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

(Public Comment during Public Hearing or Agenda item comment)

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

AGENDA
FINANCE COMMITTEE
APRIL 14, 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 PROCLAIM APRIL 2025 SEXUAL ABUSE AWARENESS MONTH

MAYOR W. PATRICK CALE TO PROCLAIM APRIL 2025 CHILD ABUSE AWARENESS MONTH

INVOCATION - COUNCILOR MELODY CRANFORD

FLAG SALUTES - DEPUTY MAYOR DERRICK A. REED

1. Consider approval of Finance Committee minutes of March 10, 2025, or take other necessary action.

2. Consider approval of claims for all City departments March 1, 2025 through April 4, 2025, or take other necessary action.

3. Consider approval of the purchase of a new 2025 E-One Fire Engine from Banner Fire Equipment, in an amount of $720,000.00, or take other necessary action. (Jody Moore)

4. Consider approval to accept a grant from the Muskogee Medical Foundation in the amount of $35,000.00, to be used for equipment and training for the Muskogee Police Department Medical Support Unit, or take other necessary action. (Johnny Teehee)

5. Consider approval to authorize the City Manager to execute an Engagement Letter with Hood & Associates, Certified Public Accountants, to perform an audit of financial statements and prepare an audit report for FY2024, or take other necessary action. (Dennis Read)

6. Discuss and possibly approve the engagement of BKL Architects & Engineers to prepare a feasibility study of the Muskogee Municipal Building, or take other necessary action. (Roger Kolman)

7. Consider approval of an agreement and Memorandum of Understanding (MOU) with the Cherokee Nation Public Health & Wellness Fitness Partners Project, to provide membership at the Swim and Fitness Center for Cherokee Nation citizens, and receive payment in the amount not to exceed $25,000.00, or take other necessary action. (Mark Wilkerson)

ADJOURN

Finance Committee **1.**

Meeting Date: 04/14/2025
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:
Consider approval of Finance Committee minutes of March 10, 2025, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

03102025finmin

MINUTES

OF THE FINANCE COMMITTEE
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN REGULAR SESSION
IN COUNCIL CHAMBERS OF CITY HALL
MARCH 10, 2025

The Finance Committee of the City of Muskogee, Oklahoma, met in Regular Session at 5:30 p.m. on March 10, 2025, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

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

Staff Present: Roger Kolman, Interim City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Kenna Terrell, Deputy City Clerk; Mike Stewart, Public Works Director; Maggie Eaton, Human Resources Director; Brooke Hall, Asst. Director of Parks & Recreation; Reggie Cotton, Deputy Police Chief; Avery Rigney, Assistant Public Works Director; Seth Campbell, Assistant City Attorney

1. Consider approval of Finance Committee minutes of February 10, 2025, or take other necessary action.

Motion was made by Committee Member Dan Hall, seconded by Committee Member C.B. Abel to approve Finance Committee minutes of February 10, 2025.

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

Carried - Unanimously

2. Consider approval of claims for all City departments February 1, 2025 through February 28, 2025, or take other necessary action.

Motion was made by Committee Member Melody Cranford, seconded by Committee Member Dan Hall to approve claims for all City departments February 1, 2025 through February 28, 2025.

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

Carried - Unanimously

3. Consider approval for the City Manager to authorize and execute an agreement with Oklahoma Natural Gas for the gas line relocation along Smith Ferry Road, or take other necessary action. (Mike Stewart)

Assistant Public Works Director Avery Rigney stated in order to widen Smith Ferry Road, a section of gas line must be relocated. Mr. Rigney explained the entire gas line will need to be moved, but the City will only be financially responsible for the portion along Smith Ferry, which is approximately 1/3 of the total cost. Staff recommended approval.

Motion was made by Committee Member Dan Hall, seconded by Committee Member Shirley Hilton-Flanary to approve the City Manager to authorize and execute an agreement with Oklahoma Natural Gas for the gas line relocation along Smith Ferry Road.

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

Carried - Unanimously

4. Consider approval of Lease Amendment No. P00012, between the City of Muskogee and the U.S. Department of Veterans Affairs, extending the parking lease located at the Hatbox Event Park, to September 30, 2028, or take other necessary action. (Mark Wilkerson)

Motion was made by Committee Member Dan Hall, seconded by Committee Member Shirley Hilton-Flanary to approve Lease Amendment No. P00012, between the City of Muskogee and the U.S. Department of Veterans Affairs, extending the parking lease located at the Hatbox Event Park, to September 30, 2028.

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

Carried - Unanimously

There being no further business, the meeting was adjourned.

CHAIR DERRICK A. REED
FINANCE COMMITTEE

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Finance Committee **2.**

Meeting Date: 04/14/2025
Submitted For: Dennis Read, Finance
Initiator: Benita Hotema, Assistant Financial Analyst
Department: Finance
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of claims for all City departments March 1, 2025 through April 4, 2025, or take other necessary action.

BACKGROUND:

Claims for all City departments.

RECOMMENDED ACTION:

Approve claims March 1, 2025 through April 4, 2025.

Fiscal Impact

Attachments

Purchasing Claims 4/14/2025

CITY OF MUSKOGEE CLAIMS

CHECK #	VENDOR	AMOUNT
248943	GARY GARVIN D	6,000.00
248944	BRANDT, BETH A	90.00
248945	CAVIN LAND HOLDINGS, LLC	18.31
248946	COLLINS, CECILIA A	12.28
248947	CRAWFORD, CAMILLA ANN	1.99
248948	DUM, JAMES	18.29
248949	ETCHISON, CATHYE	90.00
248950	GREAT LIFE INVESTMENTS, LLC	31.13
248951	HARVEY, BRENDA	17.51
248952	HINDS, AUSTIN & NICOLE	21.00
248953	JAYNE, LILLIAN	23.89
248954	LEIJA TORRES, FILEMON	3.25
248955	LOLL, MARGARITA E	49.35
248956	LUNA, YOLANDA	27.92
248957	MCCLAIN, ERIC C	540.00
248958	MID CONTINENT CONSTRUCTION	17.51
248959	MONTA HOLDING	113.39
248960	MUSK CTY COMM ACTION	21.00
248961	NAULT, JAMIE R	28.09
248962	NICHOLS, RALENE MICHAELLE	20.68
248963	TRAN DIEP, PHOUNG THI	22.50
248964	WHITE, PAMELA A	3.25
248965	WILLIAMS, BRANDON L	90.00
248966	ZAMORA, DANIEL A	100.00
248967	AC-OWEN CONSTRUCTION, LLC	32,190.13
248968	B & H FOTO & ELECTRONICS CORP	135.38
248969	VIDA BERRY	458.33
248970	BRENT BUSCH	114.00
248971	CHARBONNEAU, BILLY JO	75.00
248972	CHRIS CUMMINGS	115.50
248973	CREATIVE APPAREL & MORE	339.90
248974	DEBRA DELZEIT	300.00
248975	DANIELLE DEZSO-JONES	133.00
248976	EAST CENTRAL ELECTRIC	36.39
248977	JERRY EATON SCOTT	360.00
248978	FIVE STAR DEMOLITION	8,012.95
248979	KARLA D GIBSON	75.00
248980	GORDON'S HEATING-AIR CONDITION	9,400.00
248981	GRAND TRUCK EQUIPMENT CO., LLC	707.56
248982	SHIRLEY HILTON-FLANARY	75.00
248983	TRACY ALAN HOOS II	75.00
248984	JACOB IRELAND	1,525.49
248985	JASON CRAFT	25.00
248986	JIMMY THOMASON	161.00
248987	REVERSING RADIO, LLC	3,500.00

248988	KENT KAMP	180.00
248989	KELLY BOLDING	217.00
248991	KAREN LAUDERDALE	50.00
248992	LAZY J PROPERTIES, ANGELA YOUN	75.00
248993	LORI PAULSON	1,800.00
248994	LORI PAULSON	1,200.00
248995	LORI PAULSON	1,200.00
248996	LOWES	391.60
248997	MICHAEL MORRISON	23.94
248998	MUNICIPALH2O.COM	500.00
248999	KELLY MURRY	255.00
249000	MUSKOGEE COUNTY TRANSIT AUTHOR	13,271.51
249001	MUSKOGEE TOURISM AUTHORITY	49,764.20
249002	MUTUAL OF OMAHA INSURANCE CO	17,610.79
249003	NEIGHBORS BUILDING NEIGHBORHOO	20,000.00
249004	NOVA-TECH INTERNATIONAL INC	350.98
249005	OG&E - ACCT #35947999-5	138,387.98
249006	OHD, INC	960.00
249007	OKLAHOMA UNIFORM BUILDING CODE	652.00
249008	OTA-PLATEPAY	8.06
249009	DERRICK REED	184.99
249010	SHERRY S. RICE	50.00
249011	RON MAYES	34.00
249012	SADLER PAPER COMPANY	155.94
249013	JENNIFER SARGENT	300.00
249014	SBA 2012 TC ASSETS	607.75
249015	JAIME LYNN STOUT	226.15
249016	THYSSENKRUPP ELEVATOR CORP	572.84
249017	TIM DOERNER	405.00
249018	TLS GROUP, INC	1,852.50
249019	TRISHA JOANN TERRELL	51.80
249020	TYLER EVANS	91.00
249021	WALKER COMPANIES	130.00
249022	CINDY WAYMAN	125.00
249023	LAURA WICKIZER	75.00
249024	ACCURATE LABS & TRAINING CENTE	555.00
249025	ACTION GROUP STAFFING	2,494.77
249026	ADVANCE AUTO PARTS 64771111001	602.62
249027	AMERICAN RED CROSS-TRAINING SE	300.00
249028	ASCEND COMMERCIAL BUILDERS LLC	57,978.29
249029	ASSOCIATED SUPPLY CO INC	2,412.12
249030	ATLAS MATERIAL HANDLING LLC	282.85
249031	AUTO FX/FX TECHNOLOGIES	2,936.00
249032	BG PRODUCTS INC	1,652.05
249033	BRENNTAG SOUTHWEST INC	3,450.00
249034	BROWN'S SHOE FIT CO #87	160.00
249035	CAGLE'S FLOWERS & GIFTS	195.00

249036	CARE AROUND THE CLOCK INC	8,098.06
249037	CORE & MAIN LP	25,434.20
249038	COWAN GROUP ENGINEERING LLC	14,189.00
249039	MERCURY PRESS PLUS	397.17
249040	EXPRESS EMPLOYMENT PROFESSIONA	4,481.38
249041	FASTENAL COMPANY	551.78
249042	FROST OIL CO., LLC	45,261.34
249043	GRAINGER	93.12
249044	GREEN COUNTRY BEHAVIORAL HEALT	675.00
249045	HALFF ASSOCIATES, INC.	20,192.18
249046	HAMBY APPLIANCES AND HOME GOOD	929.41
249047	SH'PONE HARRIS SR A	400.00
249048	HARRISON TIRE & SUPPLY	190.00
249049	HIGHLINE AFTERMARKET	1,129.52
249050	HOGLE COMPANY	71.80
249051	INDIAN CAPITAL TECHNOLOGY CENT	275.00
249052	INDIAN CAPITAL TECHNOLOGY CENT	275.00
249053	INDIAN CAPITAL TECHNOLOGY CENT	275.00
249054	INDIAN CAPITAL TECHNOLOGY CENT	275.00
249055	J & R EQUIPMENT	254.73
249056	KYLE EDWARDS BUICK GMC INC	180.32
249057	LITTLE MOUNTIAN BINDERY	685.94
249058	LOCKE SUPPLY CO	147.27
249059	LOWES	750.82
249060	LUM ENTERPRISES INC DBA	5,883.64
249061	MCINTOSH CORP	1,570.51
249062	MMSGS	1,717.44
249063	MORGAN SERVICES COMPANY LLC	50.00
249064	MUSKOGEE COMMUNICATIONS, INC.	450.00
249065	MUSKOGEE FENCE & DECK CO	500.00
249066	MUSKOGEE LOCK & KEY	25.00
249067	MUSKOGEE SIGN AND BANNER	120.00
249068	OFFICE DEPOT	39.98
249069	OKLAHOMA NATURAL GAS	5,556.91
249070	OLSSON ASSOCIATES	400,000.00
249071	ONE SOURCE WATER LLC	36.62
249072	OPTIMUM BUSINESS	34.00
249074	OREILLY AUTO PARTS	4,236.56
249075	PORTCITY BODYSHOP INC DBA SAFE	125.00
249076	PREMIER TRUCK GROUP	3,377.35
249077	PVS TECHNOLOGIES, INC.	10,862.40
249078	RELIABLE DOOR SERVICES, LLC	2,995.98
249079	RETAIL ATTRACTIONS LLC	4,125.00
249080	RUSH TRUCK CENTERS OF OKLAHOMA	734.40
249081	SADLER PAPER COMPANY	583.20
249082	SANDERS NURSERY & DISTRIBUTION	534.00
249083	SLIGAR MECHANICAL, LLC	115,900.00

249084	SOUTHERN TIRE MART, LLC	765.00
249085	SPRING CREEK NURSERY INC	635.00
249086	STEWART MARTIN EQUIPMENT	305.04
249087	SUDDENLINK	660.00
249088	SUPERIOR LINEN SERVICE INC	95.75
249089	T-MOBILE USA INC.	3,221.01
249090	TECHNICAL PROGRAMMING SERVICES	2,549.40
249091	TIGER NATURAL GAS INC	1,080.14
249092	TOTAL ADMINISTRATIVE SERVICES	221.13
249093	TRUCK & INDUSTRIAL PARTS, LLC.	191.61
249094	UNIFIRST HOLDINGS LP	1,035.73
249095	WASTE MANAGEMENT OF OKLAHOMA I	1,840.16
249096	XEROX CORPORATION	4,736.32
249097	YELLOWHOUSE MACHINERY CO	1,143.60
249098	YORK & MAIN EQUITY GROUP INC	7,500.00
249099	KIMBALL MIDWEST	596.70
249100	ENESTECH SOFTWARE CORPORATION	3,250.00
249101	MILLER, KUNAWV	51.14
249102	THE ZERO CARD, INC.	8,352.12
249103	BLUECROSS/BLUE SHIELD OF OK	100,634.30
249104	BLUECROSS/BLUE SHIELD OF OK	32,697.99
249105	DELTA DENTAL PLAN OF OKLAHOMA	735.28
249106	DELTA DENTAL PLAN OF OKLAHOMA	24,002.62
249107	BRANDT, BETH	100.00
249108	CLOTHIER, ORVALL	6.17
249109	COOK PROPERTY MANAGEMENT, LLC	16.66
249110	COPE PROPERTIES	78.29
249111	CSR, LLC	134.62
249112	HENNEMAN, KENNEDY L	5.42
249113	LEEDS, LESLIE GAYLE	16.66
249114	MRE MUSK HOUSING PARTNER I, LP	32.22
249115	PHIKIM PROPERTIES	90.00
249116	SAI YGNA LLC	34.16
249117	ACCURATE LABS & TRAINING CENTE	445.00
249118	ACECO RENTAL AND SALES	157.00
249119	ACTION GROUP STAFFING	3,957.05
249120	ADVANCED WORKZONE SERVICES	4,950.00
249121	AIR CLEANING TECHNOLOGIES INC	467.99
249122	ATLAS MATERIAL HANDLING LLC	2,782.00
249123	BANNER FIRE EQUIPMENT INC	503.87
249124	BCS INSURANCE COMPANY	67,133.02
249125	BG PRODUCTS INC	859.20
249126	CARE AROUND THE CLOCK INC	17,032.58
249127	CLAY WATTS	25.00
249128	CLEET	5,751.25
249129	CONNECT DME, LLC	766.00
249130	COOK CONSULTING LLC	509,167.07

249131	DAVID'S DISCOUNT TIRES INC	946.64
249132	DEREK CALLAHAN	114.00
249133	EXPRESS EMPLOYMENT PROFESSIONA	4,599.18
249134	FASTENAL COMPANY	1,767.31
249135	FITNESS ON DEMAND LLC	229.00
249136	FIVE STAR DEMOLITION	5,269.20
249137	FLEETPRIDE INC	207.46
249138	FRONTIER EQUIPMENT	541.75
249139	FROST OIL CO., LLC	637.90
249140	GORDON'S HEATING-AIR CONDITION	1,189.00
249141	GRAINGER	2,256.17
249142	GREAT PLAINS CONSULTING	12,970.00
249143	GREEN COUNTRY BEHAVIORAL HEALT	150.00
249144	GRIMSLEY'S INC	421.90
249145	GUARD TRONIC INC	710.00
249146	HARRISON TIRE & SUPPLY	1,366.00
249147	USA BLUEBOOK	414.32
249148	HOLLOWAY UPDIKE AND BELLEN INC	8,500.00
249149	I 40 RACE SERVICE LLC	95.00
249150	INCOR	1,845.00
249151	GAS AND SUPPLY	349.16
249152	INTERSTATE ELECTRIC CORPORATIO	10,500.00
249153	J & R EQUIPMENT	109.93
249154	JARED CAPTIAL, LLC	3,200.00
249155	LORI JEFFERSON	600.00
249156	JEREMY ROSS MC PLLC	2,000.00
249157	JOHN DEERE FINANCIAL F.S.B.	695.00
249158	KINSER MARINE REPAIR	28.00
249159	KTFX FM RADIO STATION	900.00
249160	L & W SUPPLY CORPORATION	302.06
249161	LINDY BROWN	282.00
249162	LOCKE SUPPLY CO	112.02
249163	LOVE BOTTLING CO - #515580	35.04
249164	LOWES	3,066.00
249165	MAIN STREET MUSKOGEE, INC	25,000.00
249166	MARVIN'S MOWERS AND OUTDOOR LL	78.38
249167	MMSGS	258.49
249168	JACOB MOORE R	500.00
249169	MORGAN SERVICES COMPANY LLC	150.00
249170	MUSKOGEE CITY COUNTY 911 TRUST	45,640.93
249171	MUSKOGEE CITY-COUNTY PORT AUTH	204.27
249172	MUSKOGEE COUNTY CLERK	756.00
249173	MUSKOGEE DAILY PHOENIX	1,337.37
249174	MUSKOGEE LOCK & KEY	558.99
249175	MUSKOGEE MEDICAL CENTER AUTHOR	12,640.69
249176	MUSKOGEE REDI-MIX LLC	3,100.00
249177	NEWTON, BRYCE DBA	222.00

249178	OFFICE CONNECTIONS LLC	381.63
249179	OKIE SAFETY CONSULTING, LLC	4,125.00
249180	OKLAHOMA NATURAL GAS	3,070.62
249181	OKLAHOMA TURNPIKE AUTHORITY (O	0.64
249182	ONE SOURCE WATER LLC	125.53
249183	OREILLY AUTO PARTS	2,636.70
249184	OSBI	5,722.54
249185	OSBI	5,480.40
249187	PATE INDUSTRIAL SUPPLY INC	347.61
249188	PIED PIPER SERVICES	75.00
249189	PIONEER'S JANITORIAL SVC	345.00
249190	PREMIER TRUCK GROUP	62.99
249191	PREMIER USA INC.	1,574.44
249192	PROSEGUR EAS USA, LLC	3,658.62
249193	RAMON LEDEZMA	245.00
249194	JAMES C ROLLAND	1,500.00
249195	RUSH TRUCK CENTERS OF OKLAHOMA	85.18
249196	SADLER PAPER COMPANY	1,355.39
249197	SALVADOR CORONADO	300.00
249198	SCOTT PUCKETT	47.50
249199	SHERWIN-WILLIAMS COMPANY	128.59
249200	SIRCHIE FINGER PRINT	91.24
249201	BEWLEY PRODUCTIONS	4,999.00
249202	STAUB INVESTMENTS INC. DBA GAL	16.00
249203	SUPERIOR LINEN SERVICE INC	437.06
249204	TAYLOR ETCHISON	47.50
249205	TECHNICAL PROGRAMMING SERVICES	3,858.19
249206	TENDER TOUCH AUTO WASH INC	271.00
249207	THERMO FISHER SCIENTIFIC-ASHEV	153.94
249208	TIGER NATURAL GAS INC	260.72
249209	TRANSUNION RISK & ALTERNATIVE	165.00
249210	UNIFIRST FIRST AID CORP	36.47
249211	UNIFIRST HOLDINGS LP	1,058.19
249212	UNIQUE DRY CLEANING	399.00
249213	VISION SERVICE PLAN INSURANCE	5,087.21
249214	WARREN CAT	75.02
249215	WASTE MANAGEMENT OF OKLAHOMA I	55.04
249216	WATER STORE INC	146.30
249217	WHEELER METALS	97.79
249218	YORK STREET TIRE OF MUSKOGEE L	5,216.48
249219	OKLAHOMA TURNPIKE AUTHORITY (O	5.55
249220	THE ZERO CARD, INC.	30,938.61
249221	AZALEA GARDENS MEMORY CARE	562.99
249222	BEST FAMILY HOMES	21.72
249223	BROWNING, LISA G	16.66
249224	DELOZIER, DALLAS	11.28
249225	FUREK, KAYTIE N	27.94

249226	GILLENWATER, MATHYW A	51.52
249227	HUBLER, SARAH L	100.00
249228	INTERSTATE PROPERTIES, INC	16.06
249229	MOVING 4 GOD, LLC	8.80
249230	PACE INVESTMENT PROPERTIES,LLC	24.02
249231	PEEBLES, CHARLES	0.24
249232	RUST, ABIGAIL G	42.12
249233	SHINN PROPERTIES	28.18
249234	TDE PROPERTIES LLC	100.00
249235	WARD, CHARLOTTE R	45.77
249236	ACCURATE LABS & TRAINING CENTE	445.00
249238	ACTION GROUP STAFFING	4,135.25
249239	ACTION IMPRINTS	35.00
249240	AIRGAS USA LLC	74.52
249241	AMERICAN CONSERVATION & BILLIN	22,491.00
249242	AMERICAN RED CROSS-TRAINING SE	329.00
249243	ASSOCIATED SUPPLY CO INC	468.25
249244	AT&T #918 682-2825 211 0	265.30
249245	BANNER FIRE EQUIPMENT INC	2,214.24
249246	BEN E. KEITH	138.89
249247	BG PRODUCTS INC	4,830.10
249248	BRENNTAG SOUTHWEST INC	13,980.00
249249	BROKEN ARROW ELECTRIC	1,817.56
249250	CAGLE'S FLOWERS & GIFTS	65.00
249251	CAPITAL ONE, N.A.	40.04
249252	CDW GOVERNMENT INC	2,874.82
249253	CHANCE PARKER	47.50
249254	CHARBONNEAU, BILLY JO	100.00
249255	CLIFFORD POWER SYSTEMS INC	833.04
249256	COGENT, INC.	11,460.00
249257	CONNECT DME, LLC	908.88
249258	CONTRACTOR SOLUTIONS	2,092.00
249259	CORE & MAIN LP	1,130.75
249261	DEALERS ELECTRICAL SUPPLY	35.15
249262	DEBRA DELZEIT	125.00
249263	DIRECTV LLC	107.24
249264	DOBSON FIBER	6,376.58
249265	DRIVE SHAFTS INC	260.00
249266	EAST CENTRAL ELECTRIC	1,949.51
249267	EXPRESS EMPLOYMENT PROFESSIONA	3,045.08
249268	FIVE STAR DEMOLITION	530.00
249269	FROST OIL CO., LLC	20,029.88
249270	KARLA D GIBSON	100.00
249271	LORNE K. GOOD DBA GOOD CONCRET	500.00
249272	GRAINGER	268.14
249273	GUARD TRONIC INC	395.00
249274	SH'PONE HARRIS SR A	400.00

249275	IMAGENET CONSULTING, LLC	6,334.35
249276	IMPROVED CONSTRUCTION METHODS	6,624.20
249277	J & R EQUIPMENT	34.38
249278	JENNIFER COOPER	775.00
249279	JEREMY ROSS MC PLLC	145.00
249280	JOE GODDARD ENTERPRISES, LLC	2,350.00
249281	JOHNSON'S SERVICE COMPANY	1,200.00
249282	JONAS FITNESS, INC	1,645.28
249283	KYLE EDWARDS BUICK GMC INC	400.26
249284	LAKE REGION ELECTRIC COOPERATI	5,817.00
249285	KAREN LAUDERDALE	100.00
249286	LAZY J PROPERTIES, ANGELA YOUN	125.00
249287	LEGACY BUILDINGS LLC	2,601.00
249288	LOCKE SUPPLY CO	388.46
249289	LOGAN OHL	47.50
249290	LOVE BOTTLING CO - #111902	22.08
249291	LOVE BOTTLING CO - #208410	22.08
249292	LOWES	1,731.47
249293	MARSHALL TUCKER BAND, INC	20,000.00
249294	MARVIN'S MOWERS AND OUTDOOR LL	138.51
249295	MATLOCK SECURITY SERVICES	90.00
249296	MHC KENWORTH - TULSA	747.71
249297	MORGAN SERVICES COMPANY LLC	275.00
249298	MUSKOGEE CITIZENS POLICE ACADE	750.00
249299	MUSKOGEE COMMUNICATIONS, INC.	450.00
249300	MUSKOGEE COUNTY CLERK	666.00
249301	MUSKOGEE COUNTY SHERIFFS DEPAR	11,826.00
249302	MUSKOGEE DAILY PHOENIX	722.40
249303	MUSKOGEE LOCK & KEY	169.85
249304	MUSKOGEE REDI-MIX LLC	451.00
249305	MUSKOGEE YOUTH SERVICES	2,462.72
249306	OFFICE DEPOT	172.05
249307	OKLAHOMA DEPT OF PUBLIC SAFETY	21,000.00
249308	OKLAHOMA NATURAL GAS	3,808.07
249309	ONE SOURCE WATER LLC	231.10
249310	OREILLY AUTO PARTS	1,586.75
249311	P & K EQUIPMENT	230.58
249312	PATE INDUSTRIAL SUPPLY INC	105.40
249313	PVS TECHNOLOGIES, INC.	11,635.20
249314	RELIABLE DOOR SERVICES, LLC	1,298.74
249315	BFI WASTE SERVICES, LLC	758.48
249316	SHERRY S. RICE	75.00
249317	SADLER PAPER COMPANY	1,789.57
249318	SCOTT PUCKETT	604.50
249319	SOUTHERN TIRE MART, LLC	1,070.75
249320	SPATCO ENERGY SOLUTIONS, LLC	1,243.94
249321	SPECIAL OPS UNIFORMS	2,221.36

249322	STEVE BEAUVAIS	156.00
249323	SUPERIOR LINEN SERVICE INC	48.98
249324	TECHNICAL PROGRAMMING SERVICES	3,662.16
249325	TIGER NATURAL GAS INC	11,848.95
249326	TLS GROUP, INC	3,385.55
249327	TRUCK & INDUSTRIAL PARTS, LLC.	575.00
249328	TWIN CITIES READY MIX INC	2,581.88
249329	UNIFIRST HOLDINGS LP	1,074.70
249330	WASTE MANAGEMENT OF OKLAHOMA I	18,956.22
249331	CINDY WAYMAN	372.00
249332	WELDON PARTS - MUSKOGEE	270.08
249333	LAURA WICKIZER	100.00
249334	XEROX BUSINESS SOLUTIONS SOUTH	1,187.78
249335	YORK & MAIN EQUITY GROUP INC	6,730.00
249336	JOHNNY MULLENAX	1,750.00
249337	BLUECROSS/BLUE SHIELD OF OK	103,405.34
249338	COLEMAN, MARLON J	40.67
249339	COPE PROPERTIES	90.00
249340	EPOCH PROPERTIES LLC	13.74
249341	FOUTCH, WILLIAM BLAKE	26.79
249342	KIZZIA, JAMIE LEANN	39.35
249343	LEEDS FAMILY TRUST	15.34
249344	MID CONTINENT CONSTRUCTION	16.06
249345	MONTA HOLDINGS	26.79
249346	MONTA HOLDINGS	26.06
249347	STINSON, JIMMY L	27.94
249348	STOUT, WELDON	14.76
249349	TUCKER, RHYS	28.93
249350	WYCKOFF, JAMES LEE	26.03
249351	THE ZERO CARD, INC.	22,589.44
249352	ABIGAIL WRIGHT	29.54
249353	ACCURATE LABS & TRAINING CENTE	3,385.00
249354	ACECO RENTAL AND SALES	325.20
249355	ACTION GROUP STAFFING	5,737.10
249356	ADVANCE AUTO PARTS 64771111001	114.52
249357	AIRGAS USA LLC	277.30
249358	ALLIED FENCE CO OF TULSA INC	3,980.00
249359	ALLSTATE TERMITE&PEST SOLUTION	2,283.00
249360	AMERICAN AIRWORKS	474.00
249361	AMERICAN GENERAL CONTRACTING	900.00
249362	AMERICAN MUNICIPAL SERVICES	324.71
249363	AUSTIN CROWDER	47.50
249364	B & R ELECTRIC SERVICE INC	2,000.00
249365	BANCFIRST	27,684.32
249366	BANK OF OKLAHOMA-WEALTH MANAGE	2,850.00
249367	BEST VERSION MEDIA LLC	353.60
249368	BLUECROSS/BLUE SHIELD OF OK	165.00

249369	BIG WHEEL DIGITAL MEDIA	18,000.00
249370	BROADCAST MUSIC INC	446.00
249371	BROKEN ARROW ELECTRIC	564.36
249372	C & C SUPPLY AND SERVICE CO.	335.00
249373	CARE AROUND THE CLOCK INC	157.50
249374	CHARLES R. GIBSON JR.	1,350.00
249375	CONNECT DME, LLC	385.00
249376	COOK CONSULTING LLC	3,750.00
249377	CORE & MAIN LP	3,294.60
249378	COWAN GROUP ENGINEERING LLC	5,337.28
249379	CROWDER AUTO GLASS	180.00
249380	CURTS REALTY LLC	52,738.15
249381	DAVID BANDY	500.00
249382	DAVID'S DISCOUNT TIRES INC	167.70
249383	DEALERS ELECTRICAL SUPPLY	21.40
249384	KENYONNE DERRICK	240.00
249385	EAST CENTRAL ELECTRIC	37.01
249386	ELASTOMER SPECIALTIES, INC	500.00
249387	EXPRESS EMPLOYMENT PROFESSIONA	2,592.51
249388	FIVE STAR DEMOLITION	530.00
249389	FRONTIER EQUIPMENT	3,631.72
249390	FROST OIL CO., LLC	18,309.06
249391	GARLAND ALLEN	25.00
249392	GKC CONSTRUCTION SERVICES LLC	3,135.00
249393	LORNE K. GOOD DBA GOOD CONCRET	8,200.00
249394	GRAINGER	474.49
249395	GUARD TRONIC INC	150.00
249396	HACH COMPANY	398.80
249397	HARNESS ROOFING, INC	2,752.00
249398	SH'PONE HARRIS SR A	1,350.00
249399	HIGHLINE AFTERMARKET	924.26
249400	HOGLE COMPANY	7.95
249401	HULL, JEFFREY S	394.30
249402	INHOUSE ADVERTISING LLC	17,320.00
249403	INNOVATIVE SOLUTION ADVISORS L	1,076.88
249404	J & R EQUIPMENT	118.44
249405	JOE GODDARD ENTERPRISES, LLC	7,340.00
249406	JOHN DEERE FINANCIAL F.S.B.	347.97
249407	DOC'S MOBILE WEILDING & FABRIC	1,650.00
249408	KIMBALL MIDWEST	13.70
249409	KYLE EDWARDS BUICK GMC INC	91.07
249410	LOCKE SUPPLY CO	321.44
249411	LOWES	882.92
249412	M & M FLOORING INSTALLATION LL	2,280.00
249413	MARVIN'S MOWERS AND OUTDOOR LL	2,641.93
249414	MORGAN SERVICES COMPANY LLC	185.00
249415	MUSKOGEE COUNTY CLERK	36.00

249416	MUSKOGEE COUNTY SHERIFFS DEPAR	17,276.00
249417	MUSKOGEE LOCK & KEY	239.90
249418	NATIONAL RECREATION AND PARK A	470.00
249419	OFFICE CONNECTIONS LLC	715.96
249420	OFFICE DEPOT	398.31
249421	OKLAHOMA EMERGENCY MANAGEMENT	727.43
249422	OKLAHOMA FLOODPLAIN MANAGERS A	135.00
249423	OKLAHOMA NATURAL GAS	3,088.73
249424	OKLAHOMA TURNPIKE AUTHORITY (O	10.14
249425	OREILLY AUTO PARTS	2,473.64
249426	PATE INDUSTRIAL SUPPLY INC	326.27
249427	PATTERSON VETERINARY SUPPLY IN	1,232.82
249428	PIED PIPER SERVICES	75.00
249429	PREMIER USA INC.	6,252.55
249430	PVS TECHNOLOGIES, INC.	11,184.00
249431	RACEWAY ELECTRIC, INC	1,930.00
249432	SADLER PAPER COMPANY	3,341.87
249433	SAFEWARE, INC	548.80
249434	SANDERS NURSERY & DISTRIBUTION	423.00
249435	SHERWIN-WILLIAMS COMPANY	289.75
249436	SPECIAL OPS UNIFORMS	542.47
249437	STAUB INVESTMENTS INC. DBA GAL	96.00
249438	SUPERIOR LINEN SERVICE INC	489.27
249439	TECHNICAL PROGRAMMING SERVICES	3,101.28
249440	TERA SHOWS	115.71
249441	TIGER NATURAL GAS INC	5,290.67
249442	TWIN CITIES READY MIX INC	312.00
249443	UNIFIRST HOLDINGS LP	868.96
249444	VULCAN INC	4,891.00
249445	WASTE MANAGEMENT OF OKLAHOMA I	20,580.09
249446	MICHAEL G WEST DBA WEST'S TOOL	214.35
249447	WHEELER METALS	518.00
249448	XPRESS WELLNESS URGENT CARE	1,020.00
249449	YANCEY PONDER	62.03
249450	ZEBEC OF NORTH AMERICA INC	1,030.64
249451	DOKE HOLDINGS	63.61
249452	DOKE HOLDINGS	24.66
249453	MUSKOGEE APARTMENTS 4 LLC	38.36
249454	BLUECROSS/BLUE SHIELD OF OK	55,290.87
249455	THE ZERO CARD, INC.	4,941.66
249457	PILGRIM, TY	10,500.00
249458	LOVE PRODUCTIONS INC	10,000.00
249459	ACOM SYSTEMS	4,683.60
249460	ACTION BRAKE & REPAIR LLC	311.14
249461	BURRUSS, BROOKE	11.10
249462	CLARK, JASON W	100.00
249463	DRISKILL, LORINDA G	60.00

249464	E&C HOMES, LLC	5.21
249465	EPOCH PROPERTIES, LLC	18.11
249466	FORCE ELECTRICAL SERVICES	2,205.28
249467	FRYE, JANET MARIE	9.22
249468	GOODNIGHT, KATHY GAIL	87.88
249469	GRAYSON, LANESSA DAVIS, DAKIRO	31.21
249470	MCCULLOUGH, TOMMY L	34.16
249471	MONTA HOLDINGS	22.62
249472	PEREZ, ANTONIO	54.62
249473	ROTH, MELISSA	5.42
249474	SCOTT CONTRACTING	315.73
249475	SONGE, LISA MARIE	16.66
249476	THOMPSON, FREDERICK H	16.66
249477	UNDERGROUND ENTERPRISES	2,292.69
249478	WITHERELL, KAREN M	12.62
249479	LAKELAND SHOPPING CENTER	332.62
249480	LAKELAND SHOPPING CENTER,	32.09
249481	A & J RENTAL AND SALES	1,756.00
249482	AARON MAYHUGH	312.00
249483	ABIGAIL WRIGHT	19.00
249484	ACCURATE LABS & TRAINING CENTE	2,210.00
249485	ACTION GROUP STAFFING	46.85
249486	ASSOCIATED SUPPLY CO INC	4,073.10
249487	ATLAS MATERIAL HANDLING LLC	720.00
249488	AUTOMATIC ENGINEERING INC	104,618.53
249489	B & C TRAILER SERVICES	2,552.00
249490	B & R ELECTRIC SERVICE INC	500.00
249491	VIDA BERRY	458.33
249492	BIO-AQUATIC TESTING	1,810.00
249493	C K RESTORATION LLC DBA SERVPR	409.46
249494	CARE AROUND THE CLOCK INC	5,495.34
249495	CHARBONNEAU, BILLY JO	100.00
249496	CHRIS CUMMINGS	279.02
249497	COMMUNITY CARE EAP	520.70
249498	CONNECT DME, LLC	6,052.33
249499	CORE & MAIN LP	29,809.40
249500	DEBRA DELZEIT	150.00
249501	MERCURY PRESS PLUS	355.21
249502	DUB ROSS COMPANY	11,000.00
249503	EVOQUA WATER TECHNOLOGIES LLC	314.00
249504	EXPRESS EMPLOYMENT PROFESSIONA	3,157.10
249505	FASTENAL COMPANY	1,176.87
249506	AVERY LAWN CARE	710.00
249507	FIVE STAR DEMOLITION	1,634.00
249508	FLEETPRIDE INC	385.96
249509	KENDAL FRANCIS	772.10
249510	FREEDOM RESOURCES, INC. DBA	1,208.00

249511	FROST OIL CO., LLC	878.30
249512	GARY GARVIN D	6,000.00
249513	KARLA D GIBSON	100.00
249514	GRAINGER	1,575.69
249515	GREEN COUNTRY BEHAVIORAL HEALT	487.50
249516	HACH COMPANY	99.70
249517	HARNESS ROOFING, INC	4,752.00
249518	HOGLE COMPANY	137.30
249519	HOLLOWAY UPDIKE AND BELLEN INC	3,400.00
249520	IDEXX DISTRIBUTION, INC.	4,767.20
249521	GAS AND SUPPLY	1,362.00
249522	IRONCOMPANY.COM, LLC	5,990.00
249523	JOEL EVERETT	300.00
249524	JOEL EVERETT	300.00
249525	JOEL EVERETT	300.00
249526	JOHNSON'S SERVICE COMPANY	900.80
249527	KIMBALL MIDWEST	272.55
249528	KTFX FM RADIO STATION	200.00
249529	KAREN LAUDERDALE	100.00
249530	LAZY J PROPERTIES, ANGELA YOUN	100.00
249531	LOCKE SUPPLY CO	365.36
249532	LOVE BOTTLING CO - #111902	11.04
249533	LOWES	803.00
249534	MARC MILLER BUICK-GMC, INC.	279.16
249535	MARIO'S QUALITY OVERHEAD DOORS	250.00
249536	MARVIN'S MOWERS AND OUTDOOR LL	292.80
249537	MCMILLAN, ROBERT SCOTT	450.00
249538	MUSKOGEE LOCK & KEY	219.95
249539	MUSKOGEE REDI-MIX LLC	2,522.50
249540	MUSKOGEE TOURISM AUTHORITY	95,836.77
249541	NEWTON, BRYCE DBA	872.50
249542	NUTRICA AG SOLUTIONS	1,350.00
249543	OFFICE CONNECTIONS LLC	403.39
249544	OFFICE DEPOT	49.30
249545	OKLAHOMA DEPT OF LABOR	150.00
249546	OKLAHOMA NATURAL GAS	3,050.35
249547	OKLAHOMA UNIFORM BUILDING CODE	400.00
249548	OLSSON ASSOCIATES	369,644.40
249549	OREILLY AUTO PARTS	1,250.00
249550	PATE INDUSTRIAL SUPPLY INC	520.48
249551	PORTCITY BODYSHOP INC DBA SAFE	250.00
249552	PREMIER TRUCK GROUP	2,859.54
249553	PUSH*PEDAL*PULL	840.24
249554	DERRICK REED	184.99
249555	SHERRY S. RICE	100.00
249556	HENDERSON COFFEE	242.86
249557	RUSH TRUCK CENTERS OF OKLAHOMA	1,199.40

249558	SADLER PAPER COMPANY	247.34
249559	SAMANTHA HENDERSON	19.00
249560	SCHOENING	258.23
249561	SCOTT PUCKETT	39.00
249562	SPECIAL OPS UNIFORMS	634.97
249563	SQUARE DEAL MUSIC	399.96
249564	SUPERIOR LINEN SERVICE INC	171.94
249565	JOHN SUTTON	6,374.88
249566	T K PUBLISHING	840.00
249567	TECHNICAL PROGRAMMING SERVICES	2,885.99
249568	THERMO FISHER SCIENTIFIC-ASHEV	164.94
249569	TOTAL ADMINISTRATIVE SERVICES	210.60
249570	TRUCK & INDUSTRIAL PARTS, LLC.	1,775.00
249571	TULSA ASPHALT LLC	2,437.84
249572	TWIN CITIES READY MIX INC	2,205.50
249573	UNIFIRST HOLDINGS LP	1,035.79
249574	UTILITY TECHNOLOGY SERVICES IN	29,730.00
249575	VIKINCIVES MIDWEST, INC	205,944.04
249576	CINDY WAYMAN	250.00
249577	WELDON PARTS - MUSKOGEE	118.58
249578	WHEELER METALS	643.82
249579	LAURA WICKIZER	125.00
249580	X-PRESS EQUIPMENT RENTAL & SAL	5,800.00
249581	YORK & MAIN EQUITY GROUP INC	24,584.00
249587	BANK OF AMERICA	51,315.72
249595	BANK OF AMERICA	38,892.87
249604	BANK OF AMERICA	38,622.73

Finance Committee **3.**

Meeting Date: 04/14/2025

Submitted For: Jody Moore, Fire Department **Initiator:** Jody Moore, Fire Chief

Department: Fire Department

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of the purchase of a new 2025 E-One Fire Engine from Banner Fire Equipment, in an amount of $720,000.00, or take other necessary action. (Jody Moore)

BACKGROUND:

Recommendations for the purchase of a new fire engine for Muskogee Fire Department.
1. This truck is available. Delivery of a custom order truck, in comparison, would take at least 42 months after an order is made.
2. As our fleet ages, we are faced with engines spending a significant amount of time not in service due to much-needed repairs.
3. The increased number of structure fires has taken its toll on wear and tear on MFD equipment.
4. A new engine provided by the Muskogee County Public Safety Tax could be five or more years out.
5. FY25 Budget will require an amendment to authorize funds for this purpose at a later City Council meeting.

RECOMMENDED ACTION:

Approve the purchase of a new fire truck for the Muskogee Fire Department.

Fiscal Impact

FUNDING SOURCE:

Special Projects Fund 215-422-5510-61.70.

Attachments

Fire Engine

FIRE APPARATUS PROPOSAL

DATE: November 1, 2024

This proposal has been prepared for:

Muskogee Fire Department
Muskogee, OK

We hereby propose to furnish to you, subject to proper execution of the attached agreement by you and by an officer of this Company, the following apparatus and equipment to be built in accordance with the attached specifications:

UNIT QUANTITY	MODEL	PRICE
2	E-One top mount rescue pumpers, 1500 GPM Hale QMax Pump, 1000-gal poly tank, mounted on a Spartan FC94 Custom Chassis equipped with a Cummins L9 450 HP engine per specs.	$1,409,269.00

Delivery will be FOB South Roxana, Il. and will be made approximately April 2025, after receipt of order at the Florida plant, based upon proper execution of the attached agreement by both parties. Price does not include any applicable taxes. Terms of Payment are 100% of the purchase price due upon delivery.

Price listed above is firm for 30 days. Price is subject to increase after that time.

Company: BANNER FIRE EQUIPMENT, INC.

By: Bruce Swearingen

Bruce Swearingen

Title: Apparatus Sales

Finance Committee **4.**

Meeting Date:	04/14/2025		
Submitted For:	Johnny Teehee, Police	Initiator:	Chad Farmer, Deputy Chief
Department:	Police		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

Consider approval to accept a grant from the Muskogee Medical Foundation in the amount of $35,000.00, to be used for equipment and training for the Muskogee Police Department Medical Support Unit, or take other necessary action. (Johnny Teehee)

BACKGROUND:

In early 2023 several officers led by Officer Sam Antar, who is also a physician, wanted to create a medical support unit within the police department after they identified a gap in medical care on calls for service. Doctor/Officer Antar noticed that between the time that officers arrived on scene and EMS arriving there could be more that officers could do to save the life of the person having a medical episode.

In July of 2023, they met with the Muskogee Medical Foundation and presented the idea to them and the Foundation granted their request in the amount of $16,585.46. The check was received a few months later in 2023. MPD has 3 officers that have been to several months of training at Muskogee County EMS and are now certified Emergency Medical Technicians just like those that work on an ambulance. Since early 2023 these officers have been paying for the medical bags and equipment themselves that they carry in their patrol cars.

These officers responded to the Taft shooting and were first on scene to provide life-saving medical care. Another officer applied a chest seal on a 2-year-old child that was playing with a gun and accidentally shot himself. The ER physician said that if our officer had not done that, then the child would have died. On a crash scene, a subject had a partially severed leg and one of our officers was able to apply a tourniquet and stop the blood loss. We have many more examples.

These officers have also been teaching medical classes to other law enforcement agencies, such as the Tulsa County Sheriff's Office.

The medical support unit has a policy in place and will work under the Medical Director, who is over the Fire Department. When the Medical Support Unit is fully staffed we want to put an officer that is at least one EMT on each shift and also train the remainder of the department as Emergency Medical Repsonders which is more in depth than basic first aid.

The $35,000.00 will be used for EMT classes for new medical unit personnel as well as training aids and equipment used during operations. This is a non-matching grant and will not cost the city any funding.

RECOMMENDED ACTION:

Accept the grant from the Muskogee Medical Foundation in the amount of $35,000.00.

Fiscal Impact

FUNDING SOURCE:

This is a non-matching grant and will not cost the city any additional funding.

Attachments

MSU Grant

10/24/2024

Muskogee Medical Foundation

PO Box 1247

Muskogee, OK 74401

RE: Muskogee Police Department Medical Support Unit

Dear Sir/Madam,

I am writing to you on behalf of the Muskogee Police Department Medical Support Unit (hereafter referred to as MSU) to submit a proposal for your review. The MSU serves as a vital part of the pre-hospital continuum in the City of Muskogee by way of law enforcement medicine. Our mission is to provide the citizens of Muskogee and our fellow officers with quality, life saving pre-hospital care. As police officers, we are often patrolling the city and therefore are often the closest first responders to any emergency. While sometimes we only arrive mere minutes before EMS, those few moments are critical in an emergency setting. The MSU strives to not only render quality aid in those moments, but also to train other officers to give aid as well. Our medics have proven successful in the field, with one medic receiving an award for his life saving skills. Along with our work in the field, we have hosted several trainings for the Muskogee Police Department and outside agencies.

The MSU was officially recognized as a unit in 2023, with the groundwork starting in 2021. The unit began with two full-time officers attending an EMT-B class held by Muskogee County EMS and Dr. Sam Antar, who was then a part-time officer and a trauma physician. Our unit now holds five full time officers: two which are NREMT certified EMT-Bs; one who graduates EMT-B class in December; another who will begin EMT-B class in January; and Dr. Antar, who became a full-time officer to better support our mission. The MSU also includes a part-time NREMT paramedic who is also a reserve officer.

We received a grant from the Muskogee Medical Foundation in 2023, which allowed us to fully equip two medics and pay for the tuition for the two new members to attend the EMT-B class. In the upcoming year, we are planning to fully equip the two medics we have in training and to also add two new members to our roster. Along with those goals, our vision this year is to increase our ability to train ourselves and our fellow officers. We plan to focus on raising the overall medical skill set of the Muskogee Police Department and the surrounding agencies to better serve our community. We are in need of training aids and equipment to allow us to

provide the best training possible. We are requesting $35,000 in funding to achieve these goals. I have included a detailed breakdown for the 2024-2025 MSU Budget.

The MSU greatly appreciates the Muskogee Medical Foundation's previous support and continued interest in our purpose to provide quality pre-hospital care to the Muskogee community. We hope to continue to work with the Muskogee Medical Foundation and represent their mission in helping with healthcare needs and the delivery of healthcare to Muskogee. If any further information is needed concerning the proposal, please call me at 918-351-8828.

Thank you,

Taylor Pevehouse

MSU Team Leader

Muskogee Police Department

112 S. 3rd St.

Muskogee, OK 74401

MSU 2024-2025 Budget Breakdown

Expense	Price	Quantity	Total
EMT-B training	$1,100	2	$2,200
Complete kit for medic	$6,800	2	$13,600
PRESTAN CPR/AED training manikin set	$692.99	1	$692.99
Cardiac Science Training AED*	$456.00	1	$456.00
NASCO Trauma Manikin	$1,449.99	1	$1,449.99
STAT Manikin with Airway	$9,117.99	1	$9,117.99
Rescue Randy	$1,500	1	$1500
Z-Medica Thigh Trauma Trainer	$451.99	1	$451.99
Replace used medical supplies			5,522.04
			$35,000.00

The above listed prices were taken from the BoundTree website with the exception of the training AED.

The last line item is to purchase new medical supplies; replace any supplies used while on duty, such as chest seals and gauze; or small training needs.

Finance Committee **5.**

Meeting Date:	04/14/2025		
Submitted For:	Dennis Read, Finance	**Initiator:**	Dennis Read, Treasurer
Department:	Finance		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

Consider approval to authorize the City Manager to execute an Engagement Letter with Hood & Associates, Certified Public Accountants, to perform an audit of financial statements and prepare an audit report for FY2024, or take other necessary action. (Dennis Read)

BACKGROUND:

The City of Muskogee contacted Hood and Associates to perform an audit of financial statements for FY2023-2024.

RECOMMENDED ACTION:

Authorize the City Manager to execute the audit review engagement letter with Hood and Associates for the fiscal year 2024.

Fiscal Impact

Attachments

Engagement Letter

July 24, 2024

Mr. Dennis Read
Finance Director
City of Muskogee, Oklahoma
229 W Okmulgee Ave
Muskogee, OK 74401

Hood and Associates, CPAs P.C. is pleased to confirm our understanding of the services we are to provide the City of Muskogee, Oklahoma (the City) for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Muskogee, Oklahoma, as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis.
- Budgetary Comparison Information.
- Schedule of Changes in total OPEB Liability and Related Ratios.
- Schedule of Changes in Net Pension Liability/Asset and Related Ratios.
- Schedules of Employer Contributions and notes to RSI.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements and in a report combined with our auditor's report on the financial statements:

- Schedule of expenditures of federal awards.
- Combining and Individual Nonmajor Fund Financial Statements and Schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- Introductory Section and Statistical Section.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or

(4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

Management override

Improper revenue recognition

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Muskogee, Oklahoma in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1)

access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedules of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 -related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have

disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Hood and Associates, CPAs P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Hood and Associates CPAs, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-Through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ms. Violet Kirkendall, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit as soon as records are made available to us and we will issue our reports 6-8 weeks subsequent to that start date.

Our fee for these services will $75,000 for the audit of the City of Muskogee. Our audit fees include a single audit of up to two (2) major programs. If additional major programs are required to be audited, an additional fee of $3,500 per additional major program shall apply. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the governing board of City of Muskogee, Oklahoma. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdrawaw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Muskogee, Oklahoma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Hood and Associates CPAs, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Muskogee, Oklahoma.

By: _____

Title: _____

Date: _____

Finance Committee **6.**

Meeting Date: 04/14/2025

Submitted For: Roger Kolman, Assistant City Manager

Initiator: Roger Kolman, Assistant City Manager

Department: Assistant City Manager

Staff Information Source:

Information

AGENDA ITEM TITLE:

Discuss and possibly approve the engagement of BKL Architects & Engineers to prepare a feasibility study of the Muskogee Municipal Building, or take other necessary action. (Roger Kolman)

BACKGROUND:

BKL has the technical expertise to prepare a study on the feasibility of demolishing the arena section of the Muskogee Municipal Building for future expansion of city hall once the Muskogee Police Department has relocated to the joint City/County Public Safety Center. The feasibility report will consist of: site inspection, conceptual plans, structural diagrams, life safety and code review, and cost estimates.

RECOMMENDED ACTION:

Staff recommends approval.

Fiscal Impact

FUNDING SOURCE:

The $27,000 cost will be funded from the 2019 CIP for Projects.

Attachments

BKL Proposal

Fee Schedule

BKL Architects | Engineers

1623 East 6th Street
Tulsa, Oklahoma 74120

918-835-9588
www.bklinc.com

March 18, 2025

Roger Kolman, Interim City Manager
City of Muskogee
P.O. Box 1927
Muskogee, OK 74402-1927

Re: City of Muskogee Municipal Building

Mr. Kolman,
BKL is pleased to submit this proposal for investigation, concept design and cost estimates for the feasibility of removing the southern auditorium/Police Station portion of the Municipal Building and adding a new building to house municipal functions in the same place. The north portion of the building facing W. Okmulgee is to remain as municipal office space.

PROJECT SCOPE

The City of Muskogee wishes to demolish the auditorium portion of the municipal building that currently houses the police department. The police will be moved to a new location and the City will construct new, additional office space in the current auditorium location. The new office space will ideally connect to the existing building office space either directly or with a covered walkway. BKL will perform a general code review on fire suppression, separation, and/or barriers required with the new addition.

BKL will review existing building plans and investigate and photograph the existing building to determine the structural feasibility of demolishing the auditorium space without damaging the office space. We will produce a conceptual plan with square footage for the new structure and we will provide diagrams of the structural attachment and relationship of the new building to the remaining existing building. BKL will investigate recommendations and requirements by the State Historic Preservation Office. We will provide preliminary opinions of probable construction costs for the above scope as well as interior remodel of the existing building based on square footage costs.

CONSULTANTS:

Lead and Asbestos testing *if required*:
Terracon
918-250-0461
Tulsa, OK

BASIC SERVICES:

The design for the project will be broken into the following phases with progress and review meetings at each phase and as needed to complete the design:

Feasibility Report
Site Inspection
Conceptual Plan Concepts
Structural Diagrams
Life Safety and Code Review
Cost Estimates

Not included:
Preliminary and Final Design Documents for bidding.
Asbestos and/or Lead testing

COMPENSATION FOR PROFESSIONAL SERVICES	**$27,000.00**

INVOICING METHODS:
Invoices are generated monthly based on the percentage of design work completed. Design fees are a lump sum cost. Construction administration fees are hourly not to exceed.

AUTHORIZATION TO PROCEED:
Notice to proceed will be understood upon written approval of the feasibility fee. If needed, BKL can provide an AIA contract for signature.

We look forward to working with you,

Stacy Loeffler, PE SE
Principal

MUSKOGEE MUNICIPAL BUILDING
FEASIBILITY STUDY
FEE ESTIMATE WORKSHEET

Task Description	Principal Arch.	Principal Struct	Arch Intern II	Arch Intern 1	Total Hours	Total Direct Labor Cost
	$230.00	**$230.00**	**$135.00**	**$127.50**		
Conceptual Design/Cost Estimates						
Review existing drawings	2	2	2	2	**8**	$1,445.00
Physical inspection of the Municipal Building		8	8	8	**24**	$3,940.00
Conceptual Plan (1)	4	2	32		**38**	$5,700.00
Conceptual Diagrams		6		32	**38**	$5,460.00
SHPO coordination and code search	1		8		**9**	$1,310.00
Report	4	12	2	2	**20**	$4,205.00
Construction Cost Estimate	2	2			**12**	$920.00
QA/QC (10% of above hours)	1	3	5	4	**14**	
TOTAL HOURS	**14**	**35**	**57**	**48**	**163**	
Total Labor	$3,220.00	$8,050.00	$7,695.00	$6,120.00		**$26,975.00**
MEP Consultant						$0.00
Geotech						$0.00
Survey						$0.00
Other Consultants (add above this line)						$0.00
Subtotal - PHASE I						**$26,975.00**

Finance Committee **7.**

Meeting Date: 04/14/2025

Submitted For: Mark Wilkerson, Parks & Recreation

Initiator: Brooke Hall, Assistant Director of Parks and Recreation

Department: Parks & Recreation

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of an agreement and Memorandum of Understanding (MOU) with the Cherokee Nation Public Health & Wellness Fitness Partners Project, to provide membership at the Swim and Fitness Center for Cherokee Nation citizens, and receive payment in the amount not to exceed $25,000.00, or take other necessary action. (Mark Wilkerson)

BACKGROUND:

Public Health & Wellness Fitness Partners (PHWF) Grant through the Cherokee Nation - guidelines that are referenced within the MOU:
One-time funds will be provided to applicants to subsidize 50% of the total cost of membership fees incurred by tribal citizens. Funding will be considered at one amount for all applications ($25,000).
The applicant must be classified as a non-profit and offer a fitness class or access to fitness equipment to the general public.
The applicant must be willing and able to provide membership data that concurs with the PHW Fitness Partners Pilot Project. The data shall include the name, date of birth, phone number, address, and *Cherokee citizenship number of each participating Cherokee citizen*.
The applicant must require each participating Cherokee citizen to formally agree to participate in a survey provided by Cherokee Nation Public Health. Please see the attached addendum for note.
The organization must also agree to consult with us on official messaging to the public and the use of any Cherokee Nation insignias or materials.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

FUNDING SOURCE:

Receive payment from the Cherokee Nation Public Health & Wellness Fitness Partners Program for up to $25,000.

Attachments

MOU with Cherokee Nation and Swim & FItness Center

Membership Agreement Cherokee Nation and MSFC

ADDENDUM

In addendum to the memorandum of understanding (MOU) between the Cherokee Nation and the City of Muskogee Parks and Recreation Department dated the _____ day of _____, 2025, the City of Muskogee and_____ (Cherokee Citizen Name)_____, (citizenship identification number) acknowledge and agree as follows:

1. City of Muskogee Parks and Recreation Department agrees to provide the citizen with two surveys, one upon enrollment and one at the completion of the Project.
2. _____ agrees to participate in said surveys as a requirement of participation in the program. Failure to complete either survey may result in disallowance of participation and the City of Muskogee Parks and Recreation Department recouping the membership amount at the expense of the citizen, at which time City of Muskogee Parks and Recreation Department may be required to provide said funds back to Cherokee Nation.

Signature Page

For the City of Muskogee Parks and Recreation Department

Printed:

_____
Signature:

_____
Title:

_____
Date:

_____

For Cherokee Nation Citizen

Printed:

_____
Signature:

_____
Title:

_____
Date:

_____

Memorandum of Understanding Between

Cherokee Nation

And

City of Muskogee Parks and Recreation

The parties to this memorandum of understanding (MOU), the ***City of Muskogee Parks and Recreation*** (hereinafter "City" and **Cherokee Nation** (hereinafter "The Nation"), acknowledge and agree as follows:

1. Cherokee Nation is a sovereign and federally recognized Indian Nation with exclusive jurisdiction over the Cherokee Nation reservation, as defined in federal and tribal law, with a capital located in Tahlequah Oklahoma.
2. *City* is a local non-profit fitness center that provides access to the general public in *Muskogee, Muskogee*, *Oklahoma,* located within the Cherokee Nation Reservation.
3. The Nation operates the Public Health & Wellness Fitness Partners Pilot Project, which provides non-profit, public access fitness centers with a one-time grant of up to $25,000 to provide membership to Cherokee Citizens at a 50 percent subsidized rate.
4. *City* meets the qualifications of Cherokee Nation policy to participate in the Public Health & Wellness Fitness Partners Pilot Project.
5. The parties further understand that the provision and use of these funds and equipment are subject to the following:
    a. *City* must comply with all policies and procedures of the Public Health & Wellness Fitness Partners Pilot Project. Failure to comply may result in disqualification from the Project and The Nation recouping any funds made available herein.
    b. *City* agrees to provide subsidized one-year memberships at a rate of 50 percent to Cherokee Nation Tribal Citizen Participants, whose one-year membership fees would not exceed the amount of funds issued. *City* must provide proof of citizenship for each participant by obtaining a copy of the participants Cherokee Nation Tribal Citizenship card.
    c. *City* agrees to require each Cherokee Nation Citizen participant to complete a Cherokee Nation Public Health Survey upon enrollment and upon completion of the one-year membership. Said survey will be provided to *City* by The Nation.
    d. *City* agrees to provide records related to the use of the subsidized one-year memberships by Cherokee Nation Citizens to the Cherokee Nation upon completion of the one-year memberships.

e. *City* agrees to consult with and use official public messaging and insignia of The Nation when publicly addressing, advertising or otherwise communicating the Project to the general public.
f. Failure to comply with any section of this MOU, the policies & procedures of the Public Health & Wellness Fitness Partners Project, or any agreements pursuant thereto may result in The Nation recouping up to 100 percent of the funds provided under this agreement and/or disallowance of funding to *City* from The Nation for future Cherokee Nation fiscal year(s).

6. This MOU constitutes the complete agreement between the parties. This MOU is effective the latest date of execution, is entered into in the Cherokee Nation Reservation, is entered into under the laws of the State of Oklahoma, and may be modified by either party in writing and must be agreed upon by both parties and reigned before effected.

Remainder of Page Intentionally Left Blank

IN WITNESS WHEREOF, The Nation and the City of Muskogee Parks and Recreation have caused this Agreement to be duly executed and delivered as of the date first above written.

CHEROKEE NATION

By: _____
Chuck Hoskin Jr., Principle Chief

ACKNOWLEDGMENT

STATE OF OKLAHOMA)
) SS.
COUNTY OF _____)

Before me, the undersigned, a Notary Public, in and for said County and State on this _____ day of _____, 2025, personally appeared Chuck Hoskin Jr., to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its Principle Chief and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such company, for the uses and purposes therein set forth.

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

_____
Notary Public

My commission expires: _____

Commission Number: _____

CITY OF MUSKOGEE PARKS AND RECREATION

(SEAL) By: _____
W. Patrick Cale
Mayor of the City of Muskogee

ATTEST:

_____
Tammy L. Tracy, City Clerk

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

_____
Katrina Bodenhamer, City Attorney

ACKNOWLEDGMENT

STATE OF OKLAHOMA)
) SS.
COUNTY OF MUSKOGEE)

Before me, the undersigned, a Notary Public, in and for said County and State on this _____ day of _____, 2025, personally appeared W. Patrick Cale, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its Mayor and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such municipal corporation, for the uses and purposes therein set forth.

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

_____
Notary Public

My commission expires: _____

Commission Number: _____