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
NOVEMBER 3, 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 October 6, 2025, or take other necessary action.

2. Receive the 2025 annual report on the Industrial Pretreatment Program Performance Summary, or take other necessary action. (Mike Stewart)

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

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: 11/03/2025
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Public Works Committee Minutes of October 6, 2025, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

10062025 pwmin

MINUTES

OF THE PUBLIC WORKS COMMITTEE
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN REGULAR SESSION
IN COUNCIL CHAMBERS OF CITY HALL
OCTOBER 6, 2025

The Public Works Committee of the City of Muskogee, Oklahoma, met in Regular Sessions at 5:30 p.m., October 6, 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; Tera Shows, Assistant City Manager; Mike Stewart, Public Works Director; Avery Rigney, Assistant Public Works Director; Johnny Teehee, Police Chief; Kenna Terrell, Deputy City Clerk; Chad Farmer, Deputy Police Chief; Jeff Reeves, Project Manager

1. Consider approval of Public Works Committee Minutes of September 8, 2025, or take other necessary action.

Motion was made by Vice Chair Dan Hall, seconded by Committee Member Shirley Hilton-Flanary to approve Public Works Committee Minutes of September 8, 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. Consider approval to allow for a 15-day extension regarding the Muskogee Waste Water Treatment Plant bid opening to comply with State Purchasing Regulations, or take other necessary action. (Mike Stewart)

Public Works Director Mike Stewart stated an extension is necessary to remain in compliance with the Competitive Bidding Act. Staff recommended approval.

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Shirley Hilton-Flanary to approve to allow for a 15-day extension regarding the Muskogee Waste Water Treatment Plant bid opening to comply with State Purchasing Regulations.

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

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

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Shirley Hilton-Flanary to approve the FY2025-2026 Cooperative Agreement between the City of Muskogee and War Memorial Trust Authority, in the amount of $60,000.00.

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

Other: Committee Member Mike Brawley (ABSTAIN)

Carried

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

Motion was made by Committee Member Melody Cranford, seconded by Committee Member Shirley Hilton-Flanary to approve the proposed 2026 meeting schedule for City Council and Public Works and Finance Committees, as per City Code 2-20 and Council Policy 1-2.

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:	11/03/2025		
Submitted For:	Mike Stewart, Public Works	Initiator:	Kristal Keim, PW Office Admin II
Department:	Public Works		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

Receive the 2025 annual report on the Industrial Pretreatment Program Performance Summary, or take other necessary action. (Mike Stewart)

BACKGROUND:

The Federal Water Pollution Control Act was amended in 1977 to require local Publicly Owned Treatment Works with capacities over five million gallons per day to establish pretreatment programs. Muskogee's Pretreatment Program regulates ten industries that discharge wastewater to the Pollution Control Plant through inspections and sampling. City staff must report violations and corrective actions to the Mayor and City Council annually.

RECOMMENDED ACTION:

Receive report on Industrial Pretreatment Program Performance Summary.

Fiscal Impact

Attachments

summary 2025

I. PRETREATMENT PERFORMANCE SUMMARY (PPS)

Muskogee Municipal Authority
Control Authority Name

P.O. Box 1927
Address

Muskogee, Oklahoma 74402-1927
City, State, Zip

Abigail Wright, Environmental Technician
Contact Person, Position

(918) 684-6239
(Area Code) Contact Telephone

OK0029131
OPDES Permit Number(s)

Begin Date: November 1, 2024 End Date: October 31, 2025
Reporting Period

II. Significant Industrial User Compliance

Record the Number of SIU Who:		SIGNIFICANT INDUSTRIAL USERS Categorical	Non-categorical
1.	a. Submitted a BMR (Baseline Monitoring Report)	1	N/A
	b. Were Required to Submit a BMR	1	N/A
2.	a. Submitted a 90-Day Compliance Report	0	N/A
	b. Were Required to Submit a 90-Day Report	0	N/A
3.	a. Submitted Required Self-monitoring Reports	1	8
	b. Were Required to Submit Self-monitoring Reports	1	9
4.	a. Met a Compliance Schedule	0	0
	b. Were Required to Meet a Compliance Schedule	0	0
5.	a. Were in Significant Noncompliance (SNC)	0	1
Additional Information:			
6.	Total Number of SIU	1	9
7.	Rate of SNC for all SIU (categorical & non-categorical)	10 %	

I. PRETREATMENT PERFORMANCE SUMMARY (PPS)

III. Compliance Monitoring Program

Record the Number of:		SIGNIFICANT INDUSTRIAL USERS Categorical	Non-categorical
l.	a. Issued Control Documents	0	1
	b. Required Control Documents	0	1
2.	a. Facilities Inspected	1	9
	b. Inspections Conducted	1	9
3.	a. Facilities Sampled	1	9
	b. Samplings Conducted	1	9

IV. Enforcement Actions

Record the Number of:		SIGNIFICANT INDUSTRIAL USERS Categorical	Non-categorical
1.	a. Compliance Schedules Issued	0	0
	b. Compliance Schedules Required	0	0
2.	Notices of Violation (NOV) Issued	1	3
3.	Administrative Orders (AO) Issued	0	0
4.	Civil Suits Filed	0	0
5.	Criminal Suits Filed	0	0
6.	Significant Violators Published	0	1
7.	SIU that were Assessed Penalties	0	0
8.	Dollars of Penalties Collected	$ 0	$ 0
9.	Other Actions (sewer bans, etc.)	0	0

Public Works Committee **3.**

Meeting Date:	11/03/2025		
Submitted For:	Kendal Francis, City Manager	Initiator:	Kendal Francis, City Manager
Department:	City Manager		
Staff Information Source:			

Information

AGENDA ITEM TITLE:

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

BACKGROUND:

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

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

Next Steps:

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

RECOMMENDED ACTION:

Hold a discussion and make possible recommendations to staff.

Fiscal Impact

Attachments

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

Baseball

March 17-18 2026

March 21-22 2026

April 4-5 2026

April 11-12 2026

April 25-26 2026

May 9-10 2026

May 23-24 2026

June 6-7 2026

June 20-21 2026

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

Softball

February 28th 2026

March 14th 2026

April 18th 2026

May 9th 2026

June 20th 2026

July 4th 2026

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