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

(Public Comment during Public Hearing or Agenda item comment)

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

AGENDA
PUBLIC WORKS COMMITTEE
AUGUST 11, 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

1. Consider approval of Public Works Committee Minutes of July 14, 2025, or take other necessary action.

2. Hold a Public Hearing and take action on the approval of Resolution No. 3039, for the adoption of the City of Muskogee Comprehensive Plan & Future Land Use Map Update, with the provision for the plan to be revised and updated as needed, or take other necessary action. (Sarah Winkle)

   **Note: A complete copy of the Comprehensive Plan & Future Land Use Map can be found on the City of Muskogee Website.

3. Hold a Public Hearing and consider approval of the Preliminary and Final Plat for the Harris Village Subdivision, located on East Harris Road, consisting of 2.316 acres, to the City of Muskogee City Council, or take other necessary action. (Sarah Winkle)

4. Hold a Public Hearing and consider approval of Ordinance No. 4269-A, to rezone property located on East Harris Road, within Section Northwest 18, Township 15 North, Range 19 East, from A-1 Agricultural, to a Planned Unit Development (PUD) for the Harris Village Subdivision, and if approved, authorize Staff to update the Official Zoning Map of the City, or take other necessary action. (Sarah Winkle)

5. Receive a presentation from Zarrya Gordon from the Youth Action for Health Leadership Program (YAHL) at Muskogee High School detailing the program's work with CounterAct Tobacco, or take other necessary action. (Councilor Melody Cranford)

6. Consider approval of the purchase of one (1) 550 Jet Vac, 1000 CFM, 4" Bauer, No Boom, from Contractor Solutions, in the total amount of $98,468.00, per Sourcewell Contract #101221, or take other necessary action. (Mike Stewart)

7. Consider approval of an honorary street name for "Rougher Road", designating the area located on East Shawnee Road, extending from North York Street to North Country Club Road, as "Rougher Road," or take other necessary action. (Mike Stewart)

8. Consider approval of the reappointment of Coni Wetz to the Historic Preservation Commission, serving a full three (3) year term, beginning September 1, 2025, and ending August 31, 2028, or take other necessary action. (Councilor Mike Brawley)

9. Consider the approval of the reappointment of Latisha Dawkins to the Martin Luther King Community Trust Authority, to serve a second five (5) year term beginning August 1, 2025, and ending on July 31, 2030, or take other necessary action. (Councilor Shirley Hilton-Flanary)

10. Consider approval of the reappointment of Patrick Herriman to the Urban Renewal Authority, to serve a full three (3) year term, beginning September 1, 2025, and ending August 31, 2028, or take other necessary action. (Councilor Shirley Hilton-Flanary)

11. Consider approval of the appointment of Linda Stowers to the Planning and Zoning Commission, filling the expired term of Judith Hoffman, beginning August 1, 2025, and ending July 31, 2028, or take other necessary action. (Councilor Melody Cranford)

12. Consider approval of the appointment of C.B. Abel to the Muskogee City-County Port Authority and Muskogee City-County Trust Port Authority, to serve a four (4) year term beginning September 1, 2025, and ending August 31, 2028, filling the expiring term of Rowdy Fewel, or take other necessary action. (Mayor W. Patrick Cale)

13. Consider approval of the reappointment of Fred Hogle to the Muskogee City-County Port Authority and Muskogee City-County Trust Port Authority, to serve a four (4) year term beginning September 1, 2025, and ending August 31, 2028, or take other necessary action. (Mayor W. Patrick Cale)

RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.

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

Public Works Committee **1.**

Meeting Date: 08/11/2025
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:
Consider approval of Public Works Committee Minutes of July 14, 2025, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

07142025 pwmin

MINUTES

OF THE PUBLIC WORKS COMMITTEE
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN REGULAR SESSION
IN COUNCIL CHAMBERS OF CITY HALL
JULY 14, 2025

The Public Works Committee of the City of Muskogee, Oklahoma, met in Regular Sessions at 5:30 p.m., July 14, 2025, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

Present: Patrick Cale, Mayor; Derrick Reed, Vice Mayor; Jaime Stout, Committee Member; Tracy Hoos, Chair; Shirley Hilton-Flanary, Committee Member; Melody Cranford, Committee Member; Dan Hall, Vice Chair; Tom Martindale, Committee Member; Mike Brawley, Committee Member

Staff Present: Kendal Francis, City Manager
Katrina Bodenhamer, City Attorney
Tammy L. Tracy, City Clerk
Avery Rigney, Assistant Public Works Director
Sarah Winkle, Acting City Planner
Johnny Teehee, Police Chief
Tera Shows, Economic Development Manager
Judy Villalobos, Communications Manager
Keri Spencer, Assistant City Attorney
Jeff Reeves, Project Manager

1. Consider approval of Public Works Committee minutes of June 9, 2025, or take other necessary action.

Motion was made by Committee Member Shirley Hilton-Flanary, seconded by Committee Member Tom Martindale to approve Public Works Committee minutes of June 9, 2025.

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

Carried - Unanimously

2. (No Action) Receive report on SeeClickFix, a new mobile app and tool for citizens to utilize and easily report non-emergency issues, and take other necessary action. (Kendal Francis)

Communication Manager Judy Villalobos introduced the new SeeClickFix mobile app with a PowerPoint presentation.

3. Consider approval of an amendment to the June 2024 Wholesale Water Purchase Agreement with Rural Water District #5, allowing for an increase in the amount of water usage, or take other necessary action. (Katrina Bodenhamer)

City Attorney Katrina Bodenhamer stated Rural Water District #5 has requested an increase of 400,000 gallons to accommodate current needs. Ms. Bodenhamer explained Staff has confirmed there to be enough in supply and recommends approval.

Motion was made by Committee Member Shirley Hilton-Flanary, seconded by Committee Member Tom Martindale to approve an amendment to the June 2024 Wholesale Water Purchase Agreement with Rural Water District #5, allowing for an increase in the amount of water usage.

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

Carried - Unanimously

4. Consider approval to accept a grant from the Oklahoma Department of Environmental Quality (ODEQ) in the amount of $17,592.00, for reimbursement of funds expended to purchase a used forklift, and authorize the City Manager to negotiate and execute an agreement for an Interagency Contract between ODEQ and the City of Muskogee, for the purchase of a used forklift in FY2025-2026, or take other necessary action. (Mike Stewart)

Assistant Public Works Director Avery Rigney stated this forklift would be utilized at the recycling center to move bails of recycled paper and plastic for processing. He explained this was a budgeted item and was budgeted for full reimbursement.

Committee Member Dan Hall inquired about the decision to purchase used equipment instead of new. Mr. Rigney stated the needs of the facility do not require a new machine. He explained there is a considerable price difference between used and new,

and in order to be fiscally responsible, after research, it was decided a used forklift would be adequate and of much benefit to the recycling center.

Motion was made by Committee Member Shirley Hilton-Flanary, seconded by Committee Member Tom Martindale to approve to accept a grant from the Oklahoma Department of Environmental Quality (ODEQ) in the amount of $17,592.00, for reimbursement of funds expended to purchase a used forklift, and authorize the City Manager to negotiate and execute an agreement for an Interagency Contract between ODEQ and the City of Muskogee, for the purchase of a used forklift in FY2025-2026.

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

Carried - Unanimously

5. Consider approval of the reappointment of Dr. Fred Reufer to serve a second seven (7) year term on the Muskogee Medical Center Authority, beginning September 1, 2025, and ending on August 31, 2032, or take other necessary action. (Councilor Melody Cranford)

Motion was made by Committee Member Melody Cranford, seconded by Vice Mayor Derrick Reed to approve of the reappointment of Dr. Fred Reufer to serve a second seven (7) year term on the Muskogee Medical Center Authority, beginning September 1, 2025, and ending on August 31, 2032.

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

Carried - Unanimously

6. Consider approval of the appointment of Wren Stratton to the Eastern Oklahoma District Library System Board of Trustees, to serve a three (3) year term beginning July 1, 2025, and ending June 30, 2028, as recommended by the Board or Trustees, or take other necessary action. (Kendal Francis)

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Shirley Hilton-Flanary to approve of the appointment of Wren Stratton to the Eastern Oklahoma District Library System Board of Trustees, to serve a three (3) year term beginning July 1, 2025, and ending June 30, 2028, as recommended by the Board or Trustees.

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

Carried - Unanimously

RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.

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

There being no further business, the meeting was adjourned.

CHAIR TRACY HOOS
PUBLIC WORKS COMMITTEE

pwmin
TT

Public Works Committee **2.**

Meeting Date: 08/11/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

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Information

AGENDA ITEM TITLE:

Hold a Public Hearing and take action on the approval of Resolution No. 3039, for the adoption of the City of Muskogee Comprehensive Plan & Future Land Use Map Update, with the provision for the plan to be revised and updated as needed, or take other necessary action. (Sarah Winkle)

**Note: A complete copy of the Comprehensive Plan & Future Land Use Map can be found on the City of Muskogee Website.

LEGAL DESCRIPTION:

BACKGROUND:

The City of Muskogee Planning Department solicited proposals through an RFP (Request for Proposal) in July 2023 to find a consulting firm to prepare a new Comprehensive Plan and Future Land Use Map for the city, and received 7 proposals. A steering committee, comprised of representatives from various city boards and commissions and outside organizations, was established to review and select a firm. The committee reviewed the 7 (seven) proposals according to a rubric created using the information in the RFP.

Using a rubric based on the requirements of the RFP, the firms were narrowed down from 7 to 3. The firm selected was Halff Associates Inc. All firms that submitted proposals were informed of their status after each of the selection rounds.

On September 25, 2023, City Council motioned to execute the contract between the City of Muskogee and Halff Associates Inc., for the completion of the new City of Muskogee Comprehensive Plan.

Additional community outreach efforts included the following:
Open House at the Depot Green
Committee Meeting Focus Groups
Neighborhood Ward Workshop
COM Foundation Workshop

Some of the highlights of the Comprehensive Plan are as follows:

- Infill housing
  - Encourage infill development.
  - Explore supporting the development of infill through incentive tools and policies.
  - Leverage infill development to fill gaps in continuity.
  - Leverage missing middle housing types for infill development where appropriate to increase the range of available options at a multitude of price points.

- Industry and Economic Development
    - "We will generate economic growth and prosperity by cultivating a positive environment for people and industries to develop and succeed."
    - A significant piece of this picture depends on the ability of the City of Muskogee to position itself as an attractive and vibrant place for professionals and their families to call home.
    - Maximize local career opportunities through industry partnerships and educational resources.
- Areas of Special Consideration
    - Areas of Special Consideration, where built or natural conditions may alter how future development incorporates place-type development parameters.
    - Areas of Special Consideration were highlighted by residents for having cultural significance, high redevelopment potential, or environmental concern.
- Livability
    - "We will promote pride in the community by providing access to quality education, safe neighborhoods, and rich cultural experiences."
    - Muskogee has an overall livability score of 44 out of 100. The lowest scoring categories are environment, health, and neighborhood development. By focusing on these categories, Muskogee can improve its overall livability.
- Infrastructure and Cost-Based Management
    - Improve the efficiency and sustainability of public services.
    - Promote green infrastructure projects within private and public development. Promote green infrastructure within public roadway projects and consider providing code incentives for private developers to utilize these within new developments. This may also include internal educational initiatives for staff regarding best practices for ongoing maintenance of these types of facilities.
    - Ensure existing codes and regulations are aligned with resilience goals. Review current codes and regulations as they relate directly or indirectly to public and private infrastructure to ensure there are no significant discrepancies present which may work against any established resilience goals.
    - GIS-based asset management, in the context of infrastructure, is a process which aims to improve the maintenance strategies of public infrastructures, promoting enhanced performance for each individual resource within a system. This can include factors such as efficiency, durability, safety, functionality, and sustainability. Utilize a GIS-based asset management software to record fixed assets, document their locations, and record other valuable information such as warranties.

Halff Associates, Inc. will be here at City Council to present the Comprehensive Plan.

A copy of the Comprehensive Plan is available on the City of Muskogee Planning Page for review.

RECOMMENDED STAFF ACTION:
Recommend approval of Resolution No. 3039.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 3039

A RESOLUTION FOR THE ADOPTION OF THE CITY OF MUSKOGEE 2045 COMPREHENSIVE PLAN AND FUTURE LAND USE MAP WITH THE PROVISION FOR THE PLAN TO BE REVISED AND UPDATED AS NEEDED.

WHEREAS, the City of Muskogee Director of Planning and Community Development ("Director") and the City of Muskogee Planning and Zoning Commission ("Commission") have reviewed the 2045 Comprehensive Plan and Future Land Use Map in accordance with the duties imposed, by the City of Muskogee Charter, the City of Muskogee Code of Ordinances and the relevant Oklahoma Statutes, and do hereby recommend the adoption of said document hereinafter identified as the "2045 Comprehensive Plan and Future Land Use Map."

WHEREAS, in 2023, the City of Muskogee Planning Department began the process to develop a new comprehensive plan for the city, involving substantial research, analysis and studies, public engagement, and meaningful dialogue with residents, City departments, public agencies and the business community; and

WHEREAS, the 2045 Comprehensive Plan and Future Land Use Map were made with the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the municipality and its environs to best promote, in accordance with present and future needs, health, safety, morals, order, convenience, prosperity and general welfare, as well as efficiency and economy in the process of development; including, among other things, adequate provision for traffic, the promotion of safety from fire and other dangers, adequate provisions for light and air, the promotion of healthful and convenient distribution of population, the promotion of good civic design and arrangement, and wise and efficient expenditure of public funds, all in accordance with the City of Muskogee Charter, Article VI, Planning and Zoning, and 11 Okla. Stat. Sec. 43-103.

WHEREAS, the City of Muskogee utilized Halff Associates Inc. as consultants to conduct in-depth studies, surveys and analyses that included a review of Muskogee's demographic, economic, and community conditions; and

WHEREAS, the Director and the Commission have performed their function and duty to make and adopt a master plan for the physical development of the municipality of Muskogee, Oklahoma in accordance with the City of Muskogee Charter, Article VI, Planning and Zoning, the City of Muskogee Code of Ordinances, Section 2-334, and 11 Okla. Stat. Sec. 45-103.

WHEREAS, after public hearings, the Director and Commission have recommended to the City Council of the City of Muskogee the adoption of the 2045 Comprehensive Plan and Future Land Use Map as a whole.

NOW THEREFORE, be it resolved that the City Council of the City of Muskogee, Oklahoma adopt the 2045 Comprehensive Plan and Future Land Use Map, and allow for the same to be revised and updated as needed in order to best preserve and manage the objectives identified herein.

ADOPTED this _____ day of _____, 2025.

_____
W. PATRICK CALE, MAYOR

ATTEST:

_____
TAMMY L. TRACY, CITY CLERK

(SEAL)

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

_____
KATRINA BODENHAMER, CITY ATTORNEY

FUTURE DEVELOPMENT MAP

LEGEND

- Floodplain
- Waterways
- City Limits
- Highways
- Rail

PLACE-TYPES

- Parks and Open Space
- Rural Residential
- Suburban Residential
- Traditonal Residential
- Local Commerical
- Regional/Corridor Commercial
- Light Industrial
- Heavy Industrial
- Downtown
- Civic and Educational

OVERLAYS

- Historic District
- Mixed-use Center
- Mixed-use Corridor
- Trail-Oriented Development

N

0 1 2 Miles

Verdigris River
Neosho River
Arkansas River
69
62
165
64
W Harris St
Mayer Ln
S 11th St
W Shawnee St
Military Blvd
Tamaroa St
W Martin Luther King St
N 48th St
N 40th St
W Broadway St
Okmulgee Ave
S 54th St
Denver St
Arline Ave
S 32nd St
East Side Blvd
Gibson St
North St
N Country Club Rd
Haskell Blvd
Dayton St
Chandler Rd
W Kalamazoo St
Border Ave
S 40th St
S 24th St
S 6th St
Main St
Monta Ave
Augusta Ave
York St
Hilltop Ave
Tull Ave
S 45th St
Hancock Rd
Gulick St
E Peak Blvd
Sally Brown Rd
Haddock Dr
Sheffield Ave
Smith Ferry Rd
E 53rd St
Muskogee-Davis Regional Airport

Public Works Committee **3.**

Meeting Date: 08/11/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

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Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of the Preliminary and Final Plat for the Harris Village Subdivision, located on East Harris Road, consisting of 2.316 acres, to the City of Muskogee City Council, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

The East 220 feet of the West 638 feet of the East 896 feet of the North 450 feet of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, Oklahoma. LESS and EXCEPT

A parcel of land located in the NE¼ of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East, more particularly described as follows:
Beginning at a point 487.82 feet West and 197.0 feet South of the Northeast corner of the NW¼ of Section 18; thence S05°10'06"E a distance of 172.93; thence S88°22’35"W a distance of 129.66 feet; thence N04°35'11"W a distance of 173.41 feet; thence N88°38'09"E a distance of 127.93 feet to the point of beginning.

BACKGROUND:

The application was submitted by Cale Properties LLC, and indicated the property is being platted into ten (10) lots on a little more than two and a half acres (2.5) acres with the lots being developed for single-family residences. These plats went to the Subdivision Review Committee on July 25, 2025, and were approved. The preliminary and final plat both comply with the requirements of the subdivision regulations.

This will be a subdivision development off E. Harris Rd. in the Country Club area just East of York Street. The proposed development will provide new housing options for individuals and families wishing to retire within the City of Muskogee. These housing options will be a maximum height of 2 1/2 stories or 35' with the average dwelling size being 2,000 square feet of living space excluding the garage. This development will also provide two (2) additional fire hydrants to serve the new addition.

RECOMMENDED STAFF ACTION:

Recommend approval.

Fiscal Impact

Attachments

Staff Report

Zone Map
Prelim Plat
Final Plat

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Planning & Community Development Staff Report

City of Muskogee Planning & Zoning Commission

Tuesday, August 5, 2025 @ 9:00 A.M.

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

Consider approval of the Preliminary and Final Plat for the Harris Village LLC Subdivision, located on East Harris Road, consisting of 2.316 acres, or take other necessary action. (Sarah Winkle)

Planning Department Analysis

Current Zoning & Use: A; agricultural land

Proposed Zoning & Use: PUD; Planned Unit Development to develop a subdivision

Quarter Section, Range, Township: NW – T15N – R19E

Street Address: Property not currently addressed. Please see legal.

Legal Description: The East 220 feet of the West 638 feet of the East 896 feet of the North 450 feet of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, Oklahoma. LESS and EXCEPT

A parcel of land located in the NE¼ of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East, more particularly described as follows:
Beginning at a point 487.82 feet West and 197.0 feet South of the Northeast corner of the NW¼ of Section 18; thence S05°10'06"E a distance of 172.93; thence S88°22'35"W a distance of 129.66 feet; thence N04°35'11"Wa distance of 173.41 feet; thence N88°38'09"E a distance of 127.93 feet to the point of beginning.

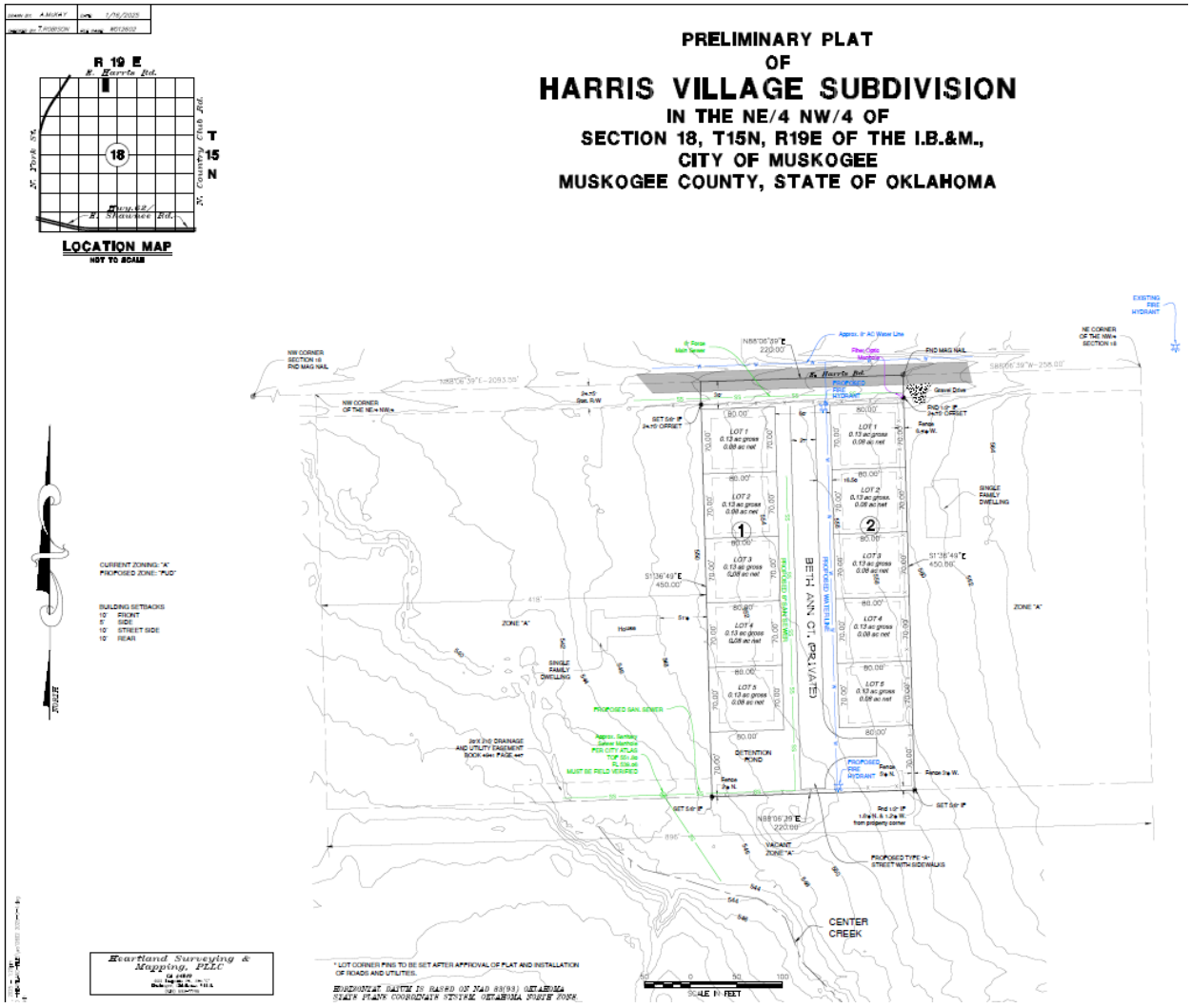
Discussion: The application was submitted by Cale Properties LLC, and indicated the property is being platted into ten (10) lots on a little more than two and half acres (2.5) acres with the lots being developed for single family residences. These plats went to Subdivision Review Committee on July 25, 2025 and were approved. The preliminary and final plat both comply with the requirements of the subdivision regulations.

RECOMMENDATION: Approve the preliminary and final plat.

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

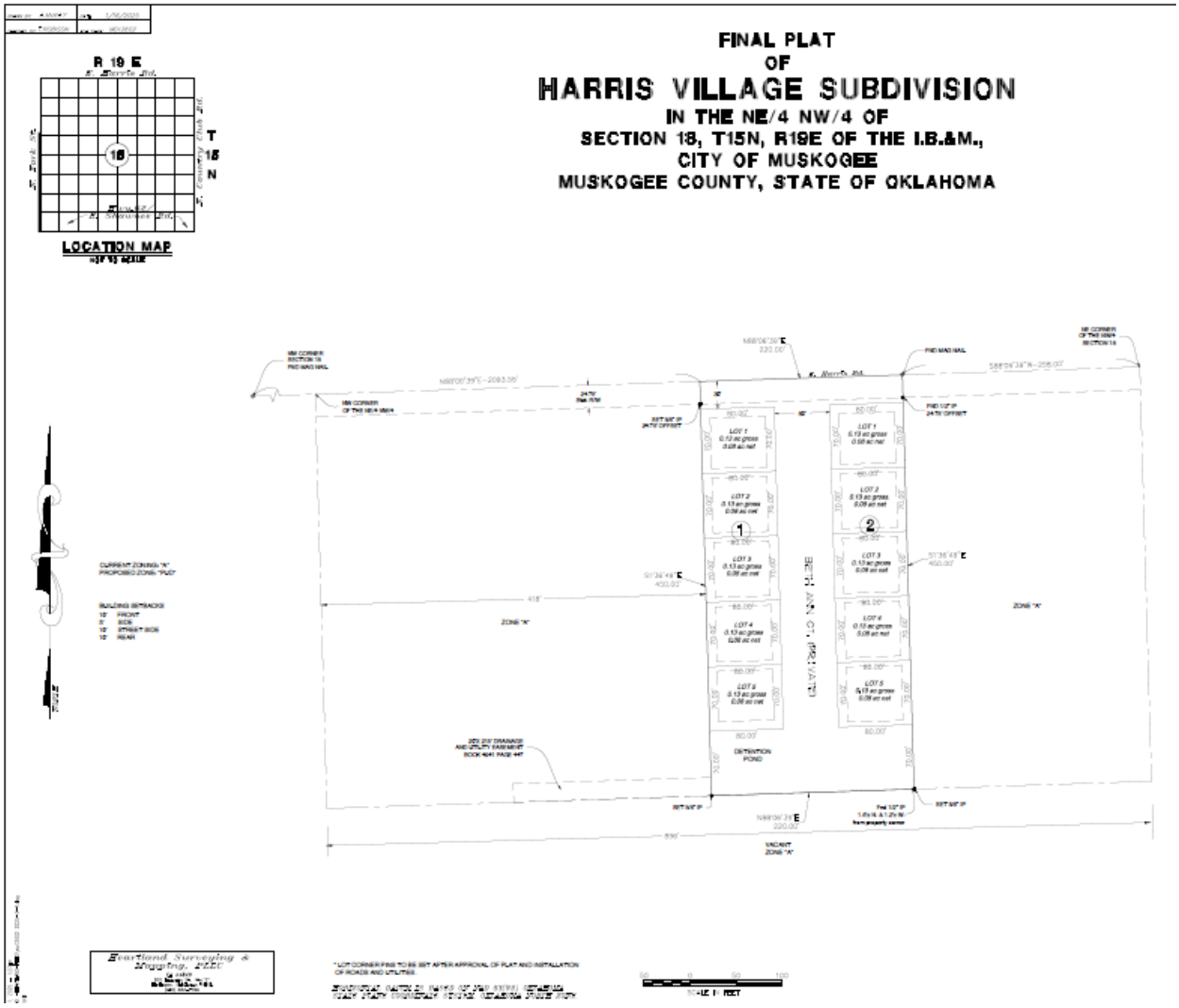
Preliminary Plat of the property:



MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Final Plat of the Property:



Cale Properties Current Zoning Map



Zoning Districts

- I-1
- A
- R-1
- R-4

1:2,257

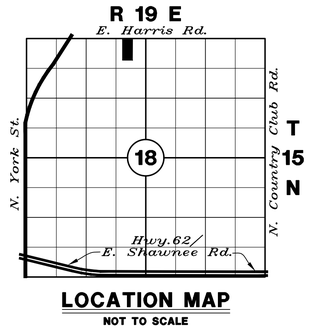
0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1 km

7/8/2025

DRAWN BY: A.McKAY	DATE: 1/16/2025
CHECKED BY: T.ROBISON	FILE NAME: W012602

PRELIMINARY PLAT
OF
HARRIS VILLAGE SUBDIVISION
IN THE NE/4 NW/4 OF
SECTION 18, T15N, R19E OF THE I.B.&M.,
CITY OF MUSKOGEE
MUSKOGEE COUNTY, STATE OF OKLAHOMA

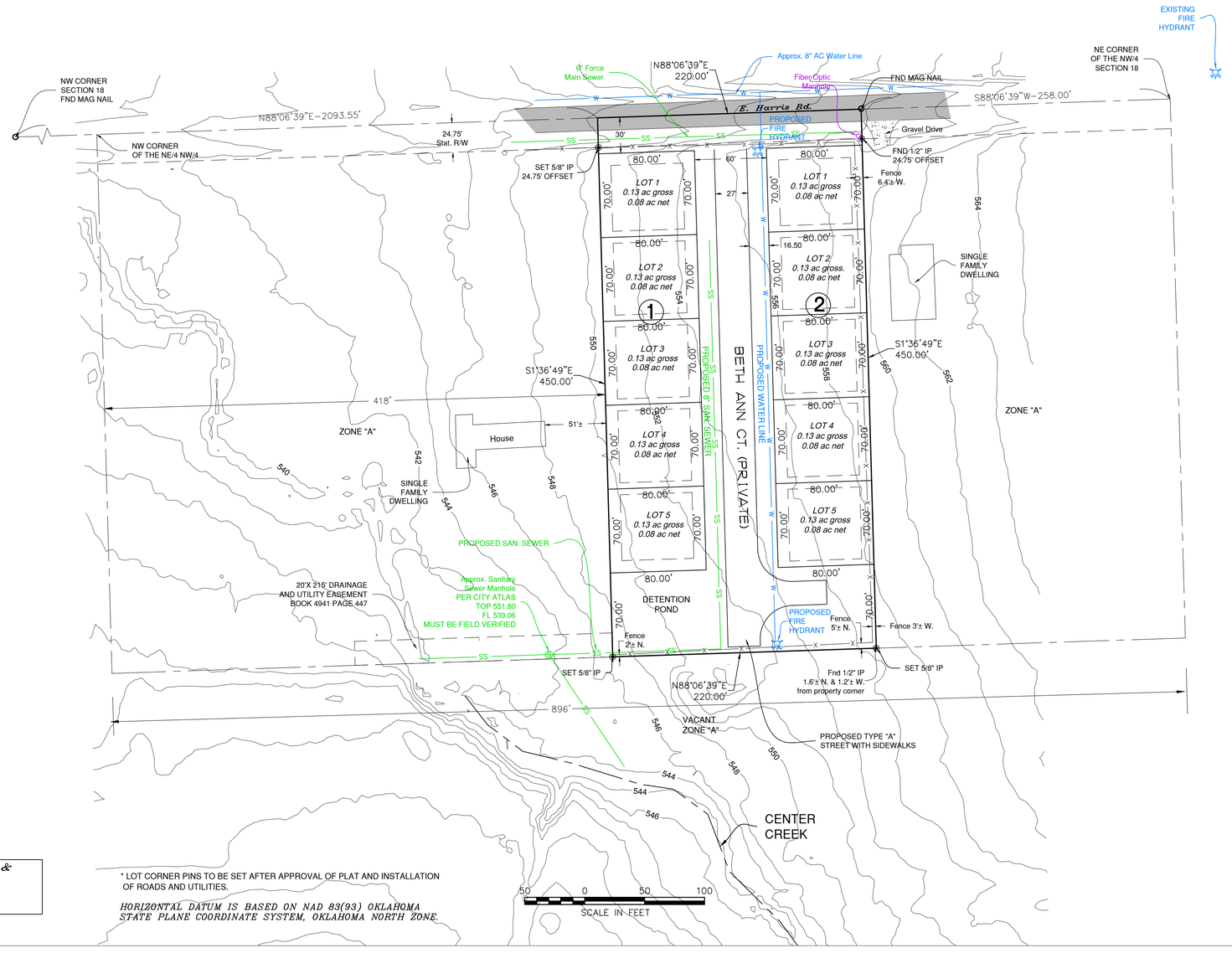


LOCATION MAP
NOT TO SCALE



CURRENT ZONING: "A"
PROPOSED ZONE: "PUD"

BUILDING SETBACKS
10' FRONT
5' SIDE
10' STREET SIDE
10' REAR



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

HORIZONTAL DATUM IS BASED ON NAD 83(93) OKLAHOMA STATE PLANE COORDINATE SYSTEM, OKLAHOMA NORTH ZONE.

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

Jul 11, 2025 - 1:29pm
S:\CAD -HEARTLAND-FILES\wo12602 2025-3-4.dwg
trobinson

STATE OF OKLAHOMA)

COUNTY OF MUSKOGEE)

KNOW ALL MEN BY THESE PRESENTS, that We, CALE PROPERTIES, LLC, hereby certify that we are the Owner of the and the person or persons having any right, title or interests to the following described tract of land, to-Wit:

The East 220 feet of the West 638 feet of the East 896 feet of the North 450 feet of the NE/4 NW/4 of Section 18, T15N, R19E of the I.B.&M., Muskogee County, State of Oklahoma.
Less .51 acres Book 1536 Page 393.
Containing a total of 2.27 acres, more or less.

We further certify that we have caused said tract of land to be platted into lots and blocks and have caused this plat to be made of said tract showing accurate dimension of lots and streets. We hereby designate said tract of land as HARRIS VILLAGE SUBDIVISION.

_____ _____
MBR/MGR - W. PATRICK CALE

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared W. PATRICK CALE to me known to be the identical persons who executed the foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the purpose set forth.

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

_____
Notary Public

My Commission expires:_____

CERTIFICATE OF SURVEY

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

WITNESS my hand and seal this _____day of _____, 2025.

_____
Tony Robison, Land Surveyor 1686

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

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

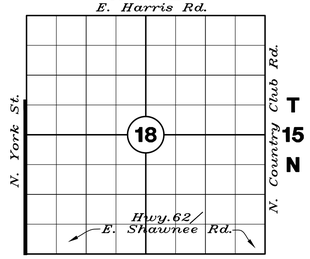
FLOOD CERTIFICATION

According to the U.S. Department of Housing & Urban Development Insurance Rate Map, Panel Number 40101C0115F, Effective Date FEBRUARY 4, 2011 The subject property is located in Zone "X", Areas determined to be outside the 0.2% annual chance floodplain.

This plat is approved by the City of Muskogee to have Public Sanitary Sewer and Public Water Systems.

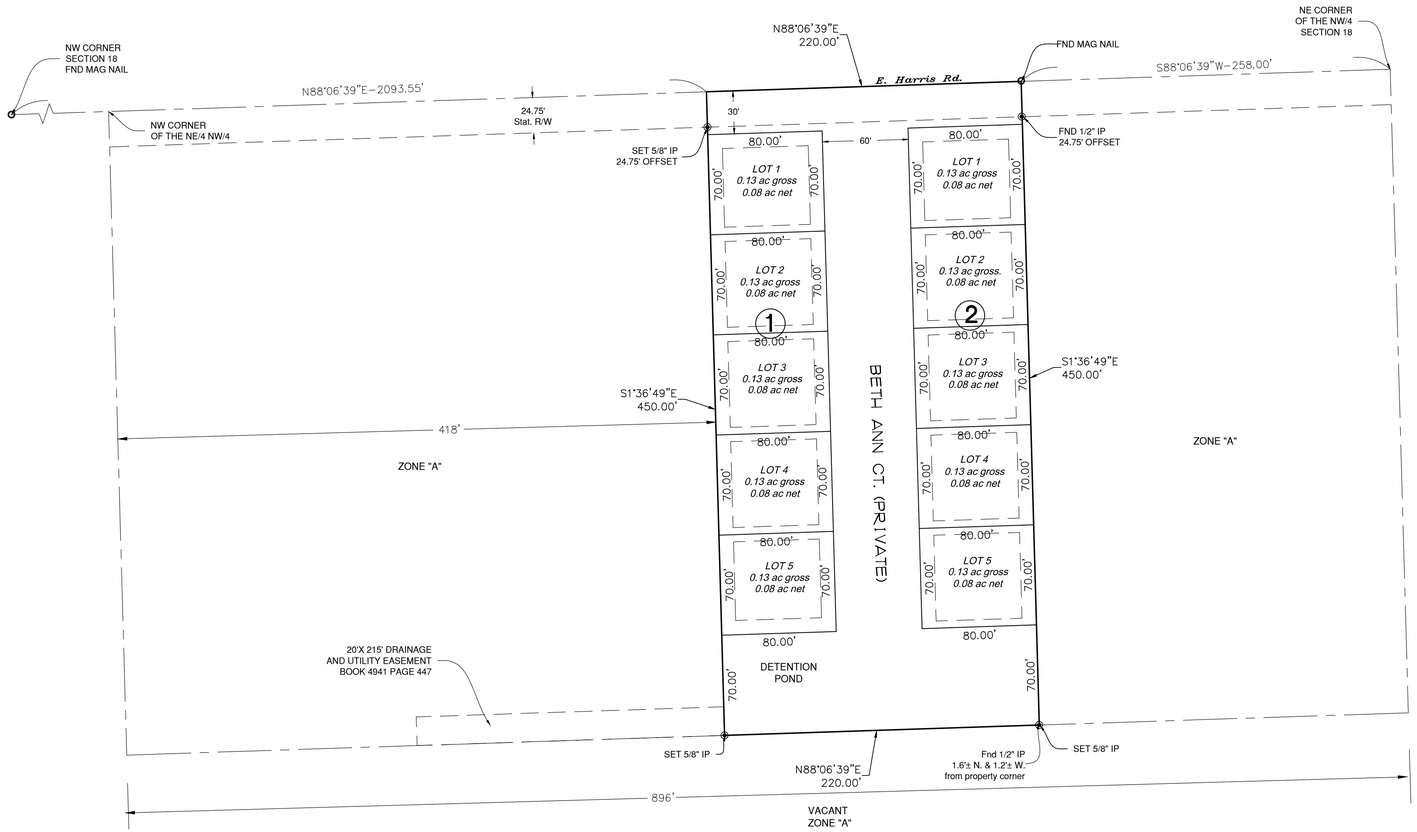
DRAWN BY: A.McKAY | DATE: 1/16/2025
CHECKED BY: T.ROBISON | FILE NAME: W012602

R 19 E



LOCATION MAP
NOT TO SCALE

FINAL PLAT
OF
HARRIS VILLAGE SUBDIVISION
IN THE NE/4 NW/4 OF
SECTION 18, T15N, R19E OF THE I.B.&M.,
CITY OF MUSKOGEE
MUSKOGEE COUNTY, STATE OF OKLAHOMA



NORTH

CURRENT ZONING: "A"
PROPOSED ZONE: "PUD"

BUILDING SETBACKS
10' FRONT
5' SIDE
10' STREET SIDE
10' REAR

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

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

HORIZONTAL DATUM IS BASED ON NAD 83(93) OKLAHOMA STATE PLANE COORDINATE SYSTEM, OKLAHOMA NORTH ZONE.

50 0 50 100
SCALE IN FEET

Jul 11, 2025 - 1:27pm
S:\CAD -HEARTLAND-FILES\w012602 2025-3-4.dwg
trobinson

STATE OF OKLAHOMA)

COUNTY OF MUSKOGEE)

KNOW ALL MEN BY THESE PRESENTS, that We, CALE PROPERTIES, LLC, hereby certify that we are the Owner of the and the person or persons having any right, title or interests to the following described tract of land, to-Wit:

The East 220 feet of the West 638 feet of the East 896 feet of the North 450 feet of the NE/4 NW/4 of Section 18, T15N, R19E of the I.B.&M., Muskogee County, State of Oklahoma.
Less .51 acres Book 1536 Page 393.
Containing a total of 2.27 acres, more or less.

We further certify that we have caused said tract of land to be platted into lots and blocks and have caused this plat to be made of said tract showing accurate dimension of lots and streets. We hereby designate said tract of land as HARRIS VILLAGE SUBDIVISION.

_____ _____
MBR/MGR - W. PATRICK CALE

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared W. PATRICK CALE to me known to be the identical persons who executed the foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the purpose set forth.

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

_____
Notary Public

My Commission expires:_____

CERTIFICATE OF SURVEY

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

WITNESS my hand and seal this _____day of _____, 2025.

_____
Tony Robison, Land Surveyor 1686

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

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

FLOOD CERTIFICATION

According to the U.S. Department of Housing & Urban Development Insurance Rate Map, Panel Number 40101C0115F, Effective Date FEBRUARY 4, 2011 The subject property is located in Zone "X", Areas determined to be outside the 0.2% annual chance floodplain.

This plat is approved by the City of Muskogee to have Public Sanitary Sewer and Public Water Systems.

Public Works Committee **4.**

Meeting Date: 08/11/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

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Information

AGENDA ITEM TITLE:

Hold a Public Hearing and consider approval of Ordinance No. 4269-A, to rezone property located on East Harris Road, within Section Northwest 18, Township 15 North, Range 19 East, from A-1 Agricultural, to a Planned Unit Development (PUD) for the Harris Village Subdivision, 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 220 feet of the West 638 feet of the East 896 feet of the North 450 feet of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, Oklahoma. LESS and EXCEPT

A parcel of land located in the NE¼ of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East, more particularly described as follows:
Beginning at a point 487.82 feet West and 197.0 feet South of the Northeast corner of the NW¼ of Section 18; thence S05°10'06"E a distance of 172.93; thence S88°22’35"W a distance of 129.66 feet; thence N04°35'11"Wa distance of 173.41 feet; thence N88°38'09"E a distance of 127.93 feet to the point of beginning.

BACKGROUND:

The property owned by Cale Properties LLC, also known as Harris Village Subdivision, is currently covered by the agricultural zoning classification. A proposed rezoning through the adoption of a Planned Unit Development (PUD) in accordance with 90-05-01 et seq. of the Muskogee City Code of Ordinances will make future development easier by creating more flexible regulations and removing the burden of rezoning individual parcels.

A Planned Unit Development essentially creates a set of development standards for this subdivision that replaces existing standards found in the City of Muskogee zoning code. In the case of this PUD, which covers residential development across the included properties, the standards covered include:

1. Reduction in restrictions on residential lot size requirements.
2. Creation of off-street parking environments as well as attached garages for each dwelling.
3. Adequate buffering along the perimeter of the subdivision.
4. Encouragement of energy-efficient design by any owner/builder that obtains a lot within the subdivision.

Major Proposed Deviations from the Existing Zoning Code
A PUD is written to achieve a higher level of design and to create open space, amenities, and to promote development styles currently not allowed by the existing zoning code. We have made

developmental changes that will ensure a mixed-use of residential and commercial structures to co-habitat in close proximity to promote development and walkability, but also to reduce the possibility of nuisances to protect the community. The following are the major changes made to the residential and commercial development standards to promote development in this PUD:

1. In the City of Muskogee Zoning Code, residential structures are broken up into various zoning districts that allow for most types of structures to be erected in the district.
    a. This PUD allows for single-family housing, except for manufactured housing and tiny homes.
    b. This PUD reduces the setback requirements, lot size minimums and increases the lot coverage requirements to promote better land use of the lot in this residential development.
    c. This PUD encourages an energy-efficient design by any owner/builder that obtains a lot within the subdivision.

Public Hearing information was posted in the Muskogee Daily Phoenix and sent to property owners that reside or own property within a 300-foot radius of this area. Public Hearings will occur at the following meetings:

- Planning & Zoning Commission on August 5, 2025, at 9:00 a.m.
- Public Works on August 11, 2025, at 5:30 p.m.
- City Council on August 25, 2025, at 5:30 p.m.

Planning Department Analysis

- Current Zoning & Use: A, Vacant Agricultural
- Proposed Zoning& Use: PUD, Single Family Dwelling
- Section, Township, Range: Section Northwest 18, Township 15 North, Range 19 East

RECOMMENDED STAFF ACTION:

Approve Ordinance No. 4269-A.

Fiscal Impact

Attachments

Staff Report

Zone Map

Ordinance 4269-A

PUD - Harris Village

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Planning & Community Development Staff Report

Agenda Item Title
Consider approval of a rezone request from A-1 Agricultural to a Planned Unit Development (PUD) for Harris Village Subdivision on E. Harris Rd., within Section Northwest 18, Township 15 North, Range 19 East, and if approved, authorize city staff to update the official city map. (Sarah Winkle)

Meeting Information:
City of Muskogee Planning & Zoning Commission, August 5, 2025 at 9:00 A.M.
Location: City of Muskogee City Hall, 229 W Okmulgee Ave., 3rd Floor Council Chambers

Legal Description:
The East 220 feet of the West 638 feet of the East 896 feet of the North 450 feet of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, Oklahoma. LESS and EXCEPT

A parcel of land located in the NE¼ of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East, more particularly described as follows:
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Background:
The property owned by Cale Properties LLC, also known as Harris Village Subdivision, is currently covered by the agricultural zoning classification. A proposed rezoning through the adoption of a Planned Unit Development (PUD) in accordance with 90-05-01 et seq. of the Muskogee City Code of Ordinances will make future development easier by creating more flexible regulations and removing the burden of rezoning individual parcels.

A Planned Unit Development essentially creates a set of development standards for this subdivision that replaces existing standards found in the City of Muskogee zoning code. In the case of this PUD, which covers residential development across the included properties, the standards covered include:

1. Reduction in restrictions on residential lot size requirements.

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

2. Creation of off street parking environments as well as attached garages for each dwelling.
3. Adequate buffering along the perimeter of the subdivision.
4. Encouragement of energy efficient design by any owner/builder that obtains a lot within the subdivision.

Major Proposed Deviations from the Existing Zoning Code

A PUD is written to achieve a higher level of design and to create open space, amenities, and to promote development styles currently not allowed by the existing zoning code. We have made developmental changes that will ensure a mixed-use of residential and commercial structures to co-habitat in close proximity to promote development and walkability, but also to reduce the possibility of nuisances to protect the community. The following are the major changes made to the residential and commercial development standards to promote development in this PUD:

1. In the City of Muskogee Zoning Code, residential structures are broken up into various zoning districts that allow for most types of structures to be erected in the district.
    a. This PUD allows for single family housing, except for manufactured housing and tiny homes.
    b. This PUD reduces the setback requirements, lot size minimums and increases the lot coverage requirements to promote better land use of the lot in the residential development.
    c. This PUD encourages an energy efficient design by any owner/builder that obtains a lot within the subdivision.

Public Hearing was posted in the Muskogee Daily Phoenix and sent to property owners that reside or own property within a 300 foot radius of this area. Public Hearings will occur at the following meetings:

- Planning & Zoning Commission on August 5, 2025 at 9:00 a.m.
- Public Works on August 11, 2025 at 5:30 p.m.
- City Council on August 25, 2025 at 5:30 p.m.

Planning Department Analysis

- Current Zoning & Use: A, Vacant Agricultural
- Proposed Zoning& Use: PUD, Single Family Dwelling
- Section, Township, Range: Section Northwest 18, Township 15 North, Range 19 East

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

RECOMMENDATION: **Recommend approval of the Rezone Request.**

Cale Properties Current Zoning Map



Cale Properties Current Zoning Map



Zoning Districts

- I-1
- A
- R-1
- R-4

1:2,257

0 0.01 0.03 0.06 mi

0 0.03 0.05 0.1 km

7/8/2025

ORDINANCE NO. 4269-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 E. HARRIS RD. THE TRACT OF LAND IS IN THE NORTHWEST QUARTER OF SECTION 18, TOWNSHIP 15 NORTH, RANGE 19 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 2.316 ACRES MORE OR LESS, AND PROVIDING FOR SEVERABILITY. (Cale Properties, LLC, Applicant)

FROM "A" AGRICULTURAL DISTRICT

TO

"PUD" PLANNED URBAN DEVELOPMENT DISTRICT

PROPERTY MORE PARTICULARLY DESCRIBED AS:

THE EAST 220 FEET OF THE WEST 638 FEET OF THE EAST 896 FEET OF THE NORTH 450 FEET OF THE NE¼ OF THE NW¼ OF SECTION 18, TOWNSHIP 15 NORTH, RANGE 19 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, OKLAHOMA. LESS AND EXCEPT

A PARCEL OF LAND LOCATED IN THE NE¼ OF THE NE¼ OF THE NW¼ OF SECTION 18, TOWNSHIP 15 NORTH, RANGE 19 EAST, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT 487.82 FEET WEST AND 197.0 FEET SOUTH OF THE NORTHEAST CORNER OF THE NW¼ OF SECTION 18; THENCE S05°10'06"E A DISTANCE OF 172.93; THENCE S88°22'35"W A DISTANCE OF 129.66 FEET; THENCE N04°35'11"WA DISTANCE OF 173.41 FEET; THENCE N88°38'09"E A DISTANCE OF 127.93 FEET TO THE POINT OF BEGINNING.

WHEREAS, the City of Muskogee Planning and Zoning Commission, in a meeting held August 5, 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 220 FEET OF THE WEST 638 FEET OF THE EAST 896 FEET OF THE NORTH 450 FEET OF THE NE¼ OF THE NW¼ OF SECTION 18, TOWNSHIP 15 NORTH, RANGE 19 EAST OF THE INDIAN BASE AND MERIDIAN, MUSKOGEE COUNTY, OKLAHOMA. LESS AND EXCEPT

A PARCEL OF LAND LOCATED IN THE NE¼ OF THE NE¼ OF THE NW¼ OF SECTION 18, TOWNSHIP 15 NORTH, RANGE 19 EAST, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 487.82 FEET WEST AND 197.0 FEET SOUTH OF THE NORTHEAST CORNER OF THE NW¼ OF SECTION 18; THENCE S05°10'06"E A DISTANCE OF 172.93; THENCE S88°22’35"W A DISTANCE OF 129.66 FEET; THENCE N04°35'11"WA DISTANCE OF 173.41 FEET; THENCE N88°38'09"E A DISTANCE OF 127.93 FEET TO THE POINT OF BEGINNING.

FROM “A” AGRICULTURAL DISTRICT

TO

“PUD” PLANNED URBAN DEVELOPMENT DISTRICT

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 AUGUST 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

Harris Village Subdivision Planned Unit Development Agreement

PROJECT NAME: Harris Village Subdivision

ADDRESS/LEGAL DESCRIPTION:
The East 220 feet of the West 638 feet of the East 896 feet of the North 450 feet of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East of the Indian Base and Meridian, Muskogee County, Oklahoma. LESS and EXCEPT

A parcel of land located in the NE¼ of the NE¼ of the NW¼ of Section 18, Township 15 North, Range 19 East, more particularly described as follows:
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BRIEF PROJECT DESCRIPTION: This is a residential development in which the goal is to provide new housing stock for individuals and families wishing to retire within the City of Muskogee.

BASE ZONING: Zoning that includes R-1 Single Family Residential.

Article I. Intent and Purpose

A. The purpose of this Planned Unit Development (PUD) for the Harris Village Subdivision is to develop the land and provide ten (10) new quality single-family dwellings within the City of Muskogee. The intent of the development is to provide new housing stock for individuals and families wishing to retire within the City of Muskogee. This Planned Unit Development complies with the general policies and goals of the City of Muskogee Comprehensive Plan. One of the goals listed in the Comprehensive Plan is to provide a housing inventory and living environment that supports the local population and accommodates for future growth.

   The Comprehensive Plan promotes the development of a variety of housing and dwelling unit types and densities in accordance with the Land Use Map. The proposed development complies with the Land Use Map and conforms with the general planning policies of the Comprehensive Plan adopted by the City of Muskogee.

B. **Standards for Review**
   Modifications in conventional zoning and subdivision regulations are privileges and will be considered by the City only in direct response to the accrual of tangible benefits from the Planned Development to the City or the neighborhood/area in which it would be located. These benefits shall be in the form of exceptional amenities, landscape, architectural or site design, or the conservation of special man-made or natural features of the site. In reviewing an application for a Planned Development, the Planning Commission and/or the City Council, as the case may be, shall be required to make certain findings

based on the following standards.

C. **Required Findings**. No application for a Planned Development shall be approved unless all of the following findings are made about the development:

1. *Comprehensive Plan.* The Proposed Planned Development complies with the general policies and goals of the City of Muskogee Comprehensive Plan. One of the goals listed in the Comprehensive Plan is to provide a housing inventory and living environment that supports the local population and accommodates for future growth. The proposed development will provide ten (10) new quality single-family dwellings within the City of Muskogee. The intent of the development is to provide new housing stock for individuals and families wishing to retire within the City of Muskogee.

   The Comprehensive Plan promotes the development of a variety of housing and dwelling unit types and densities in accordance with the Land Use Map. The proposed development complies with the Land Use Map and conforms with the general planning policies of the Comprehensive Plan adopted by the City of Muskogee.

2. *Public Welfare.* The proposed development will comply with the Zoning Regulation for "PUD" Planned Unit Development classification. There will be ten (10) single-family dwellings, each one will be located on a separate lot with a maximum height of 2 1/2 stories or 35' with the average size dwelling being 2,000 square feet of living space excluding the garage. The proposed development will also provide two (2) additional fire hydrants to serve the new addition as required by the Subdivision Regulations. Therefore, the proposed development will not impact the adequate supply of light and air to the adjacent properties and will not substantially increase the danger of fire or endanger the health, safety and welfare of the public.

3. *Impact on Other Property.* The properties located to the east, west, and north are all currently developed as single-family residential. The abutting property to the south is currently vacant, undeveloped property. With the character of the neighborhood being single-family dwellings, the addition of new single-family dwellings will not alter the character of the area, nor will it have a negative impact on property values.

4. *Impact on Public Facilities and Resources.* The developer will be providing infrastructure improvements (water, sewer, streets, and sidewalks) to serve the new addition in accordance with the Subdivision Regulations and will not have an impact on the existing facilities.

5. *Archaeological, Historical or Cultural Impact.* The developer is not aware of any negative impact the proposed development would or could cause to the property or surrounding area.

6. *Parking and Traffic.* Planned Unit Development (PUD) can be commercial, residential or mixed uses. The proposed residential development will provide

off-street parking on each lot, including attached garages for each dwelling. Streets within the new addition will comply with all of the requirements listed within the Subdivision Regulations.

7. *Adequate Buffering.* This is a single-family development abutting single- family dwellings. Setbacks are established within the proposed development to ensure adequate buffering along the perimeter of the proposed subdivision.

8. *Signage.* The developer is not proposing any signs within the Subdivision.

D. **Modification Standards**. In addition to the findings required above, the following standards shall be utilized in considering applications for modifications of the conventional zoning and subdivision regulations for a Planned Development. These standards shall not be regarded as inflexible, but shall be used as a framework by the City to test the quality of the amenities, benefits to the community, and design and desirability of the proposal.

1. *Integrated Design.* The proposed development is residential and located within an area that contain residential uses.

2. *Beneficial Common Open Space.* There is no open space that is isolated or has a leftover character within the proposed subdivision.

3. *Functional and Mechanical Features.* This is a residential development and does not contain any service areas, truck loading zones, or exposed machinery.

4. *Visual and Acoustical Privacy.* There are no objectionable views or uses within the proposed development.

5. *Energy Efficient Design.* The developer will encourage any owner/builder that obtains a lot within the subdivision to consider energy efficiency within the design of the individual dwellings.

6. *Drives, Parking and Circulation.* All proposed streets and sidewalks will be built to comply the Subdivision Regulations.

7. *Surface Water Drainage.* Drainage within the proposed development will be designed and built to comply with all City of Muskogee Regulations.

Article II. Relation to the Comprehensive Plan

A. The 2013 City of Muskogee Comprehensive Plan and Future Land Use Map (Comprehensive Plan) identify this area as proper for single family residential development.

Article III. Acreage

A. The PUD area will consist of 2.316 acres (more or less).

Article IV. Land Uses

A. **Current Land Use**. Land use currently is A-1 agricultural, which is to preserve land for agricultural use. The district allows for a variety of agriculture and compatible uses on large tracts of land, such as crop production, livestock keeping, commercial agriculture-related uses, and other compatible land uses.

B. **Proposed Land Use.** The land use for this PUD shall consist single family residential development.

USE	Permitted	Special Use
RESIDENTIAL		
Household Living		
Dwelling, Single-Family	X	

A. **Existing Conditions**. An inspection of the property within the boundary of this PUD was conducted on Thursday, July 11, from the public right-of-way of a property inspection.

1. **Structures, Streets, and other Impervious Surfaces.**
   a. **Structures.** There are no observed existing structures.
   b. **Streets**
      i. E. Harris Road
   c. **Impervious Surfaces.** There are no observed impervious surfaces that would interfere with development.

2. **Floodplain.** There are no flooding concerns in this area.

3. **Surrounding Zoning and Land Use.** See attached Attachment A, Zoning Map.

4. **Utilities.** There is utility access to water, sewer, gas, storm, and electric. See Attachment B: Utility Map.

B. **Residential Development Standards.**

1. All residential structures shall comply with the Building Code(s) adopted by the City of Muskogee.

2. Structures shall face a public or private street. If the structure is located on a corner lot, the structure should face and be addressed from the street which the front yard abuts, as shown on the approved plat of the addition the structure is located

3. **Bulk & Yard Standards**

BULK AND YARD	Single-Family Detached
LOT DIMENSIONS	
Lot Width (min.)	None
Lot Area (min.)	None
SETBACKS	
Front (min.) [2]	10 ft.
Side (min.) [3]	5 ft.
Street Side (min.) [3]	10 ft.
Rear (min.) [3]	10 ft.
INTENSITY	
Lot Coverage (max.)	None
Building Height (max.)	2½ stories or 35 ft.
Intensity of Use (max.)	1 dwelling per lot

All other development standards will follow the City of Muskogee Code of Ordinances.

Public Works Committee **5.**

Meeting Date: 08/11/2025
Submitted For: Katrina Bodenhamer, City Attorney
Initiator: Katrina Bodenhamer, City Attorney
Department: City Attorney
Staff Information Source: Katrina Bodenhamer

Information

AGENDA ITEM TITLE:

Receive a presentation from Zarrya Gordon from the Youth Action for Health Leadership Program (YAHL) at Muskogee High School detailing the program's work with CounterAct Tobacco, or take other necessary action. (Councilor Melody Cranford)

BACKGROUND:

The Youth Action for Health Leadership (YAHL) program at Muskogee High School has been actively involved and working with CounterAct Tobacco to make a difference with students. This presentation will inform council about a policy change campaign that impacts the health and wellness of our young people.

RECOMMENDED ACTION:

Receive presentation

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee **6.**

Meeting Date:	08/11/2025		
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 purchase of one (1) 550 Jet Vac, 1000 CFM, 4" Bauer, No Boom, from Contractor Solutions, in the total amount of $98,468.00, per Sourcewell Contract #101221, or take other necessary action. (Mike Stewart)

BACKGROUND:

This is a trailer-mounted vacuum that has a 550 gallon holding tank. This will allow us to be able to clean out residential sewer pump stations throughout the city. We maintain roughly one hundred residential sewer pump stations. Many of these residential sewer pump stations are not close enough to the road for us to be able to use the combo vac and jetter truck we currently have to complete this task. Our combo truck weighs around 50,000 lbs. and putting that truck in the typical driveway we run the risk of damaging the driveway. Some of these residential sewer pump stations are on the opposite side of the house away from the driveway, making it impossible to properly clean out the station when needed. This trailer weighs significantly less than the vac truck, allowing us to pull on the driveway and complete necessary duties. We do have the ability to manually pump these stations down. This does not allow us to remove the water completely. It also does not allow us to remove the debris that is harmful to the pump that the resident has flushed down the drain. Things like grease, flushable wipes, and clothing have the potential to burn up a pump. We have included a couple of pictures of the Riverbend area for locations in reference to some of the residential sewer pump stations. The small blue circles are the approximate locations of the residential sewer pump stations. On this trailer quote we have made sure to include enough materials to be able to clean these hard-to-reach residential sewer pump stations.

This item is being purchased through a state contract because it saves the City and taxpayers money if we purchase use the Sourcewell contracts.

RECOMMENDED ACTION:

Approve the purchase.

Fiscal Impact

FUNDING SOURCE:

500-6570-432.64-50

Attachments

Sourcewell Contract

Sourcewell Pricing
pictures
quote

Docusign Envelope ID: 1592CB93-9453-469A-B1D8-1B08FC867F21

CONTRACT EXTENSION

Contract Number: 101221-VAC

Sourcewell
202 12th Street Northeast
P.O. Box 219
Staples, MN 56479
(Sourcewell)

and

Vac-Con, Inc.
969 Hall Park Rd

Green Cove Springs, Florida 32043-4935
(Vendor)

have entered into Contract Number: 101221-VAC
for the procurement of: Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies

The Contract has an expiration date of 2025-11-29 , but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell's Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of 2026-11-29 . All other terms and conditions of the Contract remain in full force and effect.

Sourcewell

Signed by:
Jeremy Schwartz
C0FD2A139D06489...
Authorized Signature

Jeremy Schwartz
Name

Chief Operating and Procurement Officer
Title

2/7/2025 | 4:16 PM CST
Date

DocuSigned by:
MJ Dubois
C65CBA257A53411...
Authorized Signature

MJ Dubois
Name

SOLE MEMBER
Title

2/10/2025 | 6:28 AM PST
Date

Vac-Con #101221-VAC

Pricing for contract #101221-VAC offers Sourcewell participating agencies the following discounts:

- Up to 10% discount off list price, depending upon unit and/or accessory
- In addition to the discount off MSRP, Sourcewell participating entities can also qualify for a volume discount of 3% off of the base unit discounted price for a single purchase order for four or more units

150 ft
Muskegon_Sanitary Sewer_Lines


River Oaks Blvd
River Oaks Blvd
River Oaks Blvd
Country Club Rd
100 ft
Manhole Sanitary Sewer Lines

Contractor Solutions | Rentals Sales Service
TRENCH SHORING

SALE QUOTATION

Date: 7/10/2025

⇨ **To: City Of Muskogee**

PRO-TEC

Sourcewell Contract # 101221

Attn: Wesley Hardy 918-557-1319

Request date:	7/10/2025		*Ship Date:*
Requested by:	Kyle Engel		*Ordered by:*
Terms	30 Days		*F.O.B.:*

QTY.	DESCRIPTION	Model		UNIT PRICE	TOTAL PRICE
1	550 Jet Vac, 1000 CFM, 4" Bauer, No Boom	550H-4B		$93,836.00	$ 93,836.00
	Base Trailer Unit, 550 Gallon Spoils Tank / Strong-Arm Boom Ready, 2 x 100 Gallon Water Tank / 2 x 6K Torsion Axle Trailer, Standard Trailer Jack (12,000#), 1,000 CFM @ 15" Hg Blower w/ reverse air flow, Tier 4 Final Diesel Engine, 6 GPM 4,000 PSI Water Pump (factory set @ 3,500 PSI), 4" Tooling Kit includes lawn sweep w/5' PVC suction tube for 4" hosing, digging lance, and wash wand, 4" Vacuum hose (2 x 25') w/ Bauer Couplers, (Manual, standard hose reel), Standard Lighting (Includes dual LED rear work lights, strobe light, standard trailer lighting.)				$ -
2	4"x25' Suction Hose with Bauer fittings	ADDON-129		$986.00	$ 1,972.00
1	100'x3/8" HP Water Hose	ADDON-14		$660.00	$ 660.00
				$0.00	$ -
				$0.00	$ -
				$0.00	$ -
				$0.00	$ -
				$0.00	$ -
				$0.00	$ -
				$0.00	$ -
				$0.00	$ -
				$0.00	$ -
Comments:				*Sub Total:*	96,468.00
				Tax:	EXEMPT
				Freight:	2,000.00 +
				Total:	96,468.00

98,468.00

Signature: DATE PO #

re required to reserve equipment or start manuf

Public Works Committee **7.**

Meeting Date: 08/11/2025

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 an honorary street name for "Rougher Road", designating the area located on East Shawnee Road, extending from North York Street to North Country Club Road, as "Rougher Road," or take other necessary action. (Mike Stewart)

BACKGROUND:

This honorary street name is requested in recognition and honor of the student body, faculty, alumni, high school, and mascot.

RECOMMENDED ACTION:

Approve the item.

Fiscal Impact

Attachments

application
Policy

CITY OF MUSKOGEE

Application to Rename a Street Honorary or Permanent

☒ Honorary ☐ Permanent

Current Name of Street: East Shawnee Road

Proposed Name of Street: Rougher Road

Name of Applicant: Terri Brossett, Sponsor- MHS Student Leadership Council

Street address: 3200 East Shawnee Road City/State/Zip: Muskogee, OK

Phone number: 918-869-6777 Email: terri.brossett@roughers.net

Legal Description of Street to be renamed: East Shawnee Road extending from North York Street to North Country Club Road.

State purpose of and justification for street renaming: In recognition and honor of the student body, faculty, alumni, high school, and mascot.

I certify that the above information is correct:

Signature of Applicant Jen Brossett Date 7/29/25

***See back of this form for instructions and information regarding permanent street renaming.**

Received:_____	MEETINGS:
Receipt No.:_____	Subdivision Review _____
*Met with 911 Coordinator _____	Planning Commission _____
*Number of street signs to be changed/added ☐	Public Works _____
	City Council _____

Policy 10-3 HONORARY STREET NAME SIGN POLICY

COUNCIL POLICY NO. 10-3

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: HONORARY STREET NAME SIGN POLICY

PURPOSE: This method of honoring individuals or groups is reserved for those having city wide impact or fame. Individual family tribute or commercial and corporate related recognition does not qualify.

BACKGROUND: Honorary street name signs are signs posted above standard city street name signs which are intended to recognize and honor certain individuals or groups without changing the official name of the street or the official addresses of residences and businesses on the street.

POLICY/PROCEDURES:

A. This policy applies only to public streets located within the city limits of the City of Muskogee.

B. Requests shall be made in a letter form to the Public Works Director setting out the location or locations of the intersection(s) where the honorary street name signed is desired. The letter of request must include the following:
1. Justification for the honorary designation shall be provided in detail establishing that the individual or group meets the requirement that the individual or group has had city wide impact or fame. Individual family tribute to a family member or corporate related recognition does not qualify for Honorary Street designation recognition.
2. The person, group or organization that will be responsible for payment of the costs associated with the design, fabrication, installation and maintenance of the sign if approved.

C. The request will then be submitted to a committee consisting of the City Manager, Public Works Director, and Traffic Foreman for recommendation to the City Council.

D. If approved by the City Council the requestor shall pay all costs set out in Appendix A of the City Code prior to the design, fabrication, installation and maintenance of the sign. If multiple sign locations are requested and approved the cost for each location shall be paid prior to design, fabrication, installation and maintenance of the sign. The cost as set out in Appendix A is to cover the costs that the City is expected to incur over the ten (10) year period approved for the Honorary Street Sign Designation.

E. This fee will be deposited in the City's General Fund upon receipt to cover costs that the City is expected to incur over the life of the sign.

F. The City will maintain the sign after the installation.

5-12-10 distr.

G. The honorary sign is of a similar size and shape as a standard street name sign but it will be black to differentiate it from the green-and-white for public street sign and blue-and-white sign used for private streets.

H. Only one honorary sign will be allowed at an intersection because of the physical limitations of stacking a third sign on top of the original two.

I. If more than one honorary street sign is approved for an individual or group the locations must be on the same street.

J. The approval of the request by the City Council shall be for a period of ten (10) years from the date of approval. Installation of the honorary sign designation shall be within a reasonable time but no later than ninety (90) days from the date of approval.

K. A renewals, if desired at the end of the ten year period, will be handled like new requests with all applicable rules and fees in effect at that time. If a renewal is not arranged the honorary designation will be discontinued at the end of the ten years.

REFERENCES: N/A

EFFECTIVE: May 11, 2010

RESPONSIBLE DEPARTMENT: Public Works

JOHN TYLER HAMMONS, MAYOR

ATTEST:

PAMELA S. BUSH, City Clerk

GREAT SEAL OF THE CITY OF MUSKOGEE OKLAHOMA

APPROVED as to form and legality this 11th day of May, 2010.

John H. Vincent
City Attorney

I:\cityattorney\council policies\council policies\working\10-3 honorary street name sign.docx

Public Works Committee **8.**

Meeting Date: 08/11/2025

Submitted For: Tammy Tracy, City Clerk **Initiator:** Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source: Councilor Mike Brawley

Information

AGENDA ITEM TITLE:

Consider approval of the reappointment of Coni Wetz to the Historic Preservation Commission, serving a full three (3) year term, beginning September 1, 2025, and ending August 31, 2028, or take other necessary action. (Councilor Mike Brawley)

BACKGROUND:

Ms. Wetz was filling the unexpired term of Andrea Chancellor. She is eligible for reappointment for a full three (3) term.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

Coni Wetz

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:

Muskogee Historic Preservation Commission - I have served the unexpired term of Andrea Chancellor which expires this August

Your Full Legal Name: Constance Marie Wetz

Your Preferred Name: Coni Wetz

Business Name: _____

Home Address: 1312 Boston Street

Job Title/Employment Date: _____

City Zip: Muskogee, OK 74401

Business Address: _____

Ward: 1 2 (3) 4

_____

Home Phone: 918-816-0688

Business Phone: _____

Cell Phone: 918-816-0688

Fax: _____

Home Email: coni.wetz@att.net

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):

Muskogee High School - 1972

University of Oklahoma - 1975

Baptist Medical Center School of Radiologic Technology - 1977

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JUL 14 2025
CITY CLERK

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Retired

Previous employment or experience:

2001-2024 - Muskogee Little Theatre - Executive Director

1997-2001 - General Electric Medical Systems

1983-1997 Muskogee Radiological Group

1975-1983 - Baptist Medical Center - OKC

Professional Licenses Held (if applicable):

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

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

1983 to date: City of Muskogee Tourism Board; Muskogee Public Schools; President (other offices also) Muskogee Education Foundation;

City of Muskogee Parks and Recreation board; Depot District Planning Committee; American Association of Community Theatre

Present Committees and Boards include: Muskogee Historic Preservation Commission; Main Street Muskogee 4 point committee;

City of Muskogee Foundation Quality of Life Committtee; City of Muskogee Foundation Placemaking 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)

Muskogee Historic Preservation Commission - presently - term expires August 2025

Muskogee Tourism - 20 years ago; Muskogee Parks and Rec - 20 years ago

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.

N/A

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

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

I own and live in a historic home in Kendall Place Historical District

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.

Corri Wells
Signature of Nominee

7/14/25
Date

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

Signature of Sponsor

Public Works Committee **9.**

Meeting Date:	08/11/2025		
Submitted For:	Tammy Tracy, City Clerk	Initiator:	Tammy Tracy, City Clerk
Department:	City Clerk		
Staff Information Source:	Councilor Shirley Hilton-Flanary		

Information

AGENDA ITEM TITLE:

Consider the approval of the reappointment of Latisha Dawkins to the Martin Luther King Community Trust Authority, to serve a second five (5) year term beginning August 1, 2025, and ending on July 31, 2030, or take other necessary action. (Councilor Shirley Hilton-Flanary)

BACKGROUND:

Ms. Dawkins was appointed to the board in January 2020. She is eligible for reappointment for a second five (5) year term.

RECOMMENDED ACTION:

Approve the reappointment of Latisha Dawkins.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee **10.**

Meeting Date: 08/11/2025

Submitted For: Tammy Tracy, City Clerk **Initiator:** Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source: Councilor Shirley Hilton-Flanary

Information

AGENDA ITEM TITLE:

Consider approval of the reappointment of Patrick Herriman to the Urban Renewal Authority, to serve a full three (3) year term, beginning September 1, 2025, and ending August 31, 2028, or take other necessary action. (Councilor Shirley Hilton-Flanary)

BACKGROUND:

Mr. Herriman was appointed in July 2025, to fill the unexpired term of Councilor Mike Brawley. That term will expire August 31, 2025. Mr. Herriman is eligible for reappointment for a full three (3) year term.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee **11.**

Meeting Date: 08/11/2025

Submitted For: Tammy Tracy, City Clerk **Initiator:** Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source: Councilor Melody Cranford

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Linda Stowers to the Planning and Zoning Commission, filling the expired term of Judith Hoffman, beginning August 1, 2025, and ending July 31, 2028, or take other necessary action. (Councilor Melody Cranford)

BACKGROUND:

Ms. Judith Hoffman's term expired on July 31, 2025. This appointment will serve to fill the vacancy.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

Linda Stowers

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:
Planning & Zoning Commission

Your Full Legal Name: Linda Michelle Stowers
Your Preferred Name: Linda M. Stowers

Business Name: Muskogee Abstract & Title Company
Home Address: 906 Maple St, Muskogee, OK 74403

Job Title/Employment Date: Head Abstractor/May 2023
City Zip: 74403

Business Address: 326 Court St, Muskogee, OK 74401
Ward: [1] 2 3 4

Home Phone: 918-348-1472

Business Phone: 918-682-7727
Cell Phone: 918-348-1472

Fax: 918-682-7729
Home Email: linda@muskogeeabstract.net

Business Email: linda@muskogeeabstract.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):
High School (Muskogee High School, Muskogee, OK), Some College (Southwestern Oklahoma State University, Weatherford, OK)

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AUG 04 2025
CITY CLERK

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

Current employment (job description, employment date, supervisor):
Head Abstractor, Muskogee Abstract & Title Company, Cindy Kennedy, 5-19-03

Previous employment or experience:
MRMC Hospital Pharmacy, Pharmacy Tech, 2001-2002

Professional Licenses Held (if applicable):
Oklahoma Abstractor's License (Active since 2004)

Professional References (name, title, contact phone number):
Shirley Hilton-Flanary, Senior Vice President, Mortgage Lending, American Bank of Oklahoma, 918-231-7777
John Tyler Hammons, City Judge, 918-681-0309
Robert Smith, CFO of Omni Valve, 918-869-0733
Mark Wilkerson, Director of Muskogee Parks & Recreation, 918-684-6302

Memberships in professional or civic organizations (please include offices held and dates of terms):
Secretary of Exchange Club of Muskogee, 2019 to current

Military Service Record (including awards, decorations, etc.):
I have never served, but am married to a former Marine and he was in the service when we married in 2002.

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)
Muskogee Parks & Recreation Advisory Board (April 2022 to Mar 2026)

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.
I do not currently hold public office.

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

No.

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

I work at Muskogee Abstract & Title Company. I proudly serve my community by being fully active in the Exchange Club of Muskogee's events. I'm co-chair of the Okie Jeep Jam (fundraiser held by Exchange Club) and also help coordinate the Exchange Club's Chili & BBQ Cookoff each year. It is the highlight of my year getting to work toward raising money to help benefit those in our Club's Chili & BBQ Cookoff each year. It is the highlight of my year getting to work toward raising money to help benefit those in our

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.

Linda M. Bowles
Signature of Nominee

8-4-2025
Date

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

_____
Signature of Sponsor

Public Works Committee **12.**

Meeting Date:	08/11/2025		
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 appointment of C.B. Abel to the Muskogee City-County Port Authority and Muskogee City-County Trust Port Authority, to serve a four (4) year term beginning September 1, 2025, and ending August 31, 2028, filling the expiring term of Rowdy Fewel, or take other necessary action. (Mayor W. Patrick Cale)

BACKGROUND:

Mr. Fewel's term expires August 31, 2025, and upon consideration of the recommendation from their board, I am recommending his appointment for a four-year term.

RECOMMENDED ACTION:

Approve reappointment

Fiscal Impact

Attachments

Port Authority

MUSKOGEE CITY-COUNTY PORT AUTHORITY

P.O. Box 2819, Muskogee, Oklahoma 74402
VOICE 918-682-7886 FAX 918-683-4811
www.muskogeeport.com

A. EARNEST GILDER, Chairman KIMBRA SCOTT, Port Director

John Barton
Rowdy Fewel
David P. Jones
Fred Ruefer, MD
Edwyna Synar
David White

Eric Elgin
Fred Hogle
Melissa Nissley
Darrell Russell
Mike Webb
Tim Wheeler

July 29, 2025

Board of County Commissioners
PO Box 2307
Muskogee, OK 74402

Dear Commissioners:

Please be advised that the terms of Mr. Fred Hogle and Mr. Rowdy Fewel, both County appointees to the Muskogee City-County Port Authority and the Muskogee City-County Trust Port Authority, will expire on August 30, 2025.

Mr. Hogle has been an outstanding asset to the Port Authority. His extensive knowledge of Port Muskogee and Three Forks Harbor has proven invaluable over the years. Finding individuals with a deep understanding of port and marina operations—who are also willing to volunteer their time—is increasingly difficult in today's environment.

Mr. Fewel has indicated that he does not wish to continue serving on the Board.

For your consideration, I would like to recommend Mr. C.B. Abel to succeed Mr. Fewel. Mr. Abel is a respected leader with deep roots in Muskogee County. His thoughtful decision-making, strong intellect, and unwavering commitment to the region make him an excellent candidate for the Port Authority Board. He previously served as a City Councilor and has a proven track record of public service. His passion for Muskogee's growth and prosperity aligns perfectly with the mission of the Port Authority.

The Muskogee City-County Port Authority is comprised of 13 members: 7 representing Muskogee County and 6 representing the City of Muskogee. Members serve four-year terms. The Authority holds full power over Port facilities within its jurisdiction, including the ability to purchase, construct, sell, lease, and operate such facilities. It also provides vital shipping, traffic, and rate information to stakeholders and the public.

Recommendation Summary:

- Reappoint Mr. Fred Hogle as a Member of the Muskogee City-County Port Authority Board and as a Trustee of the Muskogee City-County Trust Port Authority for a four-year term ending August 30, 2029.

- Appoint Mr. C.B. Abel as a Member of the Muskogee City-County Port Authority Board and as a Trustee of the Muskogee City-County Trust Port Authority, also for a four-year term ending August 30, 2029.

Thank you for your time and thoughtful consideration of these appointments.

Sincerely,

A. Earnest Gilder, Chairman
Muskogee City-County Port Authority
Muskogee City-County Trust port Authority

COUNTY OF MUSKOGEE
STATE OF OKLAHOMA

4th day of Aug 20 25

Chairman

Member

Member

Attest County Clerk



Public Works Committee **13.**

Meeting Date: 08/11/2025

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 reappointment of Fred Hogle to the Muskogee City-County Port Authority and Muskogee City-County Trust Port Authority, to serve a four (4) year term beginning September 1, 2025, and ending August 31, 2028, or take other necessary action. (Mayor W. Patrick Cale)

BACKGROUND:

Mr. Hogle's term expires August 31, 2025, and upon consideration of the recommendation from their board, I am recommending his reappointment for a four-year term.

RECOMMENDED ACTION:

Approve reappointment

Fiscal Impact

Attachments

Port Authority

MUSKOGEE CITY-COUNTY PORT AUTHORITY

P.O. Box 2819, Muskogee, Oklahoma 74402
VOICE 918-682-7886 FAX 918-683-4811
www.muskogeeport.com

A. EARNEST GILDER, Chairman KIMBRA SCOTT, Port Director

John Barton
Rowdy Fewel
David P. Jones
Fred Ruefer, MD
Edwyna Synar
David White

Eric Elgin
Fred Hogle
Melissa Nissley
Darrell Russell
Mike Webb
Tim Wheeler

July 29, 2025

Board of County Commissioners
PO Box 2307
Muskogee, OK 74402

Dear Commissioners:

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Mr. Hogle has been an outstanding asset to the Port Authority. His extensive knowledge of Port Muskogee and Three Forks Harbor has proven invaluable over the years. Finding individuals with a deep understanding of port and marina operations—who are also willing to volunteer their time—is increasingly difficult in today's environment.

Mr. Fewel has indicated that he does not wish to continue serving on the Board.

For your consideration, I would like to recommend Mr. C.B. Abel to succeed Mr. Fewel. Mr. Abel is a respected leader with deep roots in Muskogee County. His thoughtful decision-making, strong intellect, and unwavering commitment to the region make him an excellent candidate for the Port Authority Board. He previously served as a City Councilor and has a proven track record of public service. His passion for Muskogee's growth and prosperity aligns perfectly with the mission of the Port Authority.

The Muskogee City-County Port Authority is comprised of 13 members: 7 representing Muskogee County and 6 representing the City of Muskogee. Members serve four-year terms. The Authority holds full power over Port facilities within its jurisdiction, including the ability to purchase, construct, sell, lease, and operate such facilities. It also provides vital shipping, traffic, and rate information to stakeholders and the public.

Recommendation Summary:

- Reappoint Mr. Fred Hogle as a Member of the Muskogee City-County Port Authority Board and as a Trustee of the Muskogee City-County Trust Port Authority for a four-year term ending August 30, 2029.

- Appoint Mr. C.B. Abel as a Member of the Muskogee City-County Port Authority Board and as a Trustee of the Muskogee City-County Trust Port Authority, also for a four-year term ending August 30, 2029.

Thank you for your time and thoughtful consideration of these appointments.

Sincerely,

A. Earnest Gilder, Chairman
Muskogee City-County Port Authority
Muskogee City-County Trust port Authority

COUNTY OF MUSKOGEE
STATE OF OKLAHOMA

4th day of Aug 20 25

Chairman

Member

Member

Attest County Clerk

