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

AGENDA
PUBLIC WORKS COMMITTEE
JANUARY 12, 2026

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 December 1, 2025, or take other necessary action.

2. Hold a discussion related to recent gun violence in the City of Muskogee, receive a report from the Muskogee Police Department, and take other necessary action. (Councilors Tracy Hoos and Melody Cranford)

3. Consider approval of Final Payment and Change Order No.1 to APAC Central Inc, for Project No. 24007 City-Wide Mill and Overlay, in the amount of $680,371.55, or take other necessary action. (Mike Stewart)

4. Consider approval to accept ODEQ Permit No. WL000051251007, for the construction of 464 linear feet of eight (8) inch PVC potable water lines and all appurtenances to service the Dollar General located at 3681 Chandler Road, or take other necessary action. (Mike Stewart)

5. Consider approval to accept ODEQ Permit Nol. WL000051251008, for the construction of 517 linear feet of eight (8) inch PVC sanitary sewer lines and all appurtenances to serve the Dollar General located at 3681 Chandler Road, or take other necessary action. (Mike Stewart)

6. Consider approval to accept a grant from the Oklahoma Department of Commerce in the amount of $30,000.00, to be used for Economic Development site marketing, or take other necessary action. (Tera Shows)

7. Consider approval of the appointment of Carla Wiggs to the Planning and Zoning Commission, filling the expired term of Alexis Wallace, beginning February 1, 2026, and ending January 1, 2029, or take other necessary action. (Mayor Patrick Cale)

8. Consider approval of the appointment of Traci McGee to the Planning and Zoning Commission, filling the expired term of Cynthia Kennedy, beginning February 1, 2026, and ending January 1, 2029, or take other necessary action. (Councilor Jaime Stout)

9. Consider approval of the appointment of Tammye Howell as the Ward 4 Commissioner to the Urban Renewal Authority, replacing Wayne Divelbiss, to serve a three (3) year term upon appointment, and expire August 31, 2029, or take other necessary action. (Councilor Tracy Hoos)

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: 01/12/2026
Initiator: Jennifer Sharp, Admin II
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

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

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

12012025 pwmin

MINUTES

OF THE PUBLIC WORKS COMMITTEE
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN REGULAR SESSION
IN COUNCIL CHAMBERS OF CITY HALL
DECEMBER 1, 2025

The Public Works Committee of the City of Muskogee, Oklahoma, met in Regular Sessions at 5:30 p.m., December 1, 2025, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

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

Absent: Patrick Cale, Mayor; Tom Martindale, Committee Member

Staff Present: Kendal Francis, City Manager; Katrina Bodenhamer, City Attorney; Tammy L. Tracy, City Clerk; Mike Stewart, Public Works Director; Avery Rigney, Assistant Public Works Director; Tera Shows, Assistant City Manager; Sarah Winkle, City Planner; Johnny Teehee, Police Chief; Kenna Terrell, Deputy City Clerk; Keri Spencer, Deputy City Attorney; Justin O'Neal, Asst. Parks Director for Expo and Civic Center

1. Consider approval of Public Works Committee Minutes of November 3, 2025, or take other necessary action.

Motion was made by Committee Member Mike Brawley, seconded by Committee Member Shirley Hilton-Flanary to approve Public Works Committee Minutes of November 3, 2025.

AYE: 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 Mike Brawley

Carried - Unanimously

2. (No Action) Hold a Public Hearing and discuss Resolution No. 3064, a Land Use Amendment request, to allow for the rezone of property located at 4801 West Okmulgee Street, and if approved, authorize Staff to update the Official Zoning Map of the City, or take other necessary action. (Sarah Winkle)

Chair Tracy Hoos opened the Public Hearing.

Planning Director Sarah Winkle stated the applicant's intended use for the property is for an RV park. She explained the property must be rezoned to support the request.

Property owner Austin Addington presented his plan for the property as Four Nails RV Park.

Ron Dean spoke in opposition of the Land Use Amendment request at 4801 West Okmulgee Street.

Virgil Rose spoke in opposition of the Land Use Amendment request at 4801 West Okmulgee Street.

Amy Stoffer spoke in opposition of the Land Use Amendment request at 4801 West Okmulgee Street.

Mike Gragg spoke in opposition of the Land Use Amendment request at 4801 West Okmulgee Street.

Theresa Rutlinger spoke in opposition of the Land Use Amendment request at 4801 West Okmulgee Street.

Charles Crawford spoke in opposition of the Land Use Amendment request at 4801 West Okmulgee Street.

Chair Tracy Hoos closed the Public Hearing.

Discussion followed.

3. (No Action) Hold a Public Hearing and discuss Ordinance No. 4281-A, a request to rezone property located at 4801 West Okmulgee Street, rezoning the property from C-1, Local Commercial, to R-5, Mobile Home, and if approved, authorize Staff to update the Official Zoning Map of the City, or take other necessary action. (Sarah Winkle)

Chair Tracy Hoos opened the Public Hearing.

Planning Director Sarah Winkle stated this is the rezone portion of the request as stated earlier. This property is currently C-1, Local Commercial and R-1, Residential, and must be R-5, Mobile Home, to support the request.

Danette Hall spoke in opposition of rezoning the property at 4801 West Okmulgee Street.

Mason Cale spoke in opposition of rezoning the property at 4801 West Okmulgee Street.

David Acord requested to speak with the property owner of 4801 West Okmulgee Street.

Ron Dean spoke in opposition of rezoning the property at 4801 West Okmulgee Street.

Amy Stoffer spoke in opposition of rezoning the property at 4801 West Okmulgee Street.

Theresa Rutlinger spoke in opposition of rezoning the property at 4801 West Okmulgee Street.

Mike Gragg spoke in opposition of rezoning the property at 4801 West Okmulgee Street.

Charles Crawford spoke in opposition of rezoning the property at 4801 West Okmulgee Street.

Chair Tracy Hoos closed the Public Hearing.

Discussion followed.

4. (No Action) Receive and discuss report from Staff regarding the itemized bid breakdown for the new Wastewater Treatment Plant, and take any necessary action. (Mike Stewart)

Nate Ellis, Public Finance Law Group, reviewed the itemized bid breakdown for the new Wastewater Treatment Plant.

Ryan Lowe spoke in opposition of accepting the bid from Crossland Heavy Contractors.

5. Consider approval to authorize the City Manager to amend the Emergency Stormwater Contract between the City of Muskogee and Utilicore, to increase the not-to-exceed amount from $200,000.00 to $400,000.00, or take other necessary action. (Mike Stewart)

Public Works Director Mike Stewart stated the extremely wet spring resulted in storm sewer failure once summer arrived. Many repairs have been made thus far, reaching the preset not-to-exceed amount. Mr. Stewart explained there is money within the stormwater budget to cover this increase, and it will not affect the overall budget, as funds will be transferred within the Public Works budget.

Assistant Public Works Director Avery Rigney stated the budget will cover sinkholes and such that arise throughout the year, and Staff is being aggressive with repairs to improve the infrastructure already in place.

Committee Member Shirley Hilton-Flanary left the meeting at 7:36 p.m.

Discussion followed.

Committee Member Shirley Hilton-Flanary returned to the meeting at 7:38 p.m.

Motion was made by Vice Chair Dan Hall, seconded by Committee Member Jaime Stout to approve to authorize the City Manager to amend the Emergency Stormwater Contract between the City of Muskogee and Utilicore, to increase the not-to-exceed amount from $200,000.00 to $400,000.00.

AYE: 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 Mike Brawley

Carried - Unanimously

6. Consider approval to adopt a corrected Citizen Participation Plan as required for the City's applications to the CDBG-DR 2022 funding for the Meadows Stormwater Master Plan Study and the Meadows Housing Buyout Projects, or take other necessary action. (Mike Stewart)

Assistant Public Works Director Avery Rigney stated this is a housekeeping item. There are two (2) grants, and some forms were updated.

Committee Member Melody Cranford asked if there were other avenues being utilized to raise awareness about this grant money to inform the public.

Mr. Rigney stated he would contact the Communications Manager to publish the information online, on Facebook, and on Channel 14.

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Shirley Hilton-Flanary to approve to adopt a corrected Citizen Participation Plan as required for the City's applications to the CDBG-DR 2022 funding for the Meadows Stormwater Master Plan Study and the Meadows Housing Buyout Projects.

AYE: 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 Mike Brawley

Carried - Unanimously

7. Consider approval to adopt a Subrogation Agreement, CDBG-DR 2022, as required for the applications to the CDBG-DR 2022 funding for the Meadows Stormwater Master Plan Study and the Meadows Housing Buyout Projects, or take other necessary action. (Mike Stewart)

Assistant Public Works Director Avery Rigney stated this is another requirement for the grant program, to ensure the City is not utilizing funds from both FEMA and the CDBG.

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Shirley Hilton-Flanary to approve to adopt a Subrogation Agreement, CDBG-DR 2022, as required for the applications to the CDBG-DR 2022 funding for the Meadows Stormwater Master Plan Study and the Meadows Housing Buyout Projects.

AYE: 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 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: 01/12/2026

Submitted For: Katrina Bodenhamer, City Attorney

Initiator: Katrina Bodenhamer, City Attorney

Department: City Attorney

Staff Information Source:

Information

AGENDA ITEM TITLE:

Hold a discussion related to recent gun violence in the City of Muskogee, receive a report from the Muskogee Police Department, and take other necessary action. (Councilors Tracy Hoos and Melody Cranford)

BACKGROUND:

Citizens have reached out to council members and the City regarding recent episodes of gun violence in the City of Muskogee The Muskogee Police Department will provide an update. Council members Tracy Hoos and Melody Cranford would like to hold a discussion and discuss potential safety measures, community impact and concerns.

RECOMMENDED ACTION:

Hold a discussion

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee **3.**

Meeting Date: 01/12/2026
Submitted For: Mike Stewart, Public Works
Initiator: Kristal McClain, PW Office Admin II
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Final Payment and Change Order No.1 to APAC Central Inc, for Project No. 24007 City-Wide Mill and Overlay, in the amount of $680,371.55, or take other necessary action. (Mike Stewart)

BACKGROUND:

APAC Central, Inc has submitted all information necessary to close out this project, which has been accepted as complete and satisfactory to the City of Muskogee. This is the final payment to APAC Central, Inc. for the Mill & Overlay Project No. 24007 in the amount of $680,371.55. There were additional streets added in a change order. These were streets that needed to be done and were added as the contract allowed. The total change order amount $153,745.91, which falls under the total amount allowable for a change order. This project took place across all zones to equal out the funding spent in each zone and to get streets that were not incorporated in the initial mill and overlays for each zone. There are, of course, streets in our city that still need work. These will be taken into account for future mill and overlay projects.

RECOMMENDED ACTION:

Approve final payment of $680,371.55 to APAC Central, Inc, for the Mill & Overlay Project No. 24007.

Fiscal Impact

FUNDING SOURCE:

393-6030-431.62-60

Attachments

Final Pay
CO

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF THREE PAGES

TO OWNER:
City of Muskogee
Purchasing Dept
229 West Okmulgee
Muskogee, OK. 74401

PROJECT:
NE & NW Zone Mill & Overlay

FROM CONTRACTOR:
APAC Central, Inc
2401 S. 6th West
Muskogee, OK 74402

VIA ARCHITECT:
City of Muskogee

APPLICATION NO: 3 Final
Distribution to:
X OWNER
X ARCHITECT
CONTRACTOR

PERIOD TO: 11-1-25 to 11-30-25

PROJECT NO: NE & NW Zone Mill & Overlay

CONTRACT DATE: 10/29/2024

CONTRACT FOR:
CONTRACTORS APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$1,537,699.00
2. Net change by Change Orders	$	153,745.91
3. CONTRACT SUM TO DATE (Line 1+2)		$1,691,444.91
4. TOTAL COMPLETED & STORED TO DATE (Column D + E on G703)		$1,500,306.25
5. RETAINAGE:		
a. 0.00% of Completed Work (Column D + E on G703)	$0.00	
b. 0.00% of Stored Material (Column F on G703)	$0.00	
Total Retainage (Lines 5a +5b or Total in Column I of G703)		$0.00
		$0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$1,500,306.25
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$819,934.70
8. CURRENT PAYMENT DUE		$680,371.55
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$191,138.66

ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	$ 153,745.91	$ -
TOTALS		$ -
NET CHANGES by Change Order	$ 153,745.91	$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: 0

By: _____ Date: 12-12-25
Bryan Wimmer
State of: OKLAHOMA County of: Muskogee
Subscribed and sworn to before me this _____ day of _____
Notary Public: _____
My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... **$680,371.55**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herin. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APAC Central, Inc

CONTINUATION SHEET
AIA document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

AIA DOCUMENT G703

NE & NW Zone Mill & Overlay
0
0

APPL. NO.: 3 Final
APPL. DATE: 11-1-25 to 11-30-25
PERIOD TO: 11-1-25 to 11-30-25
PROJ. NO.: NE&NW Zone 2024

ITEM NO.	A DESCRIPTION OF ITEM	QUANTITY	UNITS	UNIT PRICE	B SCHEDULE VALUE	QUANTITY PREVIOUS PERIOD	C WORK FROM PREVIOUS APPLICATION	QUANTITY THIS PERIOD	D COMPLETED THIS PERIOD	E MATERIALS STORED NOT IN	TOTAL QUANTITY	F TOTAL AND STORED TO DATE	G %	H BALANCE	I CHANGE ORDER MODIFICATION RETAINAGE
	Asphalt Overlay														
10	NW 14th Street Okmulgee- Emporia	6206.60	SY	$ 11.30	$70,134.58	6232.20	$70,423.86	0.00	$0.00	$0.00	6,232.20	$70,423.86	100%	($289.28)	$0.00
20	NW 15th Street Okmulgee- Emporia	6313.30	SY	$ 11.30	$71,340.29	5,895.00	$66,613.50	0.00	$0.00	$0.00	5,895.00	$66,613.50	93%	$4,726.79	$0.00
30	NW 16th Street Okmulgee- Emporia	6683.30	SY	$ 11.30	$75,521.29	5,880.00	$66,444.00	0.00	$0.00	$0.00	5,880.00	$66,444.00	88%	$9,077.29	$0.00
40	NW 17th Street Okmulgee- Emporia	6900.00	SY	$ 11.30	$77,970.00	6,070.00	$68,591.00	0.00	$0.00	$0.00	6,070.00	$68,591.00	88%	$9,379.00	$0.00
50	NW 18th Street N. Junction- Emporia	6124.40	SY	$ 11.30	$69,205.72	4,860.00	$54,918.00	0.00	$0.00	$0.00	4,860.00	$54,918.00	79%	$14,287.72	$0.00
60	NW 19th Street N. Junction- Emporia	3238.80	SY	$ 11.30	$36,598.44	3,089.10	$34,906.83	0.00	$0.00	$0.00	3,089.10	$34,906.83	95%	$1,691.61	$0.00
70	NW Talledega 11th St.- Euclid	9135.00	SY	$ 11.30	$103,225.50	0.00	$0.00	9,757.55	$110,260.32	$0.00	9,757.55	$110,260.32	107%	($7,034.82)	$0.00
80	NE Callahan York St.- East Side Blvd.	17166.60	SY	$ 11.15	$191,407.59	15,600.00	$173,940.00	0.00	$0.00	$0.00	15,600.00	$173,940.00	91%	$17,467.59	$0.00
90	NE Hayes N."N" St.- York St.	7438.80	SY	$ 11.30	$84,058.44	0.00	$0.00	7,384.10	$83,440.33	$0.00	7,384.10	$83,440.33	99%	$618.11	$0.00
100	NE East Side Blvd Gibson- North St.	4355.50	SY	$ 11.30	$49,217.15	3,975.00	$44,917.50	0.00	$0.00	$0.00	3,975.00	$44,917.50	91%	$4,299.65	$0.00
110	NE Chestnut Elmira- Haskell Blvd.	2222.00	SY	$ 11.30	$25,108.60	3,595.00	$40,623.50	0.00	$0.00	$0.00	3,595.00	$40,623.50	162%	($15,514.90)	$0.00
120	NE Country Club Shawnee- Harris	13418.60	SY	$ 11.30	$151,630.18		$0.00	13,345.10	$150,799.63	$0.00	13,345.10	$150,799.63	99%	$830.55	$0.00
130	SE Tull Ave. York St.- Seminole St.	5506.00	SY	$ 11.30	$62,217.80	5,427.00	$61,325.10	0.00	$0.00	$0.00	5,427.00	$61,325.10	99%	$892.70	$0.00
140	SE Dorchester S P St.- S R St.	1993.30	SY	$ 11.30	$22,524.29	2,022.20	$22,850.86	0.00	$0.00	$0.00	2,022.20	$22,850.86	101%	($326.57)	$0.00
150	SE Cincinnatti S P St.- S R St.	1993.30	SY	$ 11.30	$22,524.29		$0.00	4,194.90	$47,402.37	$0.00	4,194.90	$47,402.37	210%	($24,878.08)	$0.00
	Cold Milling														
160	NW 14th Street Okmulgee- Emporia	6206.60	SY	$ 2.00	$12,413.20	6232.20	$12,464.40	0.00	$0.00	$0.00	6,232.20	$12,464.40	100%	($51.20)	$0.00
170	NW 15th Street Okmulgee- Emporia	6313.30	SY	$ 2.00	$12,626.60	5,895.00	$11,790.00	0.00	$0.00	$0.00	5,895.00	$11,790.00	93%	$836.60	$0.00
180	NW 16th Street Okmulgee- Emporia	6683.30	SY	$ 1.85	$12,364.11	5,880.00	$10,878.00	0.00	$0.00	$0.00	5,880.00	$10,878.00	88%	$1,486.11	$0.00
190	NW 17th Street Okmulgee- Emporia	6900.00	SY	$ 2.00	$13,800.00	6,070.00	$12,140.00	0.00	$0.00	$0.00	6,070.00	$12,140.00	88%	$1,660.00	$0.00
200	NW 18th Street N. Junction- Emporia	6124.40	SY	$ 2.00	$12,248.80	4,860.00	$9,720.00	0.00	$0.00	$0.00	4,860.00	$9,720.00	79%	$2,528.80	$0.00
210	NW 19th Street N. Junction- Emporia	3238.80	SY	$ 2.50	$8,097.00	3,089.10	$7,722.75	0.00	$0.00	$0.00	3,089.10	$7,722.75	95%	$374.25	$0.00
220	NW Talledega 11th St.- Euclid	9135.00	SY	$ 1.85	$16,899.75	0.00	$0.00	3,109.00	$5,751.65	$0.00	3,109.00	$5,751.65	34%	$11,148.10	$0.00
230	NE Callahan York St.- East Side Blvd.	17166.60	SY	$ 2.00	$34,333.20	15,600.00	$31,200.00	0.00	$0.00	$0.00	15,600.00	$31,200.00	91%	$3,133.20	$0.00
240	NE Hayes N."N" St.- York St.	7438.80	SY	$ 2.00	$14,877.60	0.00	$0.00	3,709.40	$7,418.80	$0.00	3,709.40	$7,418.80	50%	$7,458.80	$0.00
250	NE East Side Blvd Gibson- North St.	4355.50	SY	$ 2.00	$8,711.00	3,975.00	$7,950.00	0.00	$0.00	$0.00	3,975.00	$7,950.00	91%	$761.00	$0.00
260	NE Chestnut Elmira- Haskell Blvd.	2222.00	SY	$ 2.00	$4,444.00	3,595.00	$7,190.00	0.00	$0.00	$0.00	3,595.00	$7,190.00	162%	($2,746.00)	$0.00
270	NE Country Club Shawnee- Harris	9733.30	LSU	$ 2.89	$28,129.24		$0.00	13,145.10	$37,989.34	$0.00	13,145.10	$37,989.34	135%	($9,860.10)	$0.00
280	SE Tull Ave. York St.- Seminole St.	5506.00	LSU	$ 2.25	$12,388.50		$0.00	946.00	$2,128.50	$0.00	946.00	$2,128.50	17%	$10,260.00	$0.00
290	SE Dorchester S P St.- S R St.	1993.30	LSU	$ 2.89	$5,760.64	2022.20	$5,844.16	0.00	$0.00	$0.00	2,022.20	$5,844.16	101%	($83.52)	$0.00
300	SE Cincinnatti S P St.- S R St.	1993.30	LSU	$ 2.89	$5,760.64		$0.00	3,104.00	$8,970.56	$0.00	3,104.00	$8,970.56	156%	($3,209.92)	$0.00
310	Country Club - Striping	20160	LF	$ 0.69	$13,910.40		$0.00	20,160.00	$13,910.40	$0.00	20,160.00	$13,910.40	100%	$0.00	$0.00
320	Callahan St - Striping	20600	LF	$ 0.69	$14,214.00	20600.00	$14,214.00	0.00	$0.00	$0.00	20,600.00	$14,214.00	100%	$0.00	$0.00
330	Mobilization	1	LSU	$ 44,036.16	$44,036.16	0.60	$26,421.70	0.40	$17,614.46	$0.00	1.00	$44,036.16	100%	($0.00)	$0.00
340	Contingency	1	LSU	$ 150,000.00	$150,000.00		$0.00	0.00	$0.00	$0.00	0.00	$0.00	0%	$150,000.00	$0.00
	Added Streets -														
290			SY		$0.00		$0.00	0.00	$0.00	$0.00	0.00	$0.00	#DIV/0!	$0.00	$0.00
	Change Order Add														
520	Hilldale Elem.Pkg Lot - Edge Mill	1500	SY	$ 3.75	$5,625.00		$0.00	950.00	$3,562.50	$0.00	950.00	$3,562.50	63%	$2,062.50	$0.00
530	Kelly Dr - Edge Mill	2100	SY	$ 3.00	$6,300.00		$0.00	1,710.00	$5,130.00	$0.00	1,710.00	$5,130.00	81%	$1,170.00	$0.00

APAC Central, Inc

CONTINUATION SHEET
AIA document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

AIA DOCUMENT G703

NE & NW Zone Mill & Overlay
0
0

APPL. NO.: 3 Final
APPL. DATE: 11-1-25 to 11-30-25
PERIOD TO: 11-1-25 to 11-30-25
PROJ. NO.: NE&NW Zone 2024

ITEM NO.	A DESCRIPTION OF ITEM	QUANTITY	UNITS	UNIT PRICE	B SCHEDULE VALUE	QUANTITY PREVIOUS PERIOD	C WORK FROM PREVIOUS APPLICATION	QUANTITY THIS PERIOD	D COMPLETED THIS PERIOD	E MATERIALS STORED NOT IN	TOTAL QUANTITY	F TOTAL AND STORED TO DATE	G %	H BALANCE	I CHANGE ORDER MODIFICATION RETAINAGE
540	40th - Okmulgee to Broadway 4" Mill	738	SY	$ 6.72	$4,959.36		$0.00	803.10	$5,396.83	$0.00	803.10	$5,396.83	109%	($437.47)	$0.00
550	Oklahoma - 40th to Honor Heights Edge Mill	991	SY	$ 5.10	$5,054.10		$0.00	715.00	$3,646.50	$0.00	715.00	$3,646.50	72%	$1,407.60	$0.00
560	Cherokee St. - 2.5" Cold Mill	500	SY	$ 8.60	$4,300.00		$0.00	394.00	$3,388.40	$0.00	394.00	$3,388.40	79%	$911.60	$0.00
570	Hilldale Elem.Pkg Lot - 2" Overlay	1500	SY	$ 15.30	$22,950.00		$0.00	1,583.33	$24,224.95	$0.00	1,583.33	$24,224.95	106%	($1,274.95)	$0.00
580	Kelly Dr - 2" Overlay	2100	SY	$ 13.90	$29,190.00		$0.00	2,100.00	$29,190.00	$0.00	2,100.00	$29,190.00	100%	$0.00	$0.00
590	40th - Okmulgee to Broadway 2" Overlay	738	SY	$ 20.50	$15,129.00		$0.00	803.10	$16,463.55	$0.00	803.10	$16,463.55	109%	($1,334.55)	$0.00
600	Oklahoma - 40th to Honor Heights 2" Overlay	991	SY	$ 17.95	$17,788.45		$0.00	1,140.00	$20,463.00	$0.00	1,140.00	$20,463.00	115%	($2,674.55)	$0.00
610	Cherokee St. - 2.5" Overlay	500	SY	$ 22.50	$11,250.00		$0.00	394.00	$8,865.00	$0.00	394.00	$8,865.00	79%	$2,385.00	$0.00
620	Mobilization & Traffic Control	1	LSU	$ 31,200.00	$31,200.00		$0.00	1.00	$31,200.00	$0.00	1.00	$31,200.00	100%	$0.00	$0.00
	TOTAL CONTRACT AMOUNT				**$1,691,444.90**	**140,464.60**	**$863,089.16**	**81,515.55**	**$637,217.09**	**$0.00**		**$1,500,306.25**	**89%**	**$191,138.65**	**$0.00**

PROPOSAL & CONTRACT

APAC - Central, Inc.

2401 S. 6th St. W.
Muskogee, OK 74401
Contact: **Bryan Wimmer**
Phone: **(918) 682-0690**
Fax: **(918) 682-0691**

Quote To: City of Muskogee
Avery Rigney

Phone:
Fax:

Job Name: CHange Order NE & NW Zone
Date of Proposal: 11-11-25
Proposal No: 1
Date of Plans:
Revision Date:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	HILLDALE ELEMENTARY PKG LOT - EDGE MILL	1,500.00	SY	3.75	5,625.00
20	KELLY DR - EDGE MILL	2,100.00	SY	3.00	6,300.00
30	40TH - OKMULGEE TO BROADWAY - 4" MILL	738.00	SY	6.72	4,959.36
40	OKLAHOMA - 40TH TO HONOR HEIGHTS EDGE MILL	991.00	SY	5.10	5,054.10
45	CHEROKEE ST 2.5" COLD MILLING	500.00	SY	8.60	4,300.00
50	HILLDALE ELEMENTARY PKG LOT - 2" SUPERPAVE 64-22	1,500.00	SY	15.30	22,950.00
60	KELLY DR - 2" SUPERPAVE TYPE S4 64-22	2,100.00	SY	13.90	29,190.00
70	40TH - OKMULGEE TO BROADWAY 2" SUPERPAVE 64-22	738.00	SY	20.50	15,129.00
80	OKLAHOMA - 40TH TO HONOR HEIGHTS - 2" S4 64-22	991.00	SY	17.95	17,788.45
85	CHEROKEE ST - 2.5" TYPE S4 64-22 SUPERPAVE	500.00		22.50	11,250.00
90	MOBILIZATION, TRAFFIC CONTROL	1.00	LSU	31,200.00	31,200.00
GRAND TOTAL					**$153,745.91**

NOTES:

Terms and Conditions - Proposal & Contract

For purposes of this quote - the term APAC will refer to APAC-Central, Inc., and the term Contractor will refer to the recipient of this quote.

APAC will not quote the above items singularly, all items are to be considered as one quote for purposes of contracting with APAC.

Unless a lump sum price is to be paid for the foregoing work and is clearly so stated, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices for the actual quantities of work performed by APAC as determined upon completion of the work.

This quote expires November 30, 2025, and quoted prices will be subject to escalation thereafter.

Contractor and/or Owner must meet APAC's credit conditions prior to APAC mobilizing on the project. If Contractor was required to provide performance and payment bonds to Owner, Contractor will provide copy of Payment bond to APAC as credit security.

APAC requires a minimum of four (4) weeks notice prior to mobilizing on the project. APAC will complete the quoted work on a mutually agreed schedule, and will not be liable for any liquidated damages resulting from conditions beyond APAC's control.

APAC reserves the right to approve subgrade and/or aggregate base as satisfactory prior to mobilizing on the project. If additional work is required to regrade subgrade and/or aggregate base, including any removal and replacement of materials, APAC will charge the Contractor for the additional work and material.

Heavy equipment and fully loaded trucks will be used to complete the project. APAC does not assume responsibility for any structural damage to any existing pavement as a result of the weight of the trucks or equipment used to complete the project.

APAC's work may increase, alter, or redirect storm water runoff. APAC does not assume responsibility for storm water runoff as part of this contract unless specifically stated. The property owner is advised to contract an engineer with expertise in the area of storm water design for specific recommendations.

APAC will mobilize on the project one (1)time. Additional mobilizations will be charged to the Contractor at $10,000.00 each.

Maintenance of Traffic only includes work required for APAC's operations. Contractor is responsible for any additional Construction Traffic Control required by contract.

Testing for APAC's items of work is included in this quote.

Performance and payment bond is not included. If required, call for pricing.

Striping, signage, pavement markings, surveying, staking, layout are not included in this quote.

All proposed construction materials and methods of placement will meet the Oklahoma Department of Transportation Standard Specifications, latest edition, as revised. APAC reserves all rights to make asphalt mix substitutions as allowed by the Specifications.

Contractor and/or Owner agrees to release all incentive pay which pertains to APAC's scope of work.

APAC reserves the right to review and amend the contract or subcontract agreement.

This proposal expires ten (10) days from the date hereof without a signed contract or purchase order, but may be accepted at a later date, at the sole option of APAC.

Thank you for the opportunity to quote this project. If you have any questions, please call me at your convenience.

Sincerely,

Bryan Wimmer
Estimator

Accepted this date of _____, 2025.

By: _____

Title: _____

Public Works Committee **4.**

Meeting Date: 01/12/2026
Submitted For: Mike Stewart, Public Works
Initiator: Kristal McClain, PW Office Admin II
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to accept ODEQ Permit No. WL000051251007, for the construction of 464 linear feet of eight (8) inch PVC potable water lines and all appurtenances to service the Dollar General located at 3681 Chandler Road, or take other necessary action. (Mike Stewart)

BACKGROUND:

Construction of potable water lines, and all appurtenances to serve Dollar General. It will become a public line once construction is completed. Dollar General will own the line for a year, and once the year is completed, the City will maintain the potable water lines.

RECOMMENDED ACTION:

Accept ODEQ Permit No. WL000051251007, potable water lines for Dollar General.

Fiscal Impact

Attachments

DEQ Permit

Robert Singletary
Executive Director

OKLAHOMA Environmental Quality

Kevin Stitt
Governor

December 23, 2025

Kendal Francis, City Manager
City of Muskogee
301 S. Cherokee St.
Muskogee, Oklahoma 74403

Received
JAN 05 2026
City Manager

Re: Permit No. WL000051251007
DG Muskogee
PWSID No. OK1021607

Dear Francis:

Enclosed is Permit No. WL000051251007 for the construction of 464 linear feet of eight (8) inch PVC potable water lines and all appurtenances to serve the DG Muskogee, Muskogee County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by the Department of Environmental Quality ("DEQ") on December 23, 2025. Any deviations from the approved plans and specifications affecting capacity, flow, or operation of units must be approved, in writing, by DEQ before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Muskogee, after which it should be made a matter of permanent record.

Approved plans and specifications are available upon request.

Respectfully,

Julie Jacob, E.I.
Construction Permit Section
Water Quality Division

Enclosure

PERMIT No. WL000051251007
PWSID No. OK1021607

PERMIT TO CONSTRUCT

December 23, 2025

Pursuant to O.S. 27A 2-6-304, the City of Muskogee is hereby granted this Tier I Permit to construct 464 linear feet of eight (8) inch PVC potable water lines and all appurtenances to serve the DG Muskogee, located in NW 1/4 of Section 32, T-15-N, R-19-E, Muskogee County, Oklahoma, in accordance with the plans approved December 23, 2025.

By acceptance of this permit, the permittee agrees to operate and maintain the facility in accordance with OAC 252:631 and to comply with Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

1) This water line does not provide fire flow.

2) That the recipient of the permit is responsible for ensuring that the project receives supervision and inspection by competent and qualified personnel.

3) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.

4) That no significant information necessary for a proper evaluation of the project has been omitted and no invalid information has been presented in applying for the permit.

5) That the Oklahoma Department of Environmental Quality ("DEQ") shall be kept informed on occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.

6) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with OAC 252:626-19-2.

7) That before placing this facility into service, at least two samples of the water, taken on different days, shall be tested for bacteria to show that it is safe for drinking purposes.

8) That any deviations from approved plans or specifications affecting capacity, flow, or operation of units must be approved by DEQ before any such deviations are made in the construction of this project.

9) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that DEQ will be notified in writing of any sale or transfer of ownership of these facilities.

10) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by DEQ.

11) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. Section 2-6-201 *et seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent form, Notice of Termination form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.

12) That any notations or changes recorded on the official set of plans and specifications in DEQ files shall be part of the plans as approved.

13) That water lines shall be located at least fifteen (15) feet from all parts of septic tanks and absorption fields, or other sewage treatment and disposal systems.

14) That whenever plastic pipe is approved and used for potable water, it shall bear the seal of the National Sanitation Foundation and meet the appropriate commercial standards.

15) That when it is impossible to obtain proper horizontal and vertical separation as stipulated OAC 252:626-19-2(h)(1) and OAC 252:626-19-2(h)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested to the highest pressure obtainable under the most severe head conditions of the collection system prior to backfilling.

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.

Travis Herrian, P.E., Engineering Manager
Construction Permit Section
Water Quality Division

Public Works Committee **5.**

Meeting Date: 01/12/2026
Submitted For: Mike Stewart, Public Works
Initiator: Kristal McClain, PW Office Admin II
Department: Public Works
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to accept ODEQ Permit Nol. WL000051251008, for the construction of 517 linear feet of eight (8) inch PVC sanitary sewer lines and all appurtenances to serve the Dollar General located at 3681 Chandler Road, or take other necessary action. (Mike Stewart)

BACKGROUND:

Construction of sanitary sewer lines, and all appurtenances to serve Dollar General. It will become a public line once construction is completed. Dollar General will own the line for a year, and once the year is completed, the City will maintain the sanitary sewer lines.

RECOMMENDED ACTION:

Accept ODEQ Permit No. WL000051251008, sanitary sewer lines for Dollar General.

Fiscal Impact

Attachments

Permit

Robert Singletary
Executive Director

OKLAHOMA Environmental Quality

Kevin Stitt
Governor

December 23, 2025

Kendal Francis, City Manager
City of Muskogee
301 S. Cherokee St.
Muskogee, Oklahoma 74403

Received
JAN 05 2026
City Manager

Re: Permit No. SL000051251008
DG Muskogee
Facility No. S-10996

Dear Francis:

Enclosed is Permit No. SL000051251008 for the construction of 517 linear feet of eight (8) inch PVC sanitary sewer lines and all appurtenances to serve the DG Muskogee, Muskogee County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by the Department of Environmental Quality ("DEQ") on December 23, 2025. Any deviations from the approved plans and specifications affecting capacity, flow, or operation of units must be approved, in writing, by DEQ before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Muskogee, after which it should be made a matter of permanent record.

Approved plans and specifications are available upon request.

Respectfully,

Julie Jacob, E.I.
Construction Permit Section
Water Quality Division

Enclosure

PERMIT No. SL000051251008
FACILITY No. S-10996

PERMIT TO CONSTRUCT

December 23, 2025

Pursuant to O.S. 27A 2-6-304, the City of Muskogee is hereby granted this Tier I Permit to construct 517 linear feet of eight (8) inch PVC sanitary sewer lines and all appurtenances to serve the DG Muskogee, located in NW 1/4 of Section 32, T-15-N, R-19-E, Muskogee County, Oklahoma, in accordance with the plans approved December 23, 2025.

By acceptance of this permit, the permittee agrees to operate and maintain the facilities in accordance with the Oklahoma Administrative Code ("OAC") 252:606 rules and to comply with Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

1) That the recipient of the permit is responsible for ensuring that the project receives supervision and inspection by competent and qualified personnel.

2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.

3) That no significant information necessary for a proper evaluation of the project has been omitted and no invalid information has been presented in applying for the permit.

4) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with OAC 252:656-5-4(c)(3).

5) That tests will be conducted as necessary to ensure that the construction of the sewer lines will prevent excessive infiltration and that the leakage will not exceed 10 gallons per inch of pipe diameter per mile per day.

6) That the Oklahoma Department of Environmental Quality ("DEQ") shall be kept informed of occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.

7) That the permittee will take steps to assure that the connection of house services to the sewers is done in such a manner that the functioning of the sewers will not be impaired and that earth and ground water will be excluded from the sewers when the connection is completed.

8) That any deviations from approved plans or specifications affecting capacity, flow, or operation of units must be approved by DEQ before any such deviations are made in the construction of this project.

9) That any notations or changes recorded on the official set of plans and specifications in DEQ files shall be part of the plans as approved.

10) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that DEQ will be notified in writing of any sale or transfer of ownership of these facilities.

11) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by DEQ.

12) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.

13) That all manholes shall be constructed in accordance with the standards established in OAC 252:656-5-3.

14) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in OAC 252:656-5-4(c)(1) and OAC 252:656-5-4(c)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested using the ASTM air test procedure with no detectable leakage prior to backfilling, in accordance with OAC 252:656-5-4(c)(3).

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.

Travis Herrian, P.E., Engineering Manager
Construction Permit Section
Water Quality Division

Public Works Committee **6.**

Meeting Date: 01/12/2026

Submitted For: Tera Shows, Economic Development

Initiator: Tera Shows, Economic Development Manager

Department: Economic Development

Staff Information Source: Tera Shows

Information

AGENDA ITEM TITLE:

Consider approval to accept a grant from the Oklahoma Department of Commerce in the amount of $30,000.00, to be used for Economic Development site marketing, or take other necessary action. (Tera Shows)

BACKGROUND:

Economic Development staff applied for a grant from the Oklahoma Department of Commerce to market retail sites in the City of Muskogee. The original grant application was for $48,000 to market available sites at the corner of Hwy 69 and Shawnee. ODOC has awarded $30,000 in the form of a grant match for these efforts. Matching grant monies from the City are paid in the form of our existing contract with Retail Attractions, LLC for their marketing efforts.

This site was selected because it is a highly visible retail development site and is located at the prime intersection of U.S. Highway 69 and Shawnee Bypass, one of Muskogee's busiest commercial corridors. The property benefits from exceptional traffic counts, strong visibility, and convenient access from both major roadways.Highway 69 serves as a primary north-south route through Oklahoma, carrying local, regional, and interstate traffic, while Shawnee Bypass functions as a key east-west connector through Muskogee's retail and service districts. The site is positioned near established national retailers, restaurants, and service providers, making it ideal for new retail, dining, or mixed-use development. With its strategic location, excellent accessibility, and proximity to dense residential neighborhoods, schools, and employers, this site offers a premier opportunity for commercial growth in Muskogee's expanding retail market.

Full development of this site has the potential to generate $10 million in annual retail sales.
• This site also has the potential to create a large number of retail related jobs and approximately $200,000 in annual ad valorem taxes based on a projected $20 million in investment.
• More important than the dollars generated, this development will also contribute to local quality of life, which will help with workforce development and population growth.

With this grant, print and digital marketing materials will be created, the site will have an online presence, and will be marketing directly to developers at national shopping center conferences.

RECOMMENDED ACTION:

Accept the grant from the Oklahoma Department of Commerce in the amount of $30,000.

Fiscal Impact

FUNDING SOURCE:

This is a matching grant. The Oklahoma Department of Commerce accepts our existing retail marketing contract with Retail Attractions, LLC. as our contribution to the grant match.

Attachments

No file(s) attached.

Public Works Committee **7.**

Meeting Date: 01/12/2026

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

Department: City Clerk

Staff Information Source: Mayor Patrick Cale

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Carla Wiggs to the Planning and Zoning Commission, filling the expired term of Alexis Wallace, beginning February 1, 2026, and ending January 1, 2029, or take other necessary action. (Mayor Patrick Cale)

BACKGROUND:

Ms. Alexis Wallace's term has expired. This appointment will serve to fill the vacancy.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

Carla Wiggs

11/19

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

RECEIVED
NOV 19 2025
CITY CLERK

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 and Zoning

Your Full Legal Name: Carla Wiggs
Your Preferred Name: Carla Lockwood

Business Name:
Home Address: 2505 Georgia Avenue

Job Title/Employment Date: 8/15/2019
City Zip: Muskogee 74403

Business Address: 533 W. Broadway
Ward: 1 (2) 3 4

Home Phone:

Business Phone: 918-910-5598
Cell Phone: 918-781-3601

Fax: 918-910-5598
Home Email: carla1_1999@yahoo.com

Business Email: carla1_1999@yahoo.com

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):
Palmer High School Colorado Springs Colorado 1969
Auburn University Montgomery AL 1991 BS summa cum laude

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

RECEIVED
NOV 19 2025
CITY CLERK

Current employment (job description, employment date, supervisor):
Paralegal/office manager 8/15-2019 Ryan Gassaway

Previous employment or experience:
Paralegal/office manager Bret A. Smith Law

Professional Licenses Held (if applicable):
Paralega Certification

Professional References (name, title, contact phone number):
Judge Bret A Smith 918-687-1950

Memberships in professional or civic organizations (please include offices held and dates of terms):
President-Muskogee Republican Women's 1996-1997

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)

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

No

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

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

RECEIVED
NOV 19 2025
CITY CLERK

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

Avid supporter of Muskogee. Volunteer for various events held by the Exchange Club of Muskogee.
Organized.

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 account 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.

Paula Wiggs
Signature of Nominee

11/19/2025
Date

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

_____
Signature of Sponsor

Public Works Committee **8.**

Meeting Date: 01/12/2026

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

Department: City Clerk

Staff Information Source: Councilor Jaime Stout

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Traci McGee to the Planning and Zoning Commission, filling the expired term of Cynthia Kennedy, beginning February 1, 2026, and ending January 1, 2029, or take other necessary action. (Councilor Jaime Stout)

BACKGROUND:

Ms. Cynthia Kennedy's term has expired. This appointment will serve to fill the vacancy.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

No file(s) attached.

Public Works Committee **9.**

Meeting Date:	01/12/2026		
Submitted For:	Tammy Tracy, City Clerk	Initiator:	Tammy Tracy, City Clerk
Department:	City Clerk		
Staff Information Source:	Councilor Tracy Hoos		

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Tammye Howell as the Ward 4 Commissioner to the Urban Renewal Authority, replacing Wayne Divelbiss, to serve a three (3) year term upon appointment, and expire August 31, 2029, or take other necessary action. (Councilor Tracy Hoos)

BACKGROUND:

Councilor Hoos has nominated Tammye Howell to serve as the Ward 4 Commissioner to the Urban Renewal Authority.

Per Ordinance No. 3882-A, all terms are for a period of three (3) years and expire August 31.

RECOMMENDED ACTION:

Approve the appointment.

Fiscal Impact

Attachments

Tammye Howell

APPLICATION FOR APPONTMENT TO A BOARD OR COMMISSION

received via email 10-10-15

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, 0K 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:
Urban Renewal Authority Board

Your Full Legal Name: Tammye Howell

Your Preferred Name: Tammye Howell

Business Name: Premier USA, Inc.

Home Address: 9 Beckman Drive

Job Title/Employment Date: Vice President- 2015-present City Zip: Muskogee 0K 74401

Business Address: 2301 s. York Street

Ward: 1 2 3

Muskogee, Ok 74403

Home Phone: n/a ---

Business Phone: 918-856-5801

Cell Phone: 918-869-7101

Fax Home Email: Tammye@prmrusa.com

Business Email: Tammye@prmrusa.com

Are you registered to vote in City of Muskogee Elections? No Are you a citizen of the United States? es No

APPLICATION FOR APPONTMENT TO A BOARD OR COMMISSION

Personal Information:

The Mayor andCouncildesire a broadrepresentation ofbackgrounds on boards andcommissions.

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

Muskogee High School 1985 NSU - 1985-1986- Victory Christian School 1990-1991

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

Premier USA - Owner - Vice President October 2015-current

Previous employment or experience:

Local business owner for 10 years-

Recruiter for 25 years

Team lead, district sales director, marketing manager

Marketing and sales background

Previous employment: Kelly Services, Staffmark, Muskogee Tourism Authority (16 months).

Professional Licenses Held (if applicable):

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

Kimbra Scott, Port Authority Director, (918-781-9292)

Derek Gibson- Sr. Vice President, Mabree Bank (918-781-6110)

Angela Wilson, President, Chamber of Commerce (918-577-0763)

Tim Wheeler - Owner, Wheeler Metals (918 781 9814).

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

Muskogee Area Human Resources Association - membership chair - 2018-2024

Education Foundation - President 2021-2023 Board member 2016-present

Honor Heights board 2024-present

Chamber of Commerce board member - 2018-2020 / Women's leadership Chair 2018-present

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? Yes (If yes, please list with dates served)

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

No

Do you have any financial or other interests that might present a conflict of interest, or the appearance of such a conflict, if you were to be appointed to the position for which you have applied? Yes (If yes, please explain)

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

Proud to live, work and thrive in Muskogee. Desire to be a voice for community growth and development.

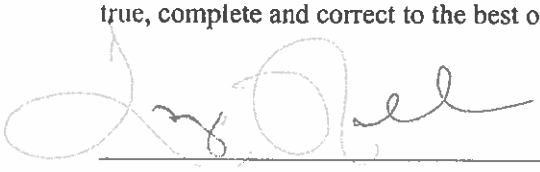
RELEASE OF INFORMATION

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.

APPLICATION FOR APPONTMENT TO A BOARD OR COMMISSION

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

true, complete and correct to the best of n



October 10, 2025

Signature of Nominee

Date

Submitted by the Mayor for approval by the City Council thisday of20

Signature of Sponsor

Tammye Howell
Bio

Tammye Howell is a courageous and innovative woman who continues to break new ground in many areas. Born and raised in Muskogee, she is a true "Okie" who routinely pursues creative measures to help better the community. She is also proud to represent .her Cherokee heritage.

In 2000, Tammye and her husband pioneered a new church, The Bridge, which remains a vibrant part of the city. In 2015, they launched a staffing and consulting firm, Premier USA. Along with their humanitarian organization, Project Dream Seeds, every part of their life is focused on assisting others.

Tammye's expertise and commitment to excellence have been an integral part of her success. Whether in ministry or staffing, her passion to help others continues to set her apart. Her belief that anyone can achieve their dreams is a driving force in her daily steps. She is without question a beacon of hope in a hurting world.

Tammye serves on numerous committees and boards offering unique insight and perspective to complex scenarios. In 2016, she received the Trail Blazer Award from Muskogee's Women in Leadership. Her friends often describe her as honest, balanced, giving and encouraging.

Though Tammye's life is busy and sometimes overwhelming, she still finds time for her family and her faith.