEREAS, the City finds that said unexpended balance should be appropriated in accordance with City Code 2-552, which states if stabilization fund is at or above twenty percent, that we increase the fund by one percent and the remaining balance will be placed into a Special Projects Fund created by Resolution No. 2742;

WHEREAS, the City will transfer \$1,167,462.82 from the General Fund to the Special Projects Fund for Operations;

WHEREAS, the City will increase the budget in the General Fund in the amount of \$477,985 to cover expenses related to raises given to unions;

WHEREAS, the City will increase the budget in the General Fund in the amount of \$200,000 to fund grant match needs;

WHEREAS, the City will transfer \$6,198,800 from the General Fund Reserves to the Muskogee Redevelopment Authority for debt service;

WHEREAS, the City will increase the budget in the 2025 Capital Improvement Fund in the amount of \$2,180,456 to fund approved projects;

WHEREAS, Exhibits A, B, C, D, E, & F attached hereto are intended to be demonstrative of the action contemplated by this Resolution.

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

SECTION 1 - TRANSFER FROM EXCESS CARRYOVER FROM GENERAL FUND: The City Council of the City of Muskogee does hereby amend its FY 2025-2026 Budget

to incorporate a carryover balance from the FY 2024-2025 General Fund in the amount of \$1,927,575.26. In accordance with City Code 2-552, 1% shall be added once 20% is achieved into the Stabilization account, as evidence by **Exhibit A and B**, and remaining balance shall be placed into a Special Projects Fund created by Resolution No. 2742, as evidenced by **Exhibit C** and appropriated herein in accordance with **Exhibit D**;

SECTION 2 – INCREASE GENERAL FUND BUDGET: The City Council of the City of Muskogee does hereby authorize the increase of \$477,985 to the General Fund budget by use of increased revenues to cover raises given to unions, as evidenced by **Exhibit E**.

SECTION 3 – INCREASE GENERAL FUND BUDGET: The City Council of the City of Muskogee does hereby authorize the increase of \$200,000 to the General Fund budget by use of increased revenues to cover grant match funding, as evidenced by **Exhibit E**.

SECTION 4 – TRANSFER FROM GENERAL FUND RESERVES TO MUSKOGEE REDEVELOPMENT AUTHORITY: The City Council of the City of Muskogee does hereby authorize the transfer of \$6,198,800 to the Muskogee Redevelopment Authority to cover ongoing projects, as evidenced by **Exhibit E**.

SECTION 5 – INCREASE 2025 CAPITAL IMPROVEMENT FUND: The City Council of the City of Muskogee does hereby authorize the increase of \$2,180,456 to the 2025 Capital Improvement budget by use of sales tax to cover approved projects, as evidenced by **Exhibit F**.

ADOPTED AND APPROVED, by the City Council of Muskogee this 24th day of November 2025.

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(seal)

APPROVED as to form and legality this 24th day of November, 2025.

KATRINA BODENHAMER, CITY ATTORNEY

APPROVED FOR FUNDING:

DENNIS READ, CITY TREASURER



BUDGET AMENDMENT FORM EXHIBIT A

Fund: *GENERAL*
Amendment #: *1*
Fiscal Year: *2026*

<u>Account #</u>	<u>Account Name</u>	<u>Estimated Revenue</u>		<u>Appropriations</u>	
		<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
	Transfer to Stabilization		\$760,112.44		

Totals:	<u>\$0.00</u>	<u>\$760,112.44</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
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Date approved by City Manager & Signature

Date

Date approved by Governing Body & Signature

Date



BUDGET AMENDMENT FORM EXHIBIT C

Fund: *GENERAL*
Amendment #: *1*
Fiscal Year: *2026*

<u>Description</u>	<u>Estimated Revenue</u>		<u>Estimated Expenditures</u>	
	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
Transfer to Special Projects			\$1,167,462.82	

Totals:	<u>\$0.00</u>	<u>\$ -</u>	<u>\$1,167,462.82</u>	<u>\$ -</u>
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Date approved by City Manager & Signature

Date _____

Date approved by Governing Body & Signature

Date _____



BUDGET AMENDMENT FORM EXHIBIT D

Fund: *SPECIAL PROJECT*
Amendment #: *1*
Fiscal Year: *2026*

	<u>Description</u>	<u>Estimated Revenue</u>		<u>Estimated Expenditures</u>	
		<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
215-0000-391.91-00	Transfer from General Fund	\$1,167,462.82			
215-1010-491.95-05	Debt Service for MRA/Interest			\$ 468,298.91	
215-1010-411.39-90	Professional Services			\$ 40,000.00	
215-1010-411.39-90	URA Street Project			\$ 115,000.00	
215-1520-413.46-25	Facilities/Buildings Grounds & Maintenance			\$ 200,939.91	
215-7030-424.64-80	Code Enforcement Vests			\$ 10,000.00	
215-7540-451.62-00	Hatbox Sports Complex			\$ 50,000.00	
215-1010-411.11-00	Employee Stipend			\$ 172,500.00	
215-5010-421.64-50	PD Programming			\$ 15,000.00	
215-5510-422.61-70	FD Facilities			\$ 8,000.00	
215-5510-422.64-50	FD Smoke Machine/Equipment			\$ 1,200.00	
215-5070-421.64-50	EM Water Wagon			\$ 13,524.00	
215-1010-491.92-16	Backflow Prevention			\$ 10,000.00	
215-5510-422.39-90	Fire Station 5			\$ 48,000.00	
215-1520-413.46-25	City Hall Boilers			\$ 15,000.00	
Totals:		<u>\$1,167,462.82</u>	<u>\$ -</u>	<u>\$ 1,167,462.82</u>	<u>\$ -</u>

Date approved by City Manager & Signature

Date

Date approved by Governing Body & Signature

Date



BUDGET AMENDMENT FORM EXHIBIT E

Fund: *GENERAL*
Amendment #: *1*
Fiscal Year: *2026*

	<u>Description</u>	<u>Estimated Revenue</u>		<u>Estimated Expenditures</u>	
		<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
100-1010-411.11-00	Employee Compensation	\$ 477,985.00		\$477,985.00	
100-1010-411.35-70	Grant Match	\$ 200,000.00		\$200,000.00	
100-1010-491.95-05	Transfer to MRA			\$6,198,800.00	

Totals:	<u>\$677,985.00</u>	<u>\$0.00</u>	<u>\$6,876,785.00</u>	<u>\$</u>	<u>-</u>
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Date approved by City Manager & Signature

Date

Date approved by Governing Body & Signature

Date



BUDGET AMENDMENT FORM EXHIBIT F

Fund: **2025 CAPITAL IMPROVEMENTS**
Amendment #: **1**
Fiscal Year: **2026**

	<u>Description</u>	<u>Estimated Revenue</u>		<u>Estimated Expenditures</u>	
		<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
396-0000-310.10-00	Employee Compensation	\$ 2,180,456.00			
396-7710-455.61-00	Library Remodel			\$680,456.00	
396-9040-450.61-00	Civic Center HVAC			\$1,500,000.00	

Totals:	<u>\$2,180,456.00</u>	<u>\$0.00</u>	<u>\$2,180,456.00</u>	<u>\$</u>	<u>-</u>
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<i>Date approved by City Manager & Signature</i>	<u>Date</u>	<u></u>
<i>Date approved by Governing Body & Signature</i>	<u>Date</u>	<u></u>

Regular City Council**15.**

Meeting Date: 11/24/2025

Submitted For: Tammy Tracy, City Clerk

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of Resolution No. 3069 directing the filing and notification of the publication of Supplement No. 26 to the Muskogee City Code of Ordinances, or take other necessary action. (Tammy L. Tracy)

BACKGROUND:

This is Supplement No. 26 for the Muskogee City Code of Ordinances. It includes all Ordinances passed by City Council through September 30, 2025.

RECOMMENDED ACTION:

Approve Resolution No. 3069.

Fiscal Impact**Attachments**Res No. 3069

RESOLUTION NO. 3069

**A RESOLUTION DIRECTING FILING AND NOTIFICATION OF
THE PUBLICATION OF SUPPLEMENT NO. 26 TO THE
MUSKOGEE CITY CODE**

WHEREAS, the City of Muskogee has prepared the City's Code of Ordinances containing all ordinances adopted by the City; and

WHEREAS, the City of Muskogee has prepared a Supplement No. 26 to the Code containing a revised index to ordinances passed through September 30, 2025;

WHEREAS, the City is required to adopt a resolution notifying the public of the publication of its code pursuant to Section 14-110 of Title 11 of the Oklahoma Statutes and to file a copy of the resolution in the office of the County Clerk;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE;

THAT the public is hereby notified of the publication of Supplement No. 26 to the Muskogee Code of Ordinances and that copies of the Code are available for review in the Office of the City Clerk; and

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

THAT the City Clerk shall cause one copy of this resolution and one copy of Supplement No. 26 to the Code to be filed with the Law Library of Muskogee County; and

THAT the City Clerk shall keep at least one (1) copy of Supplement No. 26 to the Code of Ordinances in the office of the City Clerk for public use, inspection and examination.

ADOPTED this **24th day of November, 2025** by the City Council of the City of Muskogee.

~~W. PATRICK CALE, MAYOR~~_____

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

Approved as to form and legality this **24th day of November, 2025**.

KATRINA BODENHAMER, CITY ATTORNEY

Regular City Council

16.

Meeting Date: 11/24/2025

Submitted For: Dennis Read, Finance

Initiator: Dennis Read,
Treasurer

Department: Finance

Staff Information Source: Dennis Read

Information

AGENDA ITEM TITLE:

Receive report, discuss, and consider approval to accept the FY2023-2024 audit performed by Hood and Associates, and take other necessary action. (Dennis Read)

****Note:** A complete copy of the FY2023-2024 Audit can be found on the City of Muskogee Website.

BACKGROUND:

This is the City of Muskogee audit report for FY2023-2024. Violet Kirkendall with Hood & associates will present the audit for discussion.

RECOMMENDED ACTION:

Approve the acceptance of FY2023-2024 audit report.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council**17.**

Meeting Date: 11/24/2025
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Leslie Arnold, Legal Assistant
Department: City Attorney
Staff Information Source: City Attorney

Information**AGENDA ITEM TITLE:**

Receive a presentation from the Oklahoma Music Hall of Fame as to the state of their funding, and consider approval of a Cooperative Agreement between the City of Muskogee and the Oklahoma Music Hall of Fame, for FY2025-2026, in the amount of \$60,000.00, for the implementation of cultural and tourism development of the great Muskogee community, with a one-time allotment in the amount of \$15,000.00 for building maintenance, and take other necessary action. (Katrina Bodenhamer)

BACKGROUND:

The intent of this annual agreement is for the City to contract the services of the OMHOF to implement cultural and tourism development of the greater Muskogee Community. Under the agreement, OMHOF will furnish the City with an end-of-year report summarizing their accomplishments. The total amount of the agreement is \$60,000.00 for a one-year term commencing on July 1, 2025, and ending on June 30, 2026. In addition to the yearly funding, this agreement includes an additional \$15,000.00 allotment, which is being allotted specifically for building maintenance. This \$15,000.00 is a one-time allotment.

RECOMMENDED ACTION:

Approve the agreement.

Fiscal Impact**Attachments**

Agreement
Minutes

THE CITY OF MUSKOGEE AND THE OKLAHOMA MUSIC HALL OF FAME AND MUSEUM, INC. COOPERATIVE AGREEMENT

THIS AGREEMENT is entered into this 1st day of July, 2025, by and between the City of Muskogee, a charter City organized under the laws of the State of Oklahoma (hereinafter "City") and the Oklahoma Music Hall of Fame and Museum, Inc. (hereinafter, "OMHOF") a private not-for-profit Oklahoma Corporation.

WHEREAS, by lease dated April 28, 2003, and amended on June 28, 2011, the City of Muskogee, Oklahoma ("City") leases to OMHOF until June 30, 2024, the property located at 401 South 3rd Street, Muskogee to be operated as the Oklahoma Music Hall of Fame, and

WHEREAS, the OMHOF has been renamed to the Oklahoma Music Hall of Fame and Museum, Inc.

WHEREAS, the City has as one of its stated public purposes an interest in promoting the cultural and tourism development of the greater Muskogee community, and

WHEREAS, the purposes of entering into this agreement are to assist in provision of funding for: (1) the administration and operation of the OMHOF to ensure that its related services and facilities continue to attract the attention of the public as a state wide facility dedicated to the preservation of the music history of Muskogee and the State of Oklahoma; (2) to work toward the long term financial stability of the OMHOF; and (3) to create a cooperative partnership between the City and the OMHOF aimed at achieving these goals and objectives, and

WHEREAS, the City has determined that continued operation of OMHOF fulfills a trust purpose of the City in promoting economic, cultural and tourism development of the community,

NOW THEREFORE, in consideration of the mutual promises and other good and valuable consideration exchanged herein, the parties hereby acknowledge and agree as follows:

SECTION I. INTENT AND PURPOSE

The intent and purpose of this Agreement is for the City to contract the services of the OMHOF so that the OMHOF can effectively implement cultural and tourism development of the greater Muskogee community. OMHOF shall utilize the funds provided in this agreement to operate the Oklahoma Music Hall of Fame.

OMHOF shall work toward the achievement of the following public service objectives:

- a. Public awareness and education as to the existence of the Oklahoma Music Hall of Fame;
- b. Encouragement of visitor development, membership expansion, and expansion as a method of broadening the existing tax base, providing local opportunities and defraying the cost of the operation of the Oklahoma Music Hall of Fame.

In pursuance of the above, OMHOF shall prepare and transmit to the City, an annual report, said report to detail the activities of OMHOF, to include visitor information, in servicing the public objectives herein before set forth. Achievement of these objectives will be a factor in determining whether additional funding beyond the term of this agreement will be provided by the City. If OMHOF seeks funding in the future it must present its proposed annual operating budget by April 1st to be reviewed through the customary budget procedures of the City.

It is understood and agreed that the services contracted for hereby are designed and intended for the purpose of accomplishing objectives which redound to the benefit of the community area as a whole in consideration of the public health, safety and general welfare.

It is further understood that OMHOF will actively seek funding through other sources to supplement City payments to eventually self-sustain this endeavor.

SECTION II. CREATION OF INDEPENDENT CONTRACT

OMHOF agrees to act as an Independent Contractor of the City in implementing said Agreement in compliance with all Laws, policies and procedures applicable to the accounting, reporting, recording, and retention of all revenues and expenditures of funds including to the extent applicable: the adopted policies and procedures of the City, as may be amended from time to time; the Oklahoma Open Meetings Act, Title 25, Oklahoma Statutes, § 301 et seq; and the Oklahoma Open Records Act, Title 51, Oklahoma Statutes, § 24A.1 et seq. OMHOF will report and document revenues and expenditures to insure the City's ability to comply with the above statutes, and the policies and procedures adopted.

SECTION III. SERVICES TO BE PERFORMED BY OMHOF

OMHOF shall consistent with the terms of this agreement, encourage, develop, promote, and foster cultural activities and tourism which would benefit the City and the City beneficiary, the City of Muskogee.

SECTION IV. DEFINITIONS

The following definitions are included for purposes of applying and interpreting the various provisions of this Agreement between parties.

Cultural Development. Cultural Development activities are those activities designed to create, attract and enhance the culture and music history of the City, the greater Muskogee area and the State of Oklahoma.

Invoice. Means, for the purposes of this agreement, a statement from OMHOF of the amount due pursuant to the terms of this agreement.

Tourism Development. Tourism Development activities are those activities designed to enhance the tourism potential of Muskogee, including marketing activities reasonably related to enhancing the tourism activity and marketing of the history of the community that create positive impact for the community.

SECTION V. Budgeting of Funds

- a. OMHOF shall, on April 1st, submit an annual budget for approval by the City. The budget will be submitted in three (3) categories – Cultural Development, Tourism Development and Administrative Costs. For fiscal year 2025/2026 beginning on July 1, 2025 a budget has been approved in the amount of Sixty Thousand (\$60,000.00) dollars.
- b. City agrees to allocate funds to OMHOF not to exceed in the amount specified in the City's approved Budget for the services to be performed under this Agreement from the appropriate funding sources of the City, said compensation to be made at least as often as monthly. An invoice submitted to the City must be presented in writing and verified in the manner provided by law, as well as, any adopted procedures of the City.
- c. For the 2025-2026 agreement period only, the City agrees to allocate funds to OMHOF not to exceed Fifteen Thousand Dollars (\$15,000.00), to be used specifically for capital improvements, including building maintenance and repairs for the leased building referenced above.
- d. Funds for each calendar month of FY 2025-2026 shall be paid pursuant to the provisions of Section V (b) above.
- e. The City Treasurer, as fiscal agent for the City, will be responsible for monitoring compliance with the terms of this Agreement, and will promptly report in writing possible non-compliance to the Executive Director, so that necessary corrections can be made.
- f. All revenue not expended by June 30 of the contract year, which OMHOF received from the City for services performed under this Agreement, shall be returned to the City by July 15th of the next fiscal year during the term of this Agreement.

SECTION VI. Accountability

OMHOF shall maintain integrity of the tax revenues at all times and a general accounting ledger for these funds in a manner sufficient to enable City to comply with appropriate governmental accounting standards.

SECTION VII. Reporting

The City reserves the right to review the books and records of the OMHOF to insure compliance with the approved budget.

- a. Reports. OMHOF shall furnish the City a report summarizing accomplishments in sufficient detail of year to date activities to allow a determination of value received and goals met by OMHOF as a means of measuring success and return on investment. The report shall be briefed no later than the than the special call meeting of the Authority during the month of May.
- b. Accounting Report. Annually the OMHOF shall furnish to the City Treasurer a copy of the yearend compiled financial statements.

SECTION VIII. Maintenance and Disposition of Records

- a. **OMHOF Responsibilities.** The OMHOF shall maintain a record of revenues, expenditures, accounts, and transactions fully supported by invoices and appropriate documentation to show that expenditures were made in accordance with the terms of this agreement and the approved budget. These records shall be maintained in accordance with generally accepted accounting procedures. Copies of all required documents shall be furnished to the City upon request.
- b. **City Responsibilities.** All records received from the OMHOF shall be maintained as records of the City with disposition of the records to be as required by law or special resolution of the City; additionally, within thirty days of the end of the fiscal year, the OMHOF shall cause an independent audit to be performed on all accounts related to the allocation and expenditures of Tourism funds, providing a copy of the same to the City.

SECTION IX. Administration

- a. OMHOF agrees to employ qualified and competent personnel to implement the intent of this Agreement, and OMHOF agrees to provide all the management and administrative services necessary to present a viable Oklahoma Music Hall of Fame. Expenses directly attributable to the services provided by OMHOF pursuant to this Agreement shall be allocated as part of the budget process. Expenses which are attributable, directly or indirectly, solely to OMHOF member services, or other OMHOF functions outside the scope or purpose of services within the scope of this Agreement shall be allocated to OMHOF funds and not the funds provided herein.
- b. OMHOF further agrees to grant City staff access to OMHOF files, and other information services and data relative to cultural and tourism activities necessary to implement the intent of this Agreement.

SECTION X. Insurance

OMHOF agrees to carry public liability insurance with an insurance company or companies authorized for business in the State of Oklahoma, with said companies to have at least an "A" rating by A.M. Best Company, insuring OMHOF and City against liability for injuries to persons (including wrongful death) and damage to property, with liability limits of not less than \$1,000,000.00 for any one accident involving injury to one or more persons, and not less than \$1,000,000.00 for property damage resulting from any one claimant. OMHOF shall also carry a policy of workers compensation insurance covering all employees of OMHOF with limits as required by state statute.

OMHOF agrees that any and all employees working for OMHOF as a result of this agreement shall be employees of the OMHOF and in no way shall be considered as employees of the City. In this connection should any liability arise under the Worker's Compensation Act of the State of Oklahoma due to injury of an employee, officer, agent, or volunteer of OMHOF, the same shall be the sole responsibility of OMHOF. It is further agreed that the City shall be indemnified and held harmless of any liabilities created by the OMHOF, its officers, agents, or its employees.

SECTION XI. Right of Review

OMHOF understands and agrees that the purpose of this agreement is to serve the general public; therefore, City shall have the right to review proposals and plans developed by OMHOF in carrying out the activities described herein. In case of disagreement between the parties with respect to the provisions of this section, the disagreement shall be resolved by official act of the governing body of each party.

SECTION XII. Term of Agreement; Termination of Agreement

This agreement shall be for one (1) fiscal year commencing on the 1st day of July, 2025 and terminating on the 30th day of June of the next succeeding fiscal year. This agreement shall automatically renew for succeeding fiscal years if the City Council of City of Muskogee provides funding. This contract may be auto-renewed for five (5) additional one (1) year fiscal terms beginning July 1st of each subsequent fiscal year, and ending June 30th of the following year. For purposes of auto-renewal, this contract has a value not to exceed the amount approved by the City Council of the City of Muskogee each fiscal year. Upon OMHOF timely submitting its annual budget request and report each fiscal year to the City of Muskogee and the Muskogee Redevelopment Authority, and upon approval of an amount by the City Council of the City of Muskogee each fiscal year, the City will designate a line item in its budget each fiscal year of the amount approved by Council. The amount approved by City Council and given by the City may vary each subsequent year that the Contract is auto-renewed. Either party may elect to terminate this agreement prior to the expiration date upon the same conditions as stated above. This auto-renewal provision does not bind the City if the City Council does not approve a financial request for OMHOF any given fiscal year.

Either party may terminate said agreement upon ninety (90) days written notice by one party to the other party, said notice to be sent to:

City of Muskogee
ATTN City Manager
P O Box 1927
229 West Okmulgee
Muskogee, OK 74402

- a. Chairman
OMHOF
401 S 3rd Street
Muskogee, OK 74401

SECTION XIII. Non-transferable

OMHOF agrees not to assign or otherwise transfer this Agreement or rights therein contained without prior written approval of City.

SECTION XIV. Non-discrimination

In connection with the performance of services under this Agreement, OMHOF agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, disability or ancestry. OMHOF further agrees to take affirmative action to insure that employees are provided equal opportunity in employment, promotion, transfer, rates of pay or other forms of compensation and selection for training.

SECTION XV. Waiver

The waiver by the City of any breach of any term, condition, or covenant herein contained shall not be deemed a waiver of any subsequent breach of the same, or any other term, condition or covenant.

SECTION XVI. Independent Contractor

The officers and employees of OMHOF shall be independent contractors of the City and shall not be considered for any purpose, the officers and employees of the City.

SECTION XVII. Miscellaneous Provision

OMHOF agrees that it shall include the following credit line on all printed promotional and program materials and on the agency's website: "With assistance from the Muskogee Redevelopment Authority"

SECTION XVIII. Entire Agreement

This Agreement contains the entire Agreement between the parties and no other oral or written agreement shall be binding or obligating upon the parties. This Agreement supersedes all prior agreements, contracts and understanding whether written or otherwise between parties relating to the subject matter of this Agreement. All changes to this Agreement must be in writing, signed by both parties

IN WITNESS WHEREOF, the parties hereto affix their hands and seals the day and year first above written.

CITY OF MUSKOGEE:

W. PATRICK CALE, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

Approved as to form and legality as to the Muskogee Redevelopment Authority on this ____ day of _____, 2025.

KATRINA BODENHAMER, CITY ATTORNEY

OMHOF OF OKLAHOMA MUSIC, INC.
An Oklahoma Non-Profit Corporation

✓ Boone Mendenhall
BOONE MENDENHALL, CHAIRMAN

ATTEST:

Secretary



Minutes for Nov. 4th Meeting

POSTED DATE: **Wednesday, October 28, 2024**

Oklahoma Music Hall of Fame and Museum Board of Directors Meeting

MEETING DATE: Tuesday, November 4th, 2025 – 4:00pm

Location: Muskogee Chamber of Commerce

Teleconference Information:

Zoom Meeting by clicking the URL from your device, or dialing in to the call number of your preference.

<https://score.zoom.us/j/94979956524?pwd=LSkkeYH04KKMPGarVBZVSyEkk1ztXx.1>

Meeting ID: 949 7995 6524

Password: 965021103

Board Members Attending Via Teleconference:

William Griggs: 6310 S Indianapolis Ave, Tulsa OK

Brian Maughan: 321 Park Ave Room 901, Oklahoma City, OK

Meeting Agenda:

Call Meeting to Order 4:06pm- Roll Call: *Jordan Kelly, Kim Williams, John Hays, David Webb, Jaime Stout, Ann Ong, Megan Herriman, Boone Mendenhall, Johnny Winkle, Tony Corbell, Delia Brown, Brett Fitzgerald.* On-line members: *Bill Griggs and Brian Maughan*

1. Consider approval of Special Call October 28th Board Minutes or take other necessary action. **Motion by Ann Ong, Seconded by Kim Williams, Motion passed.**
2. **Adjourn 4:09pm**

Regular City Council**18.**

Meeting Date: 11/24/2025

Submitted For: Kendal Francis, City Manager Initiator: Kendal Francis, City Manager

Department: City Manager

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Discuss the operations and maintenance, state of affairs, and partnerships with the City to support youth baseball, softball, and soccer at Love Hatbox Sports Complex, and take other necessary action. (Kendal Francis)

BACKGROUND:

At the September 9th Public Works Committee meeting, concerns were presented by representatives of the youth baseball and softball associations regarding maintenance at the Love-Hatbox Sports Complex and opportunities for improved collaboration with the City to support youth sports and enhance future sports tourism in Muskogee. The Committee directed staff to work with these organizations to strengthen communication, address ongoing and deferred maintenance issues, and improve the overall playability of the complex to encourage increased youth participation.

Since that meeting, staff has met twice with representatives from the baseball, softball, and soccer associations to further understand their concerns and to prioritize safety and aesthetic improvements at the facility.

Staff will be present to discuss maintenance and repairs that have recently been made in response to our meetings.

Next Steps:

Staff will continue collaborating with these organizations to develop a phased maintenance and improvement plan for the Love-Hatbox Sports Complex. This plan will include prioritization of safety items, field rehabilitation, and facility upgrades, as well as opportunities for partnerships. The City Manager will be recommending mid-year Special Projects funding be allocated to address immediate safety concerns and minor facility upgrades.

RECOMMENDED ACTION:

Hold a discussion and make possible recommendations to staff.

Fiscal Impact**Attachments**

Field rental dates for tournaments at Love Hatbox for the 2026 spring season request

Baseball

March 17-18 2026

March 21-22 2026

April 4-5 2026

April 11-12 2026

April 25-26 2026

May 9-10 2026

May 23-24 2026

June 6-7 2026

June 20-21 2026

Justin Nix Director of Premier Prospects Oklahoma Email Justin@playpps.com. He had multiples teams play in our tournaments for the last 2 years and now he want to make hatbox their home. But on the same dates as baseball he would like to use the softball fields as well.

Softball

February 28th 2026

March 14th 2026

April 18th 2026

May 9th 2026

June 20th 2026

July 4th 2026

Chris Johnson a Ussaa director out of Sallisaw help host a base tournament with Shannon Gamewell at Love Hatbox on September 6th and is now wanting to start hosting tournaments here there are some conflicted dates we are trying to address.

Regular City Council

19.

Meeting Date: 11/24/2025
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Katrina Bodenhamer, City Attorney
Department: City Attorney
Staff Information Source:

Information

AGENDA ITEM TITLE:

Hold a discussion and take any necessary action to implement a *Food for Fines* program to assist the citizens of the City of Muskogee with payment of outstanding municipal fines for the period of December 1, 2025, through December 19, 2025. (Councilor Jaime Stout)

BACKGROUND:

Recognizing that some citizens of the City of Muskogee may be struggling financially or from food insecurity during this holiday season, Councilor Jaime Stout would like a *Food for Fines* program offered to our citizens from December 1, 2025, through December 19, 2025. Councilor Stout is recommending a credit to be applied toward outstanding municipal fines in the amount of \$5.00 per donated food item, up to a maximum credit of \$50.00 per person. Suggested items for donation would be canned fruit, canned vegetables, canned meat and tuna, canned/bagged beans, bagged/boxed rice, bagged/boxed cereal, boxed macaroni & cheese, boxed crackers, packages of pasta and four-toll packs of toilet paper. The drop-off location will be the City Attorney's office at City Hall so that proper credit may be applied to each person's outstanding fines.

RECOMMENDED ACTION:

Recommend approval

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

20.

Meeting Date: 11/24/2025
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 remove the traffic signal located at 3rd Street and Okmulgee Avenue, to be replaced with a two-way stop, stopping 3rd Street traffic northbound and southbound, pending the completion of a Warrant Study on the intersection conducted by Traffic Engineering Consultants, or take other necessary action. (Mike Stewart)

BACKGROUND:

The City has one remaining mechanical signal in town, located at 3rd and Okmulgee. Mechanical signals are no longer produced and parts are no longer produced. This intersection, we are confident, does not require a signal, which will likely be confirmed by the study being conducted by TEC.

RECOMMENDED ACTION:

Approve

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council**21.****Meeting Date:** 11/24/2025**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 of the Crossland Heavy Contractor's bid for the Waste Water Treatment Plant in the amount of \$96,992,000.00, or take other necessary action. (Mike Stewart)

BACKGROUND:

The City of Muskogee needs to build a new plant to meet a Consent Order from ODEQ from 2021. This Consent Order was given to the City based on the condition of the plant at that time, which was drastically impacted by the 2019 flood event, when over half of the components of the plant were damaged in the flood. As a part of this, an Engineering Report was done by HUB Engineering. In this report it was estimated that a new plant design and construction would cost approximately \$72m at the time of construction, forecasting the price out around 3 to 4 years from the initial estimate. Olsson was selected for the design of the plant. HUB partnered with Olsson on this design. The design began in 2023 using the \$72m figure as a target. The City and its engineers felt funding may be tight but took all actions in its power to meet this budget. After it was posted nationally for advertisement, the City felt it had a strong chance at getting multiple qualified, competitive bidders. During the process, several bidders dropped out for various reasons. We were left with Crossland Heavy as the only bidder. Due to inflation, tariffs, and an extremely high number of projects due to ARPA funding, this bid was over budget, but after working through the bid with Crossland Heavy and our engineering team, each item was qualified and verified and found to be within a reasonable range given the circumstances, and we are working through numbers that can be lowered, however legally we have to accept the bid for the amount on paper. With that being said, as we discussed at the last meeting, we are still working with engineering and the contractor to continue to find lower-cost alternatives. We understand that cost is paramount in a project like this. However, it must be remembered that the quality of the plant is very important as well. This plant needs to last over 30 years to recoup the investment. The City, although not happy with the project coming in over budget, understands that this is the most realistic and reasonable path forward and feels like the project has been bid appropriately after qualifying all the of the bid items. With the influx of ARPA projects into the country, it seems that we have found ourselves as part of a nationwide problem with infrastructure projects being highly needed, with a select number of contractors who can do this work becoming stretched very thin. We are content with Crossland Heavy receiving this work. They are a local contractor with a very good reputation and track record. They will employ many local subcontractors, which is an indirect benefit to the community.

In summary, although this is a single bid that is over budget, the bid should be accepted to not see a cost increase with a re-bid scenario and to stay on track with our timeline for ODEQ, which could lead to heavy fines if not followed.

RECOMMENDED ACTION:

Approve the only bid from Crossland Heavy Contractor, for the new Wastewater Treatment Plant, in the amount of \$96,992,000.00.

Fiscal Impact

FUNDING SOURCE:

500-6560-432.62-97

Attachments

Bid Package

Schedule

No Bid Reasons

RECEIVED
OCT 21 2025
CITY CLERK
1:44 PM

CROSSLAND

HEAVY CONTRACTORS
www.heavycontractors.com

14149 East Admiral Pl.
Tulsa, OK 74116

Tel 918.438.2800
Fax 918.438.2801

Muskogee Municipal Authority
City Hall
229 W. Okmulgee Avenue – 3rd Floor
Muskogee, Oklahoma 74001

Wastewater Treatment Plant Improvements
Bid Opening: 2:00 PM on October 21st, 2025
Olson Project # 021-0792

BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

- 1.01 This Bid is submitted to: **Muskogee Municipal Authority**
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

- 2.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security;
 - B. List of Proposed Subcontractors;
 - C. List of Proposed Suppliers;
 - D. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
 - E. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;
 - F. Required Bidder Qualification Statement with supporting data; and
 - G. FAP Program Requirements to include Equal Opportunity, Contractor's Certification of Non-Segregated Facilities, Noncollusion Affidavit and Business Relationships Affidavit.

ARTICLE 3—BASIS OF BID—UNIT PRICES

- A. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum (stipulated) price(s), together with any Unit Prices indicated in Paragraph 3.02:
- 1. Lump Sum Price (Base Bid and Alternates)

Lump Sum Bid Price for Base Bid	\$ 95,938,000.00
Alternate A- Flow Equalization Basin Demolition and Replacement	\$ 1,054,000.00

ARTICLE 4—TIME OF COMPLETION

- 4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

4.02 Bidder agrees that the Work will be substantially complete within **913** calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within **1,095** calendar days after the date when the Contract Times commence to run.

4.03 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 Bid Acceptance Period

A. This Bid will remain subject to acceptance for **60 days** after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 Instructions to Bidders

A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 Receipt of Addenda

A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
#1	9/26/2025
#2	10/09/2025
#3	10/10/2025
#4	10/15/2025
Add #5	10/17/2025

ARTICLE 6—BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

6.01 Bidder's Representations

A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.

6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.

- c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
- d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

BIDDER hereby submits this Bid as set forth above:

Bidder:

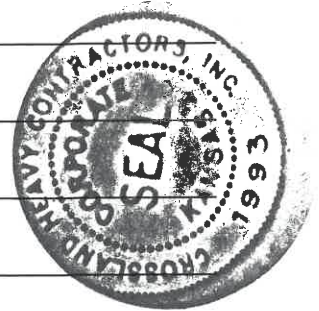
Crossland Heavy Contractors
(typed or printed name of organization)

By: [Signature]
(individual's signature)

Name: Mark Sell
(typed or printed)

Title: Executive Chairman
(typed or printed)

Date: 10/21/25
(typed or printed)



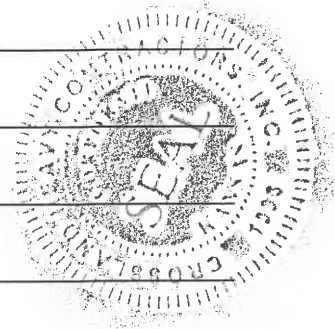
If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: Amy Harlos
(individual's signature)

Name: Amy Harlos
(typed or printed)

Title: Estimating Admin. Assistant
(typed or printed)

Date: 10/21/25
(typed or printed)



Address for giving notices:

501 SE Avenue
Columbus KS 66725

Bidder's Contact:

Name: Matt Standlee
(typed or printed)

Title: Estimator
(typed or printed)

Phone: 620-429-1410

Email: mstandlee@heavycontractors.com

Address: 501 SE Avenue
Columbus KS 66725

Bidder's Contractor License No.: (if applicable) N/A

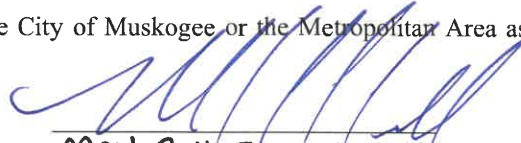
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50% Local Resident Resolution

AFFIDAVIT FOR BID

STATE OF OKLAHOMA)
) ss.
COUNTY OF MUSKOGEE)

Mark Sell, of lawful age, being first duly sworn, says that he (she) is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder agrees to fully comply with the City of Muskogee's resolution requiring that at least fifty percent (50%) of all salaries paid to employees shall be to bona fide residents of the City of Muskogee or the Metropolitan Area as defined by City of Muskogee Resolution No. 2392.

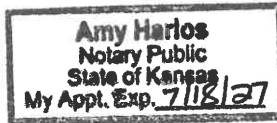

Mark Sell, Executive Chairman
(Signed)

SUBSCRIBED AND SWORN to before me this 7th day of

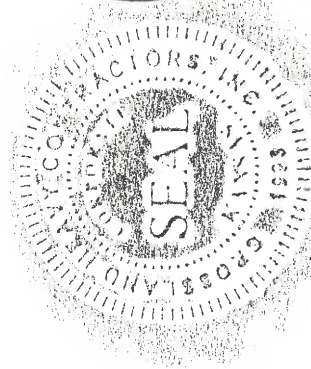
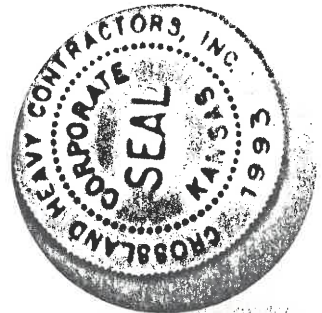
October, 2025.



Notary Public



My Commission Expires: 7/18/27



BID BOND (PENAL SUM FORM)

Bidder Name: Crossland Heavy Contractors, Inc. Address (principal place of business): 14149 E. Admiral Tulsa, OK 74116	Surety Federal Insurance Company / Fidelity and Deposit Company of Maryland Zurich American Insurance Company Name: Address (principal place of business): 202B Hall's Mill Road, Whitehouse Station, NJ 08889 / 1299 Zurich Way, Schaumburg, IL 60196-1056
Owner Name: Muskogee Municipal Authority Address (principal place of business): 301 S Cherokee Street Muskogee, Oklahoma 74401	Bid Project (name and location): Wastewater Treatment Plant Improvements 5000 E. Hancock Street Muskogee, OK 74403 Bid Due Date: October 21, 2025
Bond Penal Sum: Five Percent of Amount Bid (5%) Date of Bond: October 21, 2025	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
Bidder Crossland Heavy Contractors, Inc. (Full formal name of Bidder)	Surety Federal Insurance Company / Fidelity and Deposit Company of Maryland Zurich American Insurance Company (Full formal name of Surety) (corporate seal)
By: <u>[Signature]</u> (Signature)	By: <u>[Signature]</u> (Signature) (Attach Power of Attorney)
Name: <u>Chris Walters</u> (Printed or typed)	Name: <u>Charissa D. Wilson</u> (Printed or typed)
Title: <u>Vice President</u>	Title: <u>Attorney-in-Fact</u>
Attest: <u>[Signature]</u> (Signature)	Attest: <u>[Signature]</u> (Signature)
Name: <u>Trace Drummond</u> (Printed or typed)	Name: <u>Adam M. Shelton</u> (Printed or typed)
Title: <u>Witness</u>	Title: <u>Witness</u>
Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.	

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by Owner, or
 - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions does not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond will be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.



Power of Attorney

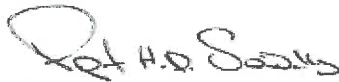
Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Delaware corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint appoint Clara R. Navarro Abela, Myriah A. Anderson, Joshua Eichem, Alycia Marie Hoebener, Cassidy D. Palic, Neha Rai, Todd Alan Rambo, Timothy Craig Smith, and Desiree E. Westmoreland of Wichita, Kansas; Monica F. Donatelli, Elizabeth Drone, Charissa D. Wilson, Morgan Wilkerson-Liu, and S. Mark Wilkerson of Overland Park, Kansas

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this 9th day of October, 2024.



Rupert HD Swindells, Assistant Secretary



Warren Eichhorn, Vice President



STATE OF NEW JERSEY

County of Hunterdon

SS.

On this 9th day of **October, 2024** before me, a Notary Public of New Jersey, personally came Rupert HD Swindells and Warren Eichhorn, to me known to be Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY**, the companies which executed the foregoing Power of Attorney, and the said Rupert HD Swindells and Warren Eichhorn, being by me duly sworn, severally and each for himself did depose and say that they are Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



Albert Contursi
NOTARY PUBLIC OF NEW JERSEY
No 50202369
Commission Expires August 22, 2027


Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** on August 30, 2016; **WESTCHESTER FIRE INSURANCE COMPANY** on December 11, 2006; and **ACE AMERICAN INSURANCE COMPANY** on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

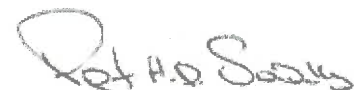
FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Rupert HD Swindells, Assistant Secretary of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this **October 21, 2025**





Rupert HD Swindells, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:

Telephone (908) 903- 3493

Fax (908) 903- 3656

e-mail: surety@chubb.com

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and **appoint S. Mark WILKERSON, Morgan WILKERSON-LIU, Morgan DEWEY, Monica F. DONATELLI, Debra L. WALZ, Charissa D. WILSON, Elizabeth DRONE, Neha S. RAI, Joshua EICHEM, Cassidy D. PALIC of Overland Park, Kansas**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

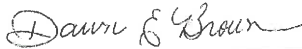
IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 08th day of October, A.D. 2024.

**ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**



By: *Thomas O. McClellan*
Vice President





By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 08th day of October, A.D. 2024, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Thomas O. McClellan, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Genevieve M. Maison

GENEVIEVE M. MAISON
NOTARY PUBLIC
BALTIMORE COUNTY, MD
My Commission Expires JANUARY 27, 2025



Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 21st day of October, 2025.



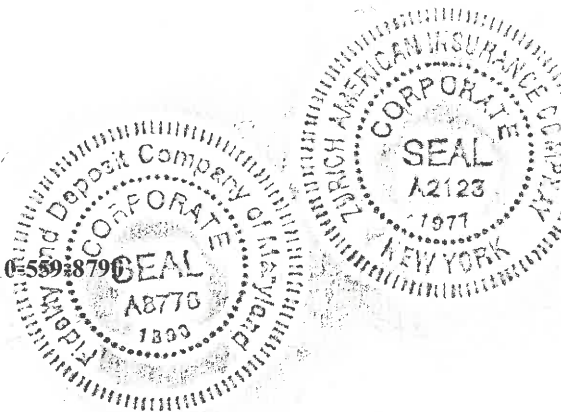
MJ Pethick

Mary Jean Pethick
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8796



CROSSLAND

HEAVY CONTRACTORS

14149 E. Admiral Place

Tulsa, OK 74116

Tel 918-438-2800

Fax 918-438-2801

List of Proposed Subcontractors:

Contractor:

1. Cook Construction
2. Cook Construction
3. Cook Construction
4. Haynes
5. Sligar Mechanical
6. Sligar Mechanical
7. Kinard Painting
8. Hodge Farm & Dredging
- 9.
- 10.

Scope of Work:

- Demolition
- Earthwork
- Misc. Pipe
- Instrumentation
- Plumbing
- HVAC
- Coatings
- Sludge Removal
-
-

List of Proposed Suppliers:

Supplier:

1. Eagle Bedi-Mix
2. APAC
3. Ferguson
4. Crimson Steel
5. Haynes
- 6.
- 7.
- 8.
- 9.
- 10.

Product:

- Concrete
- Aggregate
- Pipe Materials
- Reinforcing Steel
- Equipment Package
-
-
-
-
-


Chris Walters / Vice President

10-21-25
Date



OFFICE OF THE SECRETARY OF STATE



CERTIFICATE OF AUTHORITY

WHEREAS, CROSSLAND HEAVY CONTRACTORS, INC.
incorporated under the laws of the state of KANSAS has filed in the office of the
Secretary of State duly authenticated evidence of its incorporation and an application
for Certificate of Authority to transact business in this State, as provided by the Laws
of the State of Oklahoma.

NOW, THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma
by virtue of the powers and duties vested in me by law, do hereby issue this
Certificate of Authority authorizing said Corporation to transact business in this state.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the
Great Seal of the State of Oklahoma.



Filed in the City of Oklahoma City this 4TH day
of NOVEMBER, 1994.

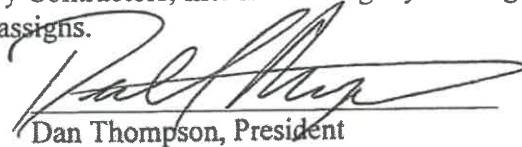
GEO. HENLEY
Secretary of State

By: BUTLER GARNER

CORPORATE RESOLUTION

BE IT RESOLVED: that at the monthly meeting of the Board of Directors of Crossland Heavy Contractors, Inc., held on the 27th day of October 2023, the Board of Directors did, by unanimous decision, authorize Mark Sell, Chris Walters, Justin Lillie, Dan Thompson, Erick Lowe or Ivan Crossland, Jr. to sign on behalf of said Corporation all documents and papers pertaining to the business of said Corporation.

All documents signed by Mark Sell, Chris Walters, Justin Lillie, Dan Thompson, Erick Lowe or Ivan Crossland, Jr. on behalf of Crossland Heavy Contractors, Inc. shall be legally binding on Crossland Heavy Contractors, Inc. and their successors and assigns.

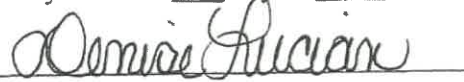

Dan Thompson, President

ATTEST: 
Holly Rhodes, Secretary

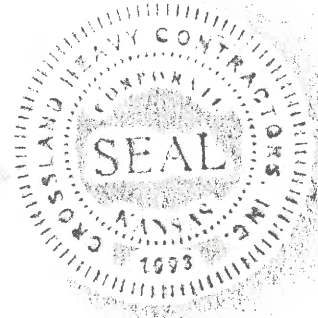
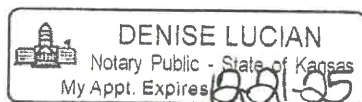
State of Kansas, County of Cherokee:

Before me, the undersigned Notary Public in and for the County and State aforesaid, personally appeared Dan Thompson, President of Crossland Heavy Contractors, Inc. a corporation duly organized and existing in the State of Kansas, and he acknowledged the same on behalf of said Corporation.

In witness thereof I have set my hand and affixed my seal this 30 day of Nov 2023.


Notary Public

My Commission Expires: 12-31-25



ARTICLE 1—GENERAL INFORMATION

1.01 Provide contact information for the Business:

Legal Name of Business:		Crossland Heavy Contractors	
Corporate Office			
Name:	Mark Sell	Phone number:	620-429-1410
Title:	Executive Chairman	Email address:	msell@heavycontractors.com
Business address of corporate office:		501 SE Avenue Columbus, KS 66725	
Local Office			
Name:	Chris Walters	Phone number:	918-438-2800
Title:	Vice President	Email address:	cwalters@heavycontractors.com
Business address of local office:		14149 E. Admiral Plaza Tulsa, OK 74116	

1.02 Provide information on the Business's organizational structure:

Form of Business:	☐ Sole Proprietorship ☐ Partnership ☒ Corporation		
☐ Limited Liability Company ☐ Joint Venture comprised of the following companies:			
1.			
2.			
3.			
Provide a separate Qualification Statement for each Joint Venturer.			
Date Business was formed:	1993	State in which Business was formed:	KS
Is this Business authorized to operate in the Project location?		☒ Yes ☐ No ☐ Pending	

1.03 Identify all businesses that own Business in whole or in part (25% or greater), or that are wholly or partly (25% or greater) owned by Business:

Name of business:	N/A	Affiliation:	
Address:			
Name of business:		Affiliation:	
Address:			
Name of business:		Affiliation:	
Address:			

- 1.04 Provide information regarding the Business's officers, partners, and limits of authority.

Name:	Dan Thompson	Title:	President
Authorized to sign contracts:	☒ Yes ☐ No	Limit of Authority:	\$ Unlimited
Name:	Chris Walters	Title:	Vice President
Authorized to sign contracts:	☒ Yes ☐ No	Limit of Authority:	\$ Unlimited
Name:	Mark Sell	Title:	Executive Chairman
Authorized to sign contracts:	☒ Yes ☐ No	Limit of Authority:	\$ Unlimited
Name:		Title:	

ARTICLE 2—LICENSING

- 2.01 Provide information regarding licensure for Business:

Name of License:	N/A		
Licensing Agency:			
License No:		Expiration Date:	
Name of License:			
Licensing Agency:			
License No:		Expiration Date:	

ARTICLE 3—DIVERSE BUSINESS CERTIFICATIONS

- 3.01 Provide information regarding Business's Diverse Business Certification, if any. Provide evidence of current certification.

Certification	Certifying Agency	Certification Date
☐ Disadvantaged Business Enterprise	N/A	
☐ Minority Business Enterprise		
☐ Woman-Owned Business Enterprise		
☐ Small Business Enterprise		
☐ Disabled Business Enterprise		
☐ Veteran-Owned Business Enterprise		
☐ Service-Disabled Veteran-Owned Business		
☐ HUBZone Business (Historically Underutilized) Business		
☐ Other		
☐ None		

ARTICLE 4—SAFETY

4.01 Provide information regarding Business's safety organization and safety performance.

Name of Business's Safety Officer:	Doug Westervelt	
Safety Certifications		
Certification Name	Issuing Agency	Expiration
Resume attached		

4.02 Provide Worker's Compensation Insurance Experience Modification Rate (EMR), Total Recordable Frequency Rate (TRFR) for incidents, and Total Number of Recorded Manhours (MH) for the last 3 years and the EMR, TRFR, and MH history for the last 3 years of any proposed Subcontractor(s) that will provide Work valued at 10% or more of the Contract Price. Provide documentation of the EMR history for Business and Subcontractor(s).

Year	2024			2023			2022		
Company	EMR	TRFR	MH	EMR	TRFR	MH	EMR	TRFR	MH
	.60	1.14	11,048,896	.79	.87	921,880	.79	1.22	820,253

ARTICLE 5—FINANCIAL

5.01 Provide information regarding the Business's financial stability. Provide the most recent audited financial statement, and if such audited financial statement is not current, also provide the most current financial statement.

Financial Institution:	Crossfirst Bank		
Business address:	11225 College Blvd. Ste 150 Overland Park, KS 66210		
Date of Business's most recent financial statement:	7/31/24	☒	Attached
Date of Business's most recent audited financial statement:	7/31/24	☒	Attached
Financial indicators from the most recent financial statement			
Contractor's Current Ratio (Current Assets ÷ Current Liabilities)			1.68
Contractor's Quick Ratio ((Cash and Cash Equivalents + Accounts Receivable + Short Term Investments) ÷ Current Liabilities)			.77

ARTICLE 6—SURETY INFORMATION

- 6.01 Provide information regarding the surety company that will issue required bonds on behalf of the Business, including but not limited to performance and payment bonds.

Surety Name:	Fidelity & Deposit Co. of Maryland		
Surety is a corporation organized and existing under the laws of the state of:	Illinois		
Is surety authorized to provide surety bonds in the Project location?	☒ Yes ☐ No		
Is surety listed in "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" published in Department Circular 570 (as amended) by the Bureau of the Fiscal Service, U.S. Department of the Treasury?	☒ Yes ☐ No		
Mailing Address (principal place of business):	1299 Zurich Way 10th Floor Schaumburg, IL 60196		
Physical Address (principal place of business):	Same as above		
Phone (main):	913.982.3650	Phone (claims):	

ARTICLE 7—INSURANCE

- 7.01 Provide information regarding Business's insurance company(s), including but not limited to its Commercial General Liability carrier. Provide information for each provider.

Name of insurance provider, and type of policy (CLE, auto, etc.):			
Insurance Provider	Type of Policy (Coverage Provided)		
Hartford Insurance	General Liability, Auto Liability,		
7400 College Blvd. Ste 500	Worker's Comp., Umbrella		
Overland Park, KS 66210	Liability		
Are providers licensed or authorized to issue policies in the Project location?	☒ Yes ☐ No		
Does provider have an A.M. Best Rating of A-VII or better?	☒ Yes ☐ No		
Mailing Address (principal place of business):	7400 College Blvd. Ste 500 Overland Park, KS 66210		
Physical Address (principal place of business):	Same as above		
Phone (main):	913.693.2969	Phone (claims):	

ARTICLE 8—CONSTRUCTION EXPERIENCE

8.01 Provide information that will identify the overall size and capacity of the Business.

Average number of current full-time employees:	500+
Estimate of revenue for the current year:	\$ 313 M
Estimate of revenue for the previous year:	\$ 263 M

8.02 Provide information regarding the Business's previous contracting experience.

Years of experience with projects like the proposed project:		
As a general contractor:	32	As a joint venturer:
Has Business, or a predecessor in interest, or an affiliate identified in Paragraph 1.03:		
Been disqualified as a bidder by any local, state, or federal agency within the last 5 years? ☐ Yes ☒ No		
Been barred from contracting by any local, state, or federal agency within the last 5 years? ☐ Yes ☒ No		
Been released from a bid in the past 5 years? ☐ Yes ☒ No		
Defaulted on a project or failed to complete any contract awarded to it? ☐ Yes ☒ No		
Refused to construct or refused to provide materials defined in the contract documents or in a change order? ☐ Yes ☒ No		
Been a party to any currently pending litigation or arbitration? ☐ Yes ☒ No		
Provide full details in a separate attachment if the response to any of these questions is Yes.		

8.03 List all projects currently under contract in Schedule A and provide indicated information.

8.04 List a minimum of three and a maximum of six projects completed in the last 5 years in Schedule B and provide indicated information to demonstrate the Business's experience with projects similar in type and cost of construction.

8.05 In Schedule C, provide information on key individuals whom Business intends to assign to the Project. Provide resumes for those individuals included in Schedule C. Key individuals include the Project Manager, Project Superintendent, Quality Manager, and Safety Manager. Resumes may be provided for Business's key leaders as well.

ARTICLE 9—REQUIRED ATTACHMENTS

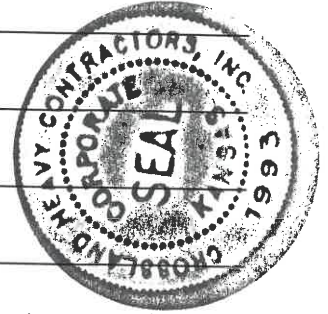
9.01 Provide the following information with the Statement of Qualifications:

- A. If Business is a Joint Venture, separate Qualifications Statements for each Joint Venturer, as required in Paragraph 1.02.
- B. Diverse Business Certifications if required by Paragraph 3.01.
- C. Certification of Business's safety performance if required by Paragraph 4.02.
- D. Financial statements as required by Paragraph 5.01.

- E. Attachments providing additional information as required by Paragraph 8.02.
- F. Schedule A (Current Projects) as required by Paragraph 8.03.
- G. Schedule B (Previous Experience with Similar Projects) as required by Paragraph 8.04.
- H. Schedule C (Key Individuals) and resumes for the key individuals listed, as required by Paragraph 8.05.
- I. Additional items as pertinent.

This Statement of Qualifications is offered by:

Business: Crossland Heavy Contractors
(typed or printed name of organization)
By: [Signature]
(individual's signature)
Name: Mark Sell
(typed or printed)
Title: Executive Chairman
(typed or printed)
Date: 10/21/25
(date signed)



(If Business is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: [Signature]
(individual's signature)
Name: Amy Harlos
(typed or printed)
Title: Estimating Admn. Assistant
(typed or printed)

Address for giving notices:
501 SE Avenue
Columbus KS 66725

Designated Representative:
Name: Matl Standlee
(typed or printed)
Title: Estimator
(typed or printed)

Address: 501 SE Avenue
Columbus KS 66725
Phone: 620-429-1410
Email: mstandlee@heavycontractors.com

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Schedule A—Current Projects

Name of Organization	Crossland Heavy Contractors			
Project Owner	City of OK City Water Utilities	Project Name	South Canadian WWTP Improvements	
General Description of Project	Upgrade to WWTP, new headworks, aeration basin, grit facility, 2 clarifiers			
Project Cost	\$ 213,851,000	Date Project	11/5/2027	
Key Project Personnel	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager
Name	Jason Smith	Chip Wolken	Doug Westervelt	Doug Spear
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)				
	Name	Title/Position	Organization	Telephone
Owner	Jay Kotey		City of OKC Water	405-297-2833
Designer	Michael Graves	Engineer	CP&Y, Inc.	539-215-5916
Construction Manager	Chris Walters	Division Manager	CHC	918-438-2800
				c.walters@heavycontractors.com

Project Owner	City of Glenpool OK			
General Description of Project	demolish existing plant & reconstruct new facility			
Project Cost	\$ 58,809,985	Date Project	4/2/2027	
Key Project Personnel	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager
Name	Jason Smith	Jeremy Bernstein	Doug Westervelt	Doug Spear
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)				
	Name	Title/Position	Organization	Telephone
Owner	David Abbetunsin		City of Glenpool	918-322-5442
Designer	Cole Niblett	Engineer	Garver, LLC	405-928-7555
Construction Manager	Chris Walters	Division Manager	CHC	918-438-2800

Project Owner	City of Bentonville AR			
General Description of Project	expansion of existing WWTP			
Project Cost	\$ 97,657,916	Date Project	7/20/2029	
Key Project Personnel	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager
Name	Tyler Wilburn	Matthew Hardin	Doug Westervelt	Doug Spear
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)				

Muskogee Wastewater Treatment Plant Improvements
Muskogee, Oklahoma

Olsson Project 021-00792

	Name	Title/Position	Organization	Telephone	Email
Owner	Chris Earl		City of Bentonville	479-696-0273	chrisee.bentonville@ar.com
Designer	Brett Peters	Engineer	Hawkins-Weir Eng.	479-455-2206	brett.peters@hawkins-weir.com
Construction Manager	Ron Edmond	Division Manager	CHC	479-464-7077	redmond@hwycontractors.com

Schedule B—Previous Experience with Similar Projects

Name of Organization	Crossland Heavy Contractors	Project Name	Springdale Water Utilities WWTP Imp. Phase 1
Project Owner	City of Springdale Water & Sewer	Date Project	2/25/2025
General Description of Project	inflow pump imp, clarifier imp, construction of new RAS - WAS pump station	Safety Manager	Doug Westervelt
Project Cost	\$ 51,394,137	Quality Control Manager	Doug Spear
Key Project Personnel	Ron Edmond		
Name	Donnie Jones		
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)			
	Name	Title/Position	Organization
Owner	Rick Pulvirenti		Springdale Water & Sewer
Designer	Chris Burton	Engineer	Garver, LLC
Construction Manager	Dan Thompson	Division Manager	CHC
		Telephone	Email
		479-751-5751	rpulvirenti@springdalewater.com
		479-527-9100	crburton@garverusa.com
		479-464-7077	dthompson@heavycontractors.com

Project Owner	Edmond Public Works Authority	Project Name	Arcadia Lake WTP Residuals Handling
General Description of Project	Construction of thickened pump station	Date Project	8/3/2022
Project Cost	\$ 38,174,538	Safety Manager	
Key Project Personnel	Mitch Ralston	Quality Control Manager	Doug Spear
Name	Andrew Spencer		
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)			
	Name	Title/Position	Organization
Owner	Keith Stewart		Edmond Public Works
Designer	Tom Crowley	Engineer	Carollo Engineers
Construction Manager	Justin Lillie	Division Manager	CHC
		Telephone	Email
		405-210-7770	Keith.Stewart@edmondok.com
		816-682-2233	tcrowley@carollo.com
		405-748-5043	jillie@heavycontractors.com

Project Owner	Owasso Public Works Authority	Project Name	Owasso WWTP and Main LS
General Description of Project	Construction of new aeration basin, blower bldg, digester, headworks	Date Project	2/15/2023
Project Cost	\$ 21,187,879	Safety Manager	
Key Project Personnel	Jason Smith	Quality Control Manager	Doug Spear
Name	Rick Stevens		

Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)				
	Name	Title/Position	Organization	Telephone
Owner	Travis Blundell		Olsson Public Works	918.376.1500
Designer	Michael Grayes	Engineer	CP&Y	529.215.5996
Construction Manager	Chris Walters	Division Manager	CHC	918.438.2800

tblundelle@cityofwaco.com
mgraves@cpi.com
c.walterse@heavycontractors.com

Schedule C—Key Individuals

Project Manager			
Name of individual		Jason Smith	
Years of experience as project manager		13 Years	
Years of experience with this organization		16 Years	
Number of similar projects as project manager		60 +	
Number of similar projects in other positions		5	
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
South Canadian WWTP Improvements		30%	01/2027
Glenpool WWTP		25%	04/2027
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name	David Agbetunsin	Name	Tim Robins
Title/Position	Project Manager	Title/Position	Utility Director
Organization	City of Glenpool	Organization	City of Broken Arrow
Telephone	405.402.9053	Telephone	908.259.7000 x. 7375
Email	dagbetunsin@cityofglenpool.com	Email	trobins@brokenarrowok.gov
Project	Glenpool WWTP Impr.	Project	All Broken Arrow Projects
Candidate's role on project	Project Manager	Candidate's role on project	Project Manager
Project Superintendent			
Name of individual		Justin Hill	
Years of experience as project superintendent		7 Years	
Years of experience with this organization		10 Years	
Number of similar projects as project superintendent		5	
Number of similar projects in other positions		3	
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
Okemah Water Plant		100%	06/2026
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name	Richard Taylor	Name	Eric Stokes
Title/Position	Project Manager	Title/Position	Lead Inspector
Organization	STV Engineering	Organization	Wall Engineering
Telephone	405.596.2342	Telephone	918.908.0288
Email	Rtaylor@cpyi.com	Email	Eric@wallengineering.com
Project	South Canadian WWTP	Project	Okemah Water Plant
Candidate's role on project	Project Superintendent	Candidate's role on project	Project Superintendent

Safety Manager			
Name of individual		Andrew Teel	
Years of experience as project manager		7 Years	
Years of experience with this organization		7 Years	
Number of similar projects as project manager		75+	
Number of similar projects in other positions		75+	
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
South Canadian WWTP Improvements		5%	01/2027
Glenpool WWTP		5%	04/2027
Okemah Water Plant		5%	06/2026
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name	Joey Griffith	Name	Doug Swann
Title/Position	Safety Consultant	Title/Position	Risk Manager
Organization	OSHA - State of Oklahoma	Organization	IMA Corp
Telephone	405.402.9053	Telephone	
Email	Joey.Griffith@labor.ok.gov	Email	Doug.swann@imacorp.com
Project	Various Oklahoma Projects	Project	All Projects
Candidate's role on project	Safety Manager	Candidate's role on project	Safety Manager
Quality Control Manager			
Name of individual		Doug Spear	
Years of experience as project superintendent		7 Years	
Years of experience with this organization		20 Years	
Number of similar projects as project superintendent		Multiple	
Number of similar projects in other positions		Multiple	
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
AISC Certification		5-10%	Ongoing
PCI Certification		5%	Ongoing
Multiple Projects		20%	Ongoing
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name	Randy Milbourn	Name	Nate Kirk
Title/Position	3rd Party B. Envelope	Title/Position	Sr. Project Manager
Organization	IWB	Organization	Crossland Construction
Telephone	913.238.2068	Telephone	620.429.1414
Email	randy@iwb-kc.com	Email	nkirk@crossland.com
Project	Multiple	Project	Multiple
Candidate's role on project	Director of Quality Assurance	Candidate's role on project	Director of Quality Assurance

CROSSLAND

HEAVY CONTRACTORS

14149 E. Admiral Pl
Tulsa, Ok 74116
Tel 918-438-2800
Fax 918-438-2801

Article 7 – Insurance

Insurance Provider – Type of Policy Insurance Provider

Hartford Fire Insurance Company – GL

Hartford Fire Insurance Company – Auto

Hartford Insurance Company of the Southeast – WC

Twin City Fire Insurance Company – Umbrella

Atlantic Specialty Insurance Company – Builders Risk / Installation Floater

Yes – providers licensed or authorized to issue policies in the project location.

Yes – providers have an AM Best Rating of A-VII or better.

GL, AU, WC, UMB - Hartford Physical Address: 7400 College Blvd, Suite 500, Overland Park, KS 66210

GL, AU, WC, UMB - Hartford Mailing Address: 7400 College Blvd, Suite 500, Overland Park, KS 66210

GL, AU, WC, UMB - Phone : 316-618-3743



MEMO

To: Muskogee Municipal Authority
From: Morgan Wilkerson
Date: October 20, 2025
Contractor: Crossland Heavy Contractors, Inc.
Subject: Workers' Compensation
NCCI Experience Modification History

We are providing the Workers' Compensation history for Crossland Heavy Contractors, Inc. NCCI Experience Modification as follows:

4/30/25 - .59

4/30/24 - .59

4/30/23 - .69

Should you require any additional information, please don't hesitate to contact us.

Sincerely,

A handwritten signature in blue ink that reads "Morgan Wilkerson". The signature is written in a cursive, flowing style.

Morgan Wilkerson
Account Executive
IMA, Inc.

2024

AUDIT REPORT

CROSSLAND

HEAVY CONTRACTORS

AB Jewell Clarifier No. 3
Tulsa, OK



www.heavycontractors.com



INDEPENDENT AUDITORS' REPORT ON ADDITIONAL INFORMATION

To the Board of Directors and Stockholders
Crossland Heavy Contractors, Inc.
Columbus, Kansas

We have audited the consolidated financial statements of Crossland Heavy Contractors, Inc. and subsidiary as of and for the years ended July 31, 2024 and 2023, and have issued our report thereon dated October 8, 2024, which contained an unmodified opinion on those consolidated financial statements. Our audits were performed for the purpose of forming an opinion on the consolidated financial statements as a whole. We have not performed any procedures with respect to the audited consolidated financial statements subsequent to October 8, 2024.

The Schedule 1 - summarized consolidated balance sheets and Schedule 2 - summarized consolidated statements of operations as of and for the years ended July 31, 2024 and 2023 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information as of and for the years ended July 31, 2024 and 2023 is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

BT & Co., P.A.

October 8, 2024
Topeka, Kansas

CROSSLAND HEAVY CONTRACTORS, INC.
and subsidiary

SCHEDULE 1 - SUMMARIZED CONSOLIDATED BALANCE SHEETS

	July 31,	
	2024	2023
<u>ASSETS</u>		
Current assets:		
Cash and cash equivalents	\$ 49,348,470	\$ 31,839,257
Marketable securities	17,115,393	14,961,190
Contract receivables	66,953,022	48,152,168
Contract assets/costs and estimated earnings in excess of billings on contracts in progress	10,819,063	10,054,514
Other current assets	2,700,033	1,153,098
Total current assets	146,935,981	106,160,227
Property and equipment, at cost:		
Property and equipment	47,650,608	40,159,896
Less accumulated depreciation	(22,457,487)	(20,831,361)
Net property and equipment	25,193,121	19,328,535
Other assets	334,339	313,693
Total assets	\$ 172,463,441	\$ 125,802,455
<u>LIABILITIES AND STOCKHOLDERS' EQUITY</u>		
Current liabilities:		
Current portion of long-term debt	\$ 4,178,660	\$ 1,988,080
Accounts and contracts payable	54,951,996	40,807,610
Accrued expenses	6,632,082	5,619,883
Contract liabilities/amounts billed in excess of costs and estimated earnings on contracts in progress	20,367,016	13,979,718
Other current liabilities	1,091,725	361,145
Total current liabilities	87,221,479	62,756,436
Noncurrent liabilities	23,631,074	15,643,095
Total liabilities	110,852,553	78,399,531
Stockholders' equity:	61,610,888	47,402,924
Total liabilities and stockholders' equity	\$ 172,463,441	\$ 125,802,455

CROSSLAND HEAVY CONTRACTORS, INC.
and subsidiary

SCHEDULE 2 - SUMMARIZED STATEMENTS OF OPERATIONS

	Years ended July 31,	
	2024	2023
Earnings from construction:		
Revenue earned	\$ 297,628,547	\$ 263,141,143
Costs of construction	(263,647,527)	(238,533,443)
Gross earnings	33,981,020	24,607,700
General and administrative expenses	(12,542,297)	(9,480,437)
Income from operations before discretionary expenses	21,438,723	15,127,263
Discretionary expenses	(6,591,719)	(4,809,194)
Income from operations	14,847,004	10,318,069
Other income	4,824,003	3,567,754
Income taxes	(4,790,871)	(3,698,858)
Net income before minority interest in subsidiary	14,880,136	10,186,965
Minority interest in subsidiary	88,426	-
Net income	\$ 14,968,562	\$ 10,186,965



MARK SELL

Chairman of the Board

CONTACT



msell@heavycontractors.com



620-429-1414

YEARS OF EXPERIENCE

41 Years

EDUCATION

Bachelor of Science
Construction Science
Kansas State University

CERTIFICATIONS

HAZCOM-GHS Training
Smith Driving Certification

Mark Sell is one of Crossland Construction's greatest assets, and has been with Crossland Heavy from its inception in 1993. Mark was hired to develop Crossland Heavy from the ground up, and serves as Chairman of the Board. Today, Crossland Heavy is an industry leader in civil construction projects, ranging from bridge and roadwork to water and wastewater treatment plants, site utilities, and pipework. Mark received his Bachelor of Science degree in Construction Science from Kansas State University. With over 40 years of experience, Mark will be there to ensure that every aspect of the construction process is pursued in the most cost-effective and professional manner.

WORK EXPERIENCE

Crossland Heavy Contractors, Columbus, KS 1993 - Present

Co-founded Crossland Heavy Contractors to pursue civil oriented projects including bridge work, water and wastewater treatment facilities, site utilities and pipe work.

Peter Kiewit Sons, Inc., Omaha, NE 1982-1993

Work history included numerous road and bridge projects throughout the Midwest. River intake pump station, sheet pile river weir across Kansas River. Subway renovation and light commuter rail projects in Chicago. Lock and Dam #16 renovation in Muscatine, Iowa.



DAN THOMPSON

President

CONTACT



dthompson@heavycontractors.com



479-366-1637

YEARS OF EXPERIENCE

27 Years

EDUCATION

Bachelor of Science
Construction Engineering & Technology
Pittsburg State University

CERTIFICATIONS

OSHA 10 Hour
Smith Driving Certified

INDUSTRY + CIVIC INVOLVEMENT

Springdale Rotary Club

As President of the Company and Manager of the Arkansas Division, Dan Thompson is responsible for supervising all management personnel based and operating within the Arkansas Division. He directly oversees all projects in his region, providing input and executive authorization. He actively maintains relationships with each of Crossland Heavy's valued partners and seeks out ways in which the company can serve them better.

Dan is an extremely active and involved Division Manager and offers guidance and direction throughout the life of each of his Division's projects. Dan oversees each project's budget and schedule, ensuring that Crossland Heavy is doing everything possible to meet or exceed our Owners' expectations. He offers input and guidance as necessary to help each project reach a timely and cost-efficient completion. A known problem solver, Dan maintains a keen focus on success, doing whatever he can to make our partners successful.

PROJECT EXPERIENCE *partial list*

Design-Build Projects:

- Davidson WWTP, Hot Springs, AR, \$4.6M
- Tyson WWTP, Green Forest, AR \$3.3M
- Decatur WWTP MBR Expansion, Decatur, AR, \$9.6M
- RWU Train 2 Rehabilitation, Rogers, AR, \$4.6M

CMAR Projects:

- BWD FTW & Solids Processing Impr., Lowell, AR, \$4M
- WOKA Whitewater Park, Watts, OK, \$30M
- Mid-Town Corridor, Fayetteville, AR, \$14.5M
- RWU Solids Handling Facility Ph 1, Rogers, AR, \$7.8M
- Hochatown Off-site Improvements, Hochatown, OK, \$30M

Design-Bid-Build Projects:

- PWWSD No. 23 WTP, Fredonia, KS, \$21.3M
- Beaver Water Treatment Plant, Lowell, AR, \$26.2M
- River Intake & Dam Investigation, Fort Scott, KS, \$2M
- Tyson WWTP Renovation, Springdale, AR, \$2.6M



CHRIS WALTERS

Vice President

CONTACT



cwalters@heavycontractors.com



918-438-2800

YEARS OF EXPERIENCE

18 Years

EDUCATION

Bachelor of Science
Construction Management Technology
Oklahoma State University

CERTIFICATIONS

Class D Waterworks
Class D Wastewater Operator
AGC of America Construction Project
Management Course
Competent Person
Confined Space
Trenching & Excavation Certified
P6 Scheduling

As our Vice President and Division Manager of Tulsa, Chris Walters is responsible for supervising all management personnel based and operating within the Oklahoma Region. He directly oversees all projects in his region, providing input and executive authorization.

Chris is an extremely active and involved Vice President and Division Manager, and will offer guidance and direction throughout the life of your project. During the Pre-Construction Phase, Chris will oversee your project's budget and schedule creation. During the Construction Phase, he will observe your project's production rates and progression, offering input and guidance as necessary to help your project reach a timely and cost-efficient completion. A known problem solver, Chris maintains a keen focus on your project's schedule and budget.

PROJECT EXPERIENCE *partial list*

- Lake Hefner WTP Expansion, Oklahoma City, OK, \$49M
- Coweta WTF Process Improvements, City of Coweta, \$9.8M
- AB Jewell WTP Clarifier Imp., Tulsa, OK, \$5.8M
- AB Jewell Clarifier No. 2 Imp., Tulsa, OK, \$8.9M
- AB Jewell Clarifier No. 3 Imp., Tulsa, OK, \$12.7M
- COT NA Zone 3011, Tulsa, OK, \$7.6M
- Northside WWTP Anaerobic Digester Imp., Tulsa, OK, \$3.7M
- Haikey Creek WWTP Improv. Sludge Thick., Tulsa, OK, 2.7M
- Southside WWTP Odor Control Improv. Project, Tulsa, OK, 2.5M
- Southfork Joe Creek Channel Improv. Project, Tulsa, OK, \$13M
- 15th St. Arterial St. Rehab, Tulsa, OK, \$5.7M
- COT Peoria Bus Stops, Tulsa, OK, \$5.1M



ERICK LOWE, ASSOC. DBIA

Project Executive

CONTACT



elowe@heavycontractors.com



913-449-3267

YEARS OF EXPERIENCE

11 Years

EDUCATION

Bachelor of Science
Construction Management
Pittsburg State University

CERTIFICATIONS

OSHA 30 Hour
Smith Driving Certified
Leadership Training
Rebar Cages - Safe Lifting and
Handling
FMI Project Management Training

Your Advocate throughout your Project

As Manager of the Kansas City Division, Erick leads a team of construction professionals who specialize in water & wastewater projects. Erick is incredibly passionate about projects that make a big impact on a community. He understands the challenges we will likely face together and proactively plans to mitigate them. He will advocate for you to make sure we deliver a safe, reliable, high quality project that will serve you for years to come. Erick actively maintains relationships with each of Crossland Heavy's valued partners and seeks out ways in which we can serve them better.

Erick is an extremely active and involved Division Manager and offers guidance and direction throughout the life of each of his Division's projects. Erick oversees each project's budget and schedule, ensuring that CHC is doing everything possible to meet or exceed our Owners' expectations. He offers input and guidance as necessary to help each project reach a timely and cost-efficient completion. A known problem solver, Erick maintains a keen focus on making our partners successful.

PROJECT EXPERIENCE *partial list*

CMAR Projects:

- Olathe WTP No. 2, Olathe, KS, \$17.2M
- Vertical Wells Impr. Ph 1 & 2, Olathe, KS, \$10M

Design-Bid-Build Projects:

- Hedge Lane PS & Reservoir, Olathe, KS, \$21.2M
- PWWSD #25 WTP, Lawrence, KS, \$9.2M
- Louisburg WWTP Impr., Louisburg, KS, \$11.1M
- Clinton WTP Taste & Odor, Lawrence, KS, \$3.9M
- Nall Ave Pump Station & Rsvr, Leawood, KS, \$9.1M
- Turkey Creek Pump Station Impr., Mission, KS, \$5.1M
- Wolcott WTP Generator Facility, Kansas City, KS, \$9M
- S. Wellfield PWSW No. 13, Leavenworth, KS, \$3.1M
- Oread & Kasold Bstr Pump Stns, Lawrence, KS, \$4.3M
- Blackbob Pump Station Repairs, Olathe, KS, \$434k
- JCW Electrical Impr., Overland Park, KS, \$5.1M
- South Lift Station Storage Tank, Gardner, KS, \$1.9M



JUSTIN LILLIE

Division Manager - Oklahoma City

CONTACT



jllillie@heavycontractors.com



918-384-8208

YEARS OF EXPERIENCE

22 Years

EDUCATION

Bachelor of Science
Construction Management
Oklahoma State University

CERTIFICATIONS

Smith Driving Certification
OSHA 30 Hour

As Division Manager of the Oklahoma City Division, Justin Lillie is responsible for supervising all management personnel based and operating within the Oklahoma City Region. He directly oversees all projects in his region, providing input and executive authorization.

Justin is an extremely active and involved Project Executive and will offer guidance and direction throughout your project. During the preconstruction phase, Justin will oversee your project's budget and schedule creation. During the construction phase, he will observe your project's production rates and progression, offering input and guidance when necessary to help your project reach a timely and cost-efficient completion. A known problem solver, Justin will maintain a keen focus on your project's schedule and budget.

PROJECT EXPERIENCE *partial list*

- Arcadia Lake WTP Hdlg. & Imp., Edmond, OK, \$38.17M
- 61st and Memorial Arterial St, Tulsa, OK, \$5.89M
- Non-Arterial Street Rehab Zone 2065C, Tulsa, OK, \$5.46M
- Hefner WTP Electrical Loop, Oklahoma City, OK, \$6.1M
- 5th Street Extension, Tulsa, OK, \$5.95M
- Arcadia Trail, Edmond, OK, \$9.8M
- Haikey Creek WWTP Eq. Imp., Broken Arrow, OK, \$9.2M
- Harvard Ave 51st to 61st, Tulsa, OK, \$4.47M
- Britton Road, The Village, OK, \$5.4M
- FedEx Ground OKC, OK, \$2.31M
- 36th St N and Lewis Ave, Tulsa, OK, \$7.54M
- Fred Creek IV Sleepy Hollow, Tulsa, OK, \$3.24M
- Covell Road, Edmond, OK, \$9.8M
- Ada Main Street Improvements, Ada, OK, \$7.49M
- Cotton County RWD No. 2 WTP, Cache, OK, \$5.38M
- Joe Creek 61st Street Sanitary Sewer, Tulsa, OK, \$4.26M
- Edmond Trails Ped. Imp., Edmond, OK, \$3.5M
- Downt Streetscape & Drain. Impr., Edmond, OK, \$2.17M



DOUG WESTERVELT

Corporate Safety Director

CONTACT



dwestervelt@crossland.com



417-437-4376

YEARS OF EXPERIENCE

22 Years

CIVIC INVOLVEMENT

American Society of Safety Engineers

Pittsburg State University Safety
Committee

Center Christian Church Elder and Board
Chairman

Doug Westervelt has been part of the Crossland Team for over 22 years, having served as our Corporate Safety Director for the last 19 years. As Corporate Safety Director, Doug is ultimately responsible for Crossland's adherence to all OSHA regulations, as well as for our adherence to all Department of Transportation regulations.

Doug oversees Crossland Safety company-wide. He trains and monitors all jobsite safety personnel, and visits all Crossland sites.

- Oversees adherence to OSHA regulations
- Oversees DOT operations, including training and adherence to DOT regulations.
- Implements and maintains the company's STOP Safety Program
- Implements and maintains the company's Drive to Zero Campaign
- Teaches 10 hour and 30 hour OSHA classes
- Proctors NCCER/NACB crane certification exams

CERTIFICATIONS *partial list*

- Certified Safety Professional
- NCCER Construction Site Safety Master
- AGC Safety Management Program
- U.S. Army Imagery Analyst
- U.S. Army Leadership Certified
- Liberty Mutual Decision Driving Institute
- Liberty Mutual Construction Safety Management Program
- NUCA Confined Space and Excavation Program
- FMI Safety Management
- OSHA Outreach Training Program
- NCCER Train-the-Trainer Course
- DBI SALA Fall Protection Course
- NCCER/NACB Crane Practical Examiner
- Scaffold Training Institute



DOUG SPEAR

Director of Quality Assurance

CONTACT



dspear@crossland.com



620-704-7128

YEARS OF EXPERIENCE

19 Years

CERTIFICATIONS

ATSSA Flagger Certification
BEC-2- Building Envelope Trained
BET-1-Building Envelope Trained
Confined Space Certified
Construction Health & Safety Tech
Craft Instructor
MBI Certification
Mentor Training & ICTP
Smith Driving Trainer Certification

INDUSTRIAL & CIVIC INVOLVEMENT

Columbus Community Ballfields,
President

Babe Ruth/Cal Ripken Baseball
Assistant District Commissioner

Eastern Kansas Senior Babe Ruth
League, President

Doug began his Crossland career in 2004 as Operations Coordinator for the Steel Division. Under his direction, Crossland achieved AISC certification for our structural steel projects. Doug then served as Safety Coordinator. In addition to his Safety Department duties, he maintained the company's AISC certification and acquired PCI certification for our Precast Division.

In his role as Director of Quality Assurance, Doug has structured and developed a team to ensure our processes are meeting the highest of standards. He will educate and empower his department personnel so they are fully prepared to meet established goals.

QUALITY AND SAFETY CERTIFICATIONS partial list

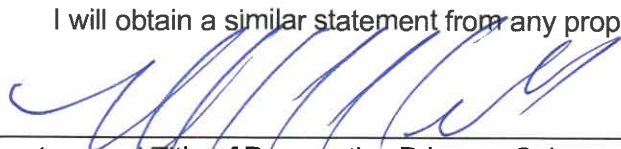
- PCI Management Representative
- AISC Management Representative
- Certified Construction Health and Safety Tech
- Smith Driving Certification
- KCS Roadway OTS Certification
- Flagger Certification
- Curriculum Performance Evaluation
- Curriculum Proctor
- Craft Instructor
- ATSSA Instructor
- MBI Certification
- OSHA 30 Hour
- OSHA 10 Hour
- Confined Space
- Certified Forklift Operator
- Steel Erection Safety
- Purlin Glide Fall Protection System
- Trenching/Excavation Training
- OSHA 500 Trainer Course
- Scaffolding Competent Person
- IMA Competent Person
- OSHA 24 Hour HAZWOPER
- 40 Hour HAZWOPER
- Qualified Steel Inspector
- ACI Tilt-Up Technician

PROSPECTIVE PRIME CONTRACTOR'S
(BIDDER) STATEMENT ABOUT
EQUAL OPPORTUNITY CLAUSE

☒ I have participated in previous contract(s) or subcontract(s) subject to the equal opportunity clause under Executive Orders 11246 and 11375 or preceding Executive Orders 10925 and 11114. I have filed all reports due under the requirements contained in 40 CFR, Part C, 8.11.

☐ I have not participated in previous contract(s) subject to the equal opportunity clause under Executive Orders 11246 and 11375 or preceding Executive Orders 10925 and 11114.

☐ I will obtain a similar statement from any proposed subcontractor(s), when appropriate.


(Signature and Title of Prospective Prime or Subcontractor's Representative)

Mark Sell, Executive Chairman
(Printed or typed Name and Title of Prospective Prime or Subcontractor's Representative)

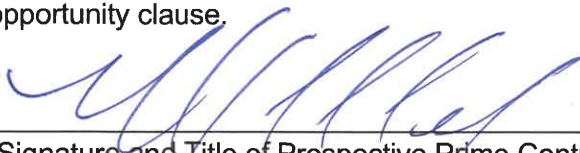
Crossland Heavy Contractors
501 SE Avenue
Columbus KS 66725

(Name and address of Prospective Prime or Subcontractor)



PROSPECTIVE PRIME CONTRACTOR'S
(BIDDER) CERTIFICATION OF
NONSEGREGATED FACILITIES

I hereby certify that I do not and will not maintain any facilities provided for my employees in a segregated manner, or permit my employees to perform their services at any location under my control where segregated facilities are maintained; and that I will obtain a similar certification prior to the award of any subcontract exceeding \$10,000 which is not exempted from the equal opportunity clause.



(Signature and Title of Prospective Prime Contractor's Representative)

Mark Sell, Executive Chairman

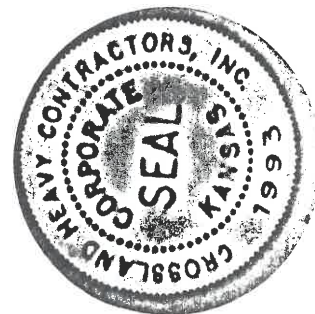
(Printed or typed Name and Title of Prospective Prime Contractor's Representative)

Crossland Heavy Contractors

501 SE Avenue

Columbus KS 66725

(Name and address of Prospective Prime Contractor)



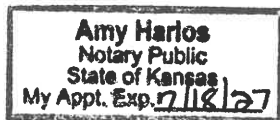
NONCOLLUSION AFFIDAVIT

STATE OF Kansas) ss.
COUNTY OF Cherokee)

Mark Sell, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any government official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any government official concerning exchange of money or other value for special consideration in the letting of a contract; that the bidder/contractor had not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Muskogee, OK (or other entity) any money or other thing of value, either directly or indirectly in the procurement of a contract or pursuant to this bid.

Mark Sell, Executive Chairman

Subscribed and sworn to before me this 29th day of Sept., 2008 25 ah



Amy Harlos
Notary Public

My Commission Expires: 7/18/27



BUSINESS RELATIONSHIPS AFFIDAVIT

STATE OF Kansas) ss.

COUNTY OF Cherokee)

Mark Sell, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

None.

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

None.

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

None.

(If none of the business relationships herein above mentioned exists, affiant should so state.)

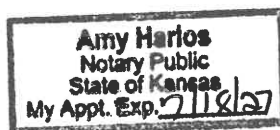
Affiant's Signature:

Mark Sell, Executive Chairman

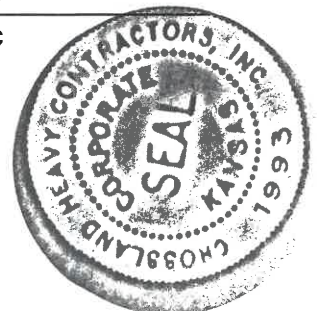
Subscribed and sworn to before me this 29th day of Sept., 2008 25 ah

My Commission Expires:

7/18/27



Amy Harlos
Notary Public



ANTI-COLLUSION STATEMENT

STATE OF Kansas

CITY/COUNTY OF Cherokee

Mark Sell

_____ being first duly sworn, deposes and says that he is

Executive Chairman
Title of Person Signing

of Crossland Heavy Contractors

Crossland Heavy Contractors
Name of Bidder

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

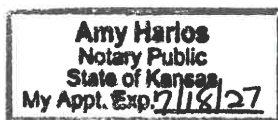
Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

BY [Signature]
Mark Sell, Executive Chairman

BY _____

BY _____

SWORN to before me this 25th day of Sept. 2020 ah



[Signature]
Notary Public



My Commission Expires 7/18/27

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Danielle Pierce

From: Amy Harlos
Sent: Thursday, October 9, 2025 1:49 PM
To: Danielle Pierce; Chris Walters
Subject: FW: Muskogee Prequalification Application

Hi there! This is the email chain confirming the receipt of our PreQualification packet to the City of Muskogee. Danielle, will you please print out and put with the bid packet? Thanks!

CROSSLAND HEAVY CONTRACTORS

Amy Harlos
Estimating Administrative Assistant
501 S East Avenue
Columbus, KS 66725

t: 620-429-9234 c: 620-762-3112
aharlos@heavycontractors.com
www.crossland.com



From: Ashley Wallace <awallace@muskogeeok.gov>
Sent: Tuesday, September 30, 2025 10:41 AM
To: Amy Harlos <aharlos@heavycontractors.com>
Subject: RE: Muskogee Prequalification Application

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you Amy!

Ashley Wallace
Project Designer
Project Department
City of Muskogee
awallace@muskogeeok.gov
918-684-6212



From: Amy Harlos <aharlos@heavycontractors.com>
Sent: Tuesday, September 30, 2025 10:13 AM

To: Ashley Wallace <awallace@muskogeeok.gov>; Jeffrey Reeves <jreeves@muskogeeok.gov>

Subject: RE: Muskogee Prequalification Application

Okay, thank you! Will forward this to accounts payable.

CROSSLAND **HEAVY CONTRACTORS**

Amy Harlos

Estimating Administrative Assistant

501 S East Avenue
Columbus, KS 66725

t: 620-429-9234 c: 620-762-3112

aharlos@heavycontractors.com

www.crossland.com



From: Ashley Wallace <awallace@muskogeeok.gov>

Sent: Tuesday, September 30, 2025 10:11 AM

To: Amy Harlos <aharlos@heavycontractors.com>; Jeffrey Reeves <jreeves@muskogeeok.gov>

Subject: RE: Muskogee Prequalification Application

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Amy,

I received your application in the mail.

There is a \$200.00 application fee due upon submittal and a \$100.00 renewal fee due annually. Payments can be made by Check or over the phone by Credit Card.

If mailing a check please mail to:

City of Muskogee
Project Dept.
Attn: Ashley Wallace
1401 S. B Street
Muskogee, OK 74403

If paying over the phone by Credit Card please call 918-684-6212 and I will transfer you to the City Clerk's office to accept payment (I do not have a credit card machine in my building.)

If you have any questions please feel free to contact me.

Thank you,

Ashley Wallace

Project Designer
Project Department
City of Muskogee
awallace@muskogeeok.gov
918-684-6212



From: Amy Harlos <aharlos@heavycontractors.com>
Sent: Monday, September 29, 2025 8:11 AM
To: Ashley Wallace <awallace@muskogeeok.gov>; jreeves@muskogeeok.gov
Subject: Muskogee Prequalification Application
Importance: High

Good morning! I sent Crossland Heavy Contractor's prequalification application to the address that is listed on the application. I just want to confirm you have received it. If not, I can email it to you. Thanks!



Amy Harlos
Estimating Administrative Assistant
501 S East Avenue
Columbus, KS 66725

t: 620-429-9234 c: 620-762-3112
aharlos@heavycontractors.com
www.crossland.com



IMPORTANT!!! Crossland Heavy Contractors will never request to change ACH/wire transfer information by email. If you receive such a request, please contact the Legal Department at 620-429-1414.

Report Selections:

Vendor: 003CITMU
Check Number: ALL
Account: ALL

Job Number: ALL
Vendor Type: ALL
Cost Group: ALL

From check date: 09/30/25
To check date: 10/09/25

CROSSLAND HEAVY CONTRACTORS, I
Check Register Detail History Report
Sorted by Check Number

Check Number	Check Date	Vendor	Invoice/Credit Number	Type	Job	Invoice/Credit Amount	Invoice Date	Discount Amount	Total Payment	Retention Paid
123405	09/30/25	003CITMU	CITY OF MUSKOGEE							
			093025	I		Cost Center: 200.00	09/30/25		200.00	
			093025A	I		100.00	09/30/25		100.00	
						Check total: 300.00		0.00	300.00	0.00
						Report total: 300.00		0.00	300.00	0.00

B. Recommendations

1. The MMA should retain a Financial Services Advisor to determine methods to finance the proposed capital costs and professional services and to determine adequate utility rates to cover debt service and additional O&M expenses.
2. The MMA should proceed with the design and construction of the proposed facilities in accordance with the implementation schedule presented below to meet Consent Order deadlines.

C. Implementation Schedule

The following implementation schedule establishes completion dates for key milestones. These dates may be used as compliance tasks and deadlines for the pending Consent Order Amendment.

Table No. VI-A Implementation Schedule Wastewater System Improvements Wastewater Treatment Plant Expansion	
Task	Completion Date
Amend Agreement to Include Engineering Design Services	September 1, 2023
Complete Design Memorandum (35% Design Effort)	May 1, 2024
Complete Preliminary Design (65% Design Effort)	February 1, 2025
Complete Final Design/Plans and Specifications	September 1, 2025
Submit ODEQ Residuals Management Plan	September 1, 2025
Submit ODEQ Construction Permit Application	September 1, 2025
Advertise	December 1, 2025
Begin Construction	April 1, 2026
Complete Construction	April 1, 2029
Start-Up	April - June 2029
Obtain Compliance	July 1, 2029

END OF REPORT

Sewer Plant Bid Information

Prospective Bidder	Reason for not bidding the project
Thalle	They couldn't make it fit and give it proper attention with the other opportunities that were on their docket.
Archer Western	They are tracking other projects coming out in the next few months and they currently have a lot of work and it doesn't fit into their schedule.
Van Horn	Very simply we are busy and we just didn't see this project fitting our schedule.
Tolm Group	(Tolm did not attend the pre-bid)- They had plenty of work lined out and wouldn't have the manpower to take this project on
Garney	With where they are based out of, they didn't feel that they would be able to bid competitively if CHC and Archer Western were bidding.
Flintco	Engineers had reached out and let them know about the project prior to bidding, but they never pursued the project. Unsure why,engineers never heard back from them.
Crossland Heavy	Successful Bidder

Regular City Council

22.

Meeting Date: 11/24/2025

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 of the *Letter of Agreement For Joint Water Pipeline Expansion Project Agreement* between Georgia-Pacific Muskogee ("GP Muskogee"), City of Muskogee, and the Muskogee City-County Port Authority, through their Port Capital Development Fund ("Port"), regarding the installation of an alternate city water line to enhance water supply reliability for the GP Muskogee Facility, 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 repairs to the system that supplies water to them from the north.

RECOMMENDED ACTION:

Approve the *Letter of Agreement For Joint Water Pipeline Expansion Project Agreement* between Georgia-Pacific Muskogee ("GP Muskogee"), City of Muskogee, and the Muskogee City-County Port Authority.

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.

Attachments

P3 agreemnet

LETTER AGREEMENT FOR JOINT WATER PIPELINE EXPANSION PROJECT AGREEMENT

NOW, on this ____ day of _____, 2025 (Effective Date), this Letter Agreement ("Agreement") is entered into between Georgia-Pacific Muskogee ("GP Muskogee"), City of Muskogee, and the Muskogee City-County Port Authority, through their Port Capital Development Fund ("Port"), regarding the installation of an alternate city water line to enhance water supply reliability for the GP Muskogee facility.

WHEREAS, on October 29, 2023, GP Muskogee experienced a city water outage lasting approximately 6 hours and 40 minutes, leading to a full facility shutdown including boilers and turbines. A similar event occurred on May 24, 2024, prompting the initiation of shutdown procedures during the outage. Following these incidents, GP Muskogee began discussions with the City Public Works in July 2024 to explore options for an alternate water feed and to assess the condition and future plans for the City's water infrastructure.

AND, WHEREAS, the parties have agreed to collaborate to resolve this situation and, therefore, hereby agree as follows:

1. Scope of Work: GP Muskogee will collaborate with the City to install a new water pipeline originating from the south side of Muskogee at South Country Club Road, running north along Hancock Street, beneath the turnpike, and connecting at South 45th Street to the existing northern feed line servicing the GP facility.

The pipeline will:

- Provide a redundant water supply source to GP Muskogee, enhancing operational resilience.
- Serve the Port and GP with improved infrastructure reliability.
- Be owned and maintained by the City of Muskogee.

2. Cost-Sharing Agreement

The total project cost is estimated at \$788,189.60, with the contributions allocated as follows:

- **GP Muskogee Mill:** \$400,000.00 which shall be transferred to the City to pay toward payment of the project by December 31, 2025
- **P3 Funding:** \$300,000.00
- **Port Capital Development Fund:** \$88,189.60

The completed infrastructure will be inspected by the City of Muskogee, and remain under the ownership and maintenance responsibility of the City of Muskogee once completed.

3. Responsibilities and Governance

Each Party agrees to:

1. Collaborate and actively participate in project planning and execution.
2. Share costs according to the agreed allocation.
3. Maintain open communication regarding project progress and risks.
4. Ensure compliance with all regulatory and environmental requirements.

Oversight of the project will be managed by the City of Muskogee in consultation with representatives from GP Muskogee Mill and Port Muskogee.

4. Risk Mitigation and Contingencies

Potential risks and management include:

1. **Cost Overruns:** Mitigated through contingency budgeting, with all parties agreeing that the City of Muskogee will be responsible for reasonable overruns.
2. **Construction Delays:** Addressed via proactive permitting and scheduling.
3. **Environmental Impacts:** Managed through environmental assessments.
4. **Operational Challenges:** Minimized through regular stakeholder meetings.

5. The parties agree to cooperate to obtain the necessary permits and approvals, develop a comprehensive construction and communication plan and begin physical construction activities.

6. Conclusion

This Letter of Agreement outlines the mutual understanding and commitment of the Parties to the successful completion of the Joint Water Pipeline Expansion Project. By working collaboratively, the Parties aim to create a resilient infrastructure that supports the operational and economic growth of the Muskogee region.

7. Miscellaneous

- a) Governing Law. This Contract shall be governed and interpreted by, and construed in accordance with, the laws of the State of Oklahoma.
- b) Limitation. IN NO EVENT SHALL A PARTY BE LIABLE TO THE OTHER PARTY FOR PROSPECTIVE PROFITS OR SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, SPECULATIVE, INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF VALUE, LOSS OR DEFERRAL OF PRODUCTION, LOSS OF FINANCIAL ADVANTAGE, LOST PROFITS OR BUSINESS INTERRUPTIONS), HOWEVER SAME MAY BE CAUSED.
- c) Entire Contract. This Contract contains all agreements, promises and understandings between the City and Company, and no verbal or oral agreements, promises, statements, assertions or representations by the City and Company or any employees, agents, contractors, or other representatives of either, shall be binding upon the City or Company.

IN WITNESS WHEREOF, the Parties have agreed to the terms of this Contract as of the Effective Date.

GP Muskogee Mill

Signature: _____

Name: Korrey Kerstetter

Title: GP Muskogee Facility Leader

MUSKOGEE CITY-COUNTY PORT AUTHORITY

Earnie Gilder, Chairman

CITY:

CITY OF MUSKOGEE

KENDAL FRANCIS, CITY MANAGER

ATTEST:

(Seal)

TAMMY L, TRACY CITY CLERK

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

Katrina Bodenhamer, City Attorney

Regular City Council

23.

Meeting Date: 11/24/2025
Submitted For: Tammy Tracy, City Clerk Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:
Consider approval of the proposed corrected 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. This item was previously presented and approved by City Council, but a scrivener's error was discovered. This error has been corrected.

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 - SHOULD READ NOVEMBER 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

24.

Meeting Date: 11/24/2025
Submitted For: Chris Cummings, Information Technology
Initiator: Chris Cummings, IT Director
Department: Information Technology
Staff Information Source: Chris Cummings

Information

AGENDA ITEM TITLE:

Consider approval of an agreement with Dobson Fiber, providing fiber services to City facilities in the amount of \$5,125.00 per month, or take other necessary action. (Chris Cummings)

BACKGROUND:

In 2020, the City of Muskogee contracted with Dobson Technologies to provide Wide Area Network connectivity to most City buildings. This agreement adds Dobson fiber to the Central Garage and provides a fiber change to Fire Station 6 in order to provide improved service at a lower cost for both facilities. It also expands our current 300megabit internet service to 1 gigabit at no additional cost. This will result in a net cost decrease of \$550/month for our fiber WAN services.

RECOMMENDED ACTION:

Recommend approval agreement with Dobson Fiber in the amount of \$5125.00/mo.

Fiscal Impact

FUNDING SOURCE:

In approved FY25-26 budget in account 213-4010-419.64-60.

Attachments

Dobson Agreement



Prepared For
CITY OF MUSKOGEE
CHRIS CUMMINGS

Quote
Q-25384



Service Order

14101 Wireless Way, Suite 300
Oklahoma City, Oklahoma 73134
(405)242-1000 | (888)356-2707

Date: November 17, 2025

Quote: Q-25384

Prepared by: Scott Winter

Phone: 4794241684

Email: swinter@dobson.net

Pricing Valid Through: 12/17/2025

Account Number: 000030663

November 17, 2025

CITY OF MUSKOGEE
CHRIS CUMMINGS
PO BOX 1927
Muskogee, OK 74402

Dear CHRIS,

Thank you for choosing Dobson Fiber for your technology needs. Should you have any questions regarding this quote or Dobson Fiber in general, please feel free to reach out to me directly.

Best Regards,

Scott Winter
14101 Wireless Way, Suite 300
Oklahoma City, Oklahoma 73134
(405) 242-1000 | 855.5.DOBSON
swinter@dobson.net
<http://www.dobson.net>

The information contained herein is confidential and proprietary and should not be disclosed,
copied or duplicated in any manner without the written permission of Dobson Fiber.



Service Order

14101 Wireless Way, Suite 300
Oklahoma City, Oklahoma 73134
(405)242-1000 | (888)356-2707

Date: November 17, 2025
Quote: Q-25384
Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net
Pricing Valid Through: 12/17/2025
Account Number: 000030663

BUYER INFORMATION	TERM
CITY OF MUSKOGEE CHRIS CUMMINGS PO BOX 1927 Muskogee, OK 74402 (918) 684-6280 ccummings@muskogeeonline.org	36 months

CONTACT	ROLE	PHONE	EMAIL
CHRIS CUMMINGS	All	(918) 684-6280	ccummings@muskogeeonline.org
CHRIS CUMMINGS	Billing	(918) 684-6280	ccummings@muskogeeonline.org
CHRIS CUMMINGS	Testing or Tech Contact	(918) 684-6280	ccummings@muskogeeonline.org

100 S COUNTRY CLUB RD MUSKOGEE
OK 74403

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02156 --- Z Location Geolocation: 35.739197,-95.322212 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

1400 S C ST MUSKOGEE OK 74403

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Geolocation: 35.732199,-95.371545					

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Service Order

14101 Wireless Way, Suite 300
Oklahoma City, Oklahoma 73134
(405)242-1000 | (888)356-2707

Date: November 17, 2025
Quote: Q-25384
Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net

Pricing Valid Through: 12/17/2025

Account Number: 000030663

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
--- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

1401 HONOR HEIGHTS DRIVE MUSKOGEE OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02141 --- Z Location Geolocation: 35.766436,-95.414458 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

1500 N YORK ST MUSKOGEE OK 74403

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02159 --- Z Location Geolocation: 35.760181,-95.340145 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

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Service Order

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(405)242-1000 | (888)356-2707

Date: November 17, 2025
Quote: Q-25384
Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net

Pricing Valid Through: 12/17/2025

Account Number: 000030663

1800 N. YORK STREET Muskogee OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02162 --- Z Location Geolocation: 35.762488,-95.340177 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					

Ethernet EPL Installation	1	\$0.00	\$0.00		
---------------------------	---	--------	--------	--	--

200 N 40TH ST MUSKOGEE OK 74401

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02150 --- Z Location Geolocation: 35.756723,-95.411272 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					

Ethernet EPL Installation	1	\$0.00	\$0.00		
---------------------------	---	--------	--------	--	--

2010 W OKMULGEE AVE MUSKOGEE OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02165					

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Service Order

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(405)242-1000 | (888)356-2707

Date: November 17, 2025
Quote: Q-25384
Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net

Pricing Valid Through: 12/17/2025

Account Number: 000030663

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
--- Z Location Geolocation: 35.754797,-95.389613 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

229 W OKMULGEE AVE MUSKOGEE OK 74401

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Dedicated Internet Access	1			\$1,040.00	\$1,040.00
--- Z Location Circuit ID: 20DIA01150 --- Z Location Geolocation: 35.74813,-95.37164 --- IP Address: Static --- Interface: GigE Fiber - MM 850 Interface --- Z Location Bandwidth: 1Gbps					
Dedicated Internet Access - Installation	1	\$0.00	\$0.00		
Static IP /27	1			\$0.00	\$0.00

2603 BORDER STREET Muskogee OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02147 --- Z Location Geolocation: 35.740051,-95.395558 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					

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Service Order

14101 Wireless Way, Suite 300
 Oklahoma City, Oklahoma 73134
 (405)242-1000 | (888)356-2707

Date: November 17, 2025
Quote: Q-25384
Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net

Pricing Valid Through: 12/17/2025
Account Number: 000030663

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL Installation	1	\$0.00	\$0.00		

300 W MLK MUSKOGEE OK 74401

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02153 --- Z Location Geolocation: 35.755775,-95.367971 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

3500 PORT PLACE MUSKOGEE OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$665.00	\$665.00
--- Z Location Circuit ID: 99UNI02171 --- Z Location Geolocation: 35.79223,-95.301539 --- IP Address: Static --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 100Mbps --- A Location Bandwidth: 100Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

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Service Order

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Date: November 17, 2025
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Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net
Pricing Valid Through: 12/17/2025
Account Number: 000030663

3600 ARLINE AVE MUSKOGEE OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02174 --- Z Location Geolocation: 35.747736,-95.406853 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

3901 ARLINE AVE Muskogee OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02177 --- Z Location Geolocation: 35.750602,-95.408067 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

4002 BORDER STREET Muskogee ok 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02138 --- Z Location Geolocation: 35.740831,-95.411982					

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Service Order

14101 Wireless Way, Suite 300
Oklahoma City, Oklahoma 73134
(405)242-1000 | (888)356-2707

Date: November 17, 2025
Quote: Q-25384
Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net

Pricing Valid Through: 12/17/2025

Account Number: 000030663

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
--- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

5000 E. HANCOCK MUSKOGEE OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
--- Z Location Circuit ID: 31UNI02183 --- Z Location Geolocation: 35.726301,-95.295437 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL	1			\$190.00	\$190.00
Ethernet EPL Installation	1	\$0.00	\$0.00		

513 E PEAK ST MUSKOGEE OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
--- Z Location Circuit ID: 99UNI02189 --- Z Location Geolocation: 35.710761,-95.366674 --- Interface: GigE Copper --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL	1			\$190.00	\$190.00
Ethernet EPL Installation	1	\$0.00	\$0.00		

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Service Order

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Oklahoma City, Oklahoma 73134
(405)242-1000 | (888)356-2707

Date: November 17, 2025
Quote: Q-25384
Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net

Pricing Valid Through: 12/17/2025
Account Number: 000030663

520 COURT ST MUSKOGEE OK 74401

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02192 --- Z Location Geolocation: 35.75193,-95.37366 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

566 N. 6TH STREET MUSKOGEE OK 74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02135 --- Z Location Geolocation: 35.756117,-95.372422 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

600 ALTAMONT ST MUSKOGEE OK 74401

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
Ethernet EPL	1			\$190.00	\$190.00
--- Z Location Circuit ID: 31UNI02168					

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Service Order

14101 Wireless Way, Suite 300
Oklahoma City, Oklahoma 73134
(405)242-1000 | (888)356-2707

Date: November 17, 2025
Quote: Q-25384
Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net

Pricing Valid Through: 12/17/2025
Account Number: 000030663

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
--- Z Location Geolocation: 35.756293,-95.369151 --- Interface: GigE Copper --- A Location: 229 W OKMULGEE ST MUSKOGEE OK 74401 (NN) --- A Location Geolocation: 35.748307,-95.37163 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL Installation	1	\$0.00	\$0.00		

837 E. OKMULGEE MUSKOGEE OK
74402

SERVICE	QTY	NRC Unit Price	NRC Total	MRC Unit Price	MRC Total
--- Z Location Circuit ID: 31UNI02195 --- Z Location Geolocation: 35.743095,-95.357525 --- Interface: GigE Fiber - MM 850 Interface --- A Location: 229 W OKMULGEE AVE MUSKOGEE OK 74401 --- A Location Geolocation: 35.74813,-95.37164 --- Z Location Bandwidth: 125Mbps --- A Location Bandwidth: 125Mbps					
Ethernet EPL	1			\$190.00	\$190.00
Ethernet EPL Installation	1	\$0.00	\$0.00		

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Service Order

14101 Wireless Way, Suite 300
Oklahoma City, Oklahoma 73134
(405)242-1000 | (888)356-2707

Date: November 17, 2025
Quote: Q-25384
Prepared by: Scott Winter
Phone: 4794241684
Email: swinter@dobson.net
Pricing Valid Through: 12/17/2025
Account Number: 000030663

ADDITIONAL INFORMATION

Renewal Order
Renewing all existing services on this Service Order. Changing CID 20DIA01150 from 300Mbps DIA to 1Gbps DIA. Changing CID 99UNI02189 from 10Mbps EPL to 125Mbps EPL. Adding (1) EPL connection with the A-location of 229 W Okmulgee Ave, Muskogee and a Z-location of 1400 S C St, Muskogee.

Non-Appropriation of Funds
The Customer's obligation to pay for the services provided under this Service Order is contingent upon the availability of funds appropriated by the Customer. If, in any fiscal year during the term of this Service Order, sufficient funds are not appropriated or otherwise made available for the continuation of any internet services to the service location listed on this Service Order, the Customer may terminate this Service Order upon written notice to the Seller without further obligation or liability. In such event, the Customer shall be liable only for payment for services rendered and accepted prior to the effective date of termination. The Customer agrees to provide prompt written notice to the Seller if appropriation of funds for this Service Order becomes unavailable.

RECAP	AMOUNT
One-Time (non-recurring) Total	\$0.00
Recurring Monthly Charges	\$5,125.00

By executing this Service Order, Buyer accepts and agrees to be bound by all terms and provisions of the applicable Product Supplement(s) and Master Service Agreement previously executed or as set forth at www.dobson.net/legal. Taxes and fees may apply.

The installation of Services on this Service Order are subject to 3rd party permit approvals which may impact normal installation timing.

Customer Signature

Date

The information contained herein is confidential and proprietary and should not be disclosed, copied or duplicated in any manner without the written permission of Dobson Fiber.

Regular City Council

25.

Meeting Date: 11/24/2025

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

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Receive a report from Staff, and hold a discussion regarding the recent Federal Government Shutdown and any impact it may have had on the citizens of the City of Muskogee as it relates to their utility accounts, and take other necessary action. (Vice Mayor Derrick Reed, Councilor Melody Cranford, and Councilor Jaime Stout)

BACKGROUND:

The City Council has requested a report from Staff regarding the impact of the recent Federal government shutdown on the citizens of Muskogee as it relates to utility accounts, specifically those citizens who are government employees placed on furlough, and those whose SNAP benefits were suspended. Currently, per Council-approved policy, utility account holders are allowed two (2) pay plans per year for balances of \$25.00 or greater that must be a minimum of four (4) months apart. The account holder must appear in person in the Revenue Division to authorize the extension.

RECOMMENDED ACTION:

Receive report and hold a discussion

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

26.

Meeting Date: 11/24/2025
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source: Councilor Dan Hall

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Cody Moore to the Board of Adjustment, to serve a three (3) year term, filling the expired term of Steve Dennis, beginning December 1, 2025, and ending November 30, 2028, or take other necessary action. (Councilor Dan Hall)

BACKGROUND:

Mr. Steve Dennis' term has expired. This will fill his vacancy.

RECOMMENDED ACTION:

Approve 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



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:

BOA

Your Full

Legal Name: Cody Moore

Your

Preferred Name: Cody

Business Name: _____

Home Address: 806 Queens

Job Title/Employment Date: Captiveaire / 2009

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):

2006 graduate of Fort Gibson, attended classes at Conners State College

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

press metal operator at Captiva for 15 years

Previous employment or experience:

former Muskogee phoenix staff reporter

Professional Licenses Held (if applicable):

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

Mike Carrels former Phoenix editor - 918 360 9033
David Tresnor - production manager - 918 634-0591

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

Member of Planning & Zoning, was also on the 2024
CIP Committee

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)

Planning & Zoning, present till 2028

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:

Just a citizen trying to help this lovely city out.

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 Moon
Signature of Nominee

11-4-25
Date

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

Signature of Sponsor

Regular City Council**27.**

Meeting Date: 11/24/2025

Submitted For: Tammy Tracy, City Clerk

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source: Councilor Dan Hall

Information**AGENDA ITEM TITLE:**

Consider approval of the appointment of Dr. Tim Holder to the Muskogee Medical Center Authority, to fill an unexpired term, beginning December 1, 2025, and ending on May 31, 2027, or take other necessary action. (Councilor Dan Hall)

BACKGROUND:

Dr. Tim Holder would be filling an unexpired term. He would be eligible for reappointment.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact**Attachments**Tim Holder

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION



**CITY OF MUSKOGEE
CITY COUNCIL**

**APPLICATION FOR CITY COUNCIL APPOINTMENT TO A BOARD
OR COMMISSION**

RECEIVED
NOV 04 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:

Muskogee Medical Center Authority

Your Full

Legal Name: Timothy Wayne Holder, MD

Your

Preferred Name: Tim Holder, MD

Business Name: Oklahoma Complete Health

Home Address: 2 Beckman Road

Job Title/Employment Date: Medical Director, 01/24

City Zip: Muskogee, OK 74401

Business Address: 14000 Qual Springs Parkway

Ward: 1 2 3 4

Oklahoma City, OK 73134

Home Phone: 918-869-7372

Business Phone: 918-348-4844

Cell Phone: 918-869-7372

Fax: n/a

Home Email: Tim.SunriseRotary@gmail.com

Business Email: holdermd@suddenlink.net

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):

Lyndon B. Johnson High School, Austin, TX - 1979 - diploma; University of Dallas, Irving, TX - BA (Biology) - 1983;

University of Texas Medical School at Houston, Houston, TX - M.D. - 1987; University of Colorado Anschutz Medical

Campus, Aurora, CO - MS - Palliative Medicine - 2018

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Remote medical director for Oklahoma Complete Health - a contracted entity with the state for managed Medicaid
Employment since 01/2024 - supervisor - Dr. Lynn Mitchell - Lynn.Mitchell@OklahomaCompleteHealth.com

Previous employment or experience:

Private practice - Maternal and Family Practice Associates - 09/1996 - 03/31/2013
Medical Director - Supportive Care and Survivorship - Cancer Treatment Centers of America - Tulsa
from 04/01/2013 - 06/15/2020
Medical Director - Supportive Care Solutions of Tulsa - outpatient palliative care - 05/2020 - 12/31/2023
Medical Director - St. Francis Hospice - 1998 - 2013
Medical Director - Miller Hospice (Tulsa) - 05/2020 - present

Professional Licenses Held (if applicable):

Medical Doctor - license with Oklahoma, Texas, Arkansas, Mississippi, Louisiana and North Carolina

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

Dr. Mike Stratton, retired pediatrician, 918-441-0073
Elizabeth Dunlap, colleague at OCH, 918-605-3876

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

Oklahoma State Medical Association, Accreditation Review Committee, Vice Chair - 2004 - 2005, Chair - since 2005
Member, Tulsa Sunrise Rotary Club - since 2015, member of Muskogee Rotary Club - 2000 - 2015
Accreditation Council for CME - board of directors (2010 - 2012), Co-chair of Committee for Review and Recognition,
2010 - 2012; ARC - member (2012 - 2019), Vice Chair (2015 - 16), Chair (2017 - 2018)

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

n/a

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)

Yes - was a member of the City of Muskogee Foundation - initial board, previously on the Muskogee Medical Center
Authority - as a board member for 9 years

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.

Board Member, Oklahoma Board of Medical Licensure and Supervision - since 2022

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:

Prior experience with Muskogee Medical Center Authority - prior board member and prior chair

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.



Signature of Nominee

10-31-2025

Date

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

Signature of Sponsor

Regular City Council

28. a.

Meeting Date: 11/24/2025
Submitted For: Tera Shows, Economic Development
Initiator: Tera Shows, Economic Development Manager
Department: Economic Development
Staff Information Source:

Information

AGENDA ITEM TITLE:

Pursuant to Section 307 C.11, Title 25 consider convening in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-07, including a proposal to entice a business to locate in the southwestern quadrant of the City, and if necessary, take appropriate action in Open Session. (Tera Shows)

BACKGROUND:

Convene in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-07, including a proposal to entice a business to locate in the southwestern quadrant of the City, and if necessary, take appropriate action in Open Session. The Board is advised that publicly conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public, would interfere with the development of products or services and public disclosure would violate the confidentiality of the business discussion of this item.

RECOMMENDED ACTION:

Convene in Executive Session and, if necessary, take appropriate action in open session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

28. b.

Meeting Date: 11/24/2025
Submitted For: Tera Shows, Economic Development
Initiator: Tera Shows, Economic Development Manager
Department: Economic Development
Staff Information Source:

Information

AGENDA ITEM TITLE:

Pursuant to Section 307 C.11, Title 25 consider convening in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-13, including a proposal to entice a business to locate in the northeastern quadrant of the City, and if necessary, take appropriate action in Open Session. (Tera Shows)

BACKGROUND:

Convene in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-13, including a proposal to entice a business to locate in the northwestern quadrant of the City, and if necessary, take appropriate action in Open Session. The Board is advised that publicly conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public, would interfere with the development of products or services and public disclosure would violate the confidentiality of the business discussion of this item.

RECOMMENDED ACTION:

Convene in Executive Session and, if necessary, take appropriate action in open session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

28. c.

Meeting Date: 11/24/2025
Submitted For: Tera Shows, Economic Development
Initiator: Tera Shows, Economic Development Manager
Department: Economic Development
Staff Information Source:

Information

AGENDA ITEM TITLE:

Pursuant to Section 307 C.11, Title 25 consider convening in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-14, including a proposal to entice a business to locate in the southeastern quadrant of the City, and if necessary, take appropriate action in Open Session. (Tera Shows)

BACKGROUND:

Convene in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-14, including a proposal to entice a business to locate in the southeastern quadrant of the City, and if necessary, take appropriate action in Open Session. The Board is advised that publicly conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public, would interfere with the development of products or services and public disclosure would violate the confidentiality of the business discussion of this item.

RECOMMENDED ACTION:

Convene in Executive Session and, if necessary, take appropriate action in open session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

28. d.

Meeting Date: 11/24/2025
Submitted For: Tera Shows, Economic Development
Initiator: Tera Shows, Economic Development Manager
Department: Economic Development
Staff Information Source:

Information

AGENDA ITEM TITLE:

Pursuant to Section 307 C.11, Title 25 consider convening in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-15, including a proposal to entice a business to locate in the northeastern quadrant of the City, and if necessary, take appropriate action in Open Session. (Tera Shows)

BACKGROUND:

Convene in Executive Session to confer on matters pertaining to Economic Development Project Ed-2025-15, including a proposal to entice a business to locate in the northeastern quadrant of the City, and if necessary, take appropriate action in Open Session. The Board is advised that publicly conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public, would interfere with the development of products or services and public disclosure would violate the confidentiality of the business discussion of this item.

RECOMMENDED ACTION:

Convene in Executive Session and, if necessary, take appropriate action in open session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

28. e.

Meeting Date: 11/24/2025
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Leslie Arnold, Legal Assistant
Department: City Attorney
Staff Information Source: City Attorney

Information

AGENDA ITEM TITLE:

Pursuant to Section 307 B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the lawsuit styled Polaris Technology Inc v. City of Muskogee, Case No. CV-2025-457, filed in the District Court in and for Muskogee County, Oklahoma, and if necessary, take appropriate action in Open Session. (Katrina Bodenhamer)

BACKGROUND:

The City Attorney desires to discuss with the Mayor and City Council the above-styled litigation.

The City Attorney advises the City Council that the Council should determine that disclosure of confidential communications between the Council and the City Attorney regarding the above referenced item will seriously impair the ability of the City to defend the City's interest, and from that determination, the Council should convene in executive session to discuss this matter.

RECOMMENDED ACTION:

Convene in Executive Session and, if necessary, take appropriate action in Open Session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

28. f.

Meeting Date: 11/24/2025
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Leslie Arnold, Legal Assistant
Department: City Attorney
Staff Information Source: City Attorney

Information

AGENDA ITEM TITLE:

Pursuant to Section 307 B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss Worker's Compensation Claim No. 10-23-32, and if necessary, take appropriate action in Open Session. (Katrina Bodenhamer)

BACKGROUND:

The City Attorney desires to discuss with the Mayor and Council pending Worker's Compensation Claim No. 10-23-32, arising from an employee injury on 12-19-2023.

The City Attorney advises the City Council that the Council should determine that disclosure of confidential communications between the Council and the City Attorney regarding the above-referenced item will seriously impair the ability of the City to defend the City's interest, and from that determination, the Council should convene in executive session to discuss this matter.

RECOMMENDED ACTION:

Convene in Executive Session to discuss Worker's Compensation Claim No. 10-23-32 an. If necessary, take action in open session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

28. g.

Meeting Date: 11/24/2025
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Keri Spencer, Assistant City Attorney
Department: City Attorney
Staff Information Source:

Information

AGENDA ITEM TITLE:

Pursuant to Section 307 B.1, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the hiring of new employee for the Municipal Court of the City of Muskogee, and if necessary, take action in Open Session. (Katrina Bodenhamer)

BACKGROUND:

The City Attorney's office desires to discuss the potential hiring of an employee for municipal court. Executive sessions of public bodies will be permitted only for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. [25 O. S. § 307(B)(1)]

RECOMMENDED ACTION:

Discuss the need for this position, the potential costs for this position, and if necessary, take appropriate action in Open Session.

Fiscal Impact

Attachments

No file(s) attached.

Regular City Council

28. h.

Meeting Date: 11/24/2025
Initiator: Maggie Eaton, Human Resources Director
Department: Personnel
Staff Information Source: Maggie Eaton

Information

AGENDA ITEM TITLE:

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. (Kendal Francis)

BACKGROUND:

The City's negotiating team desires to discuss with the Mayor and City Council ongoing negotiations with the FOP Lodge No. 95. The City Council should determine that disclosure of ongoing negotiations between the City and FOP 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 Fraternal Order of Police Lodge No. 95 and if necessary, take appropriate action in Open Session.

Fiscal Impact

Attachments

No file(s) attached.
