

CITY OF MUSKOGEE TERMS, MEMBERSHIPS, AND DUTIES OF AUTHORITIES, BOARDS, COMMISSIONS

AIRPORT BOARD

General powers/duties include care, management and control of all airports owned, leased or otherwise acquired by the City. All Airport Board recommendations are subject to approval by Council. Created by Ordinance No. 40-A; amended by No. 1841-A. Four year terms except representative from Council and Chamber, which are two year terms. Meets 4:00 p.m. on the 2nd Wednesday of the month, Davis Field Airport Terminal, 1201 Sabre. No member of the Board, after serving one full term, shall be eligible for reappointment until one year shall have elapsed since his or her last service on the board.

Name	Date Appointed	Expiration
Ann Barker Ong, Chamber	Mar-14	Feb-18
Janey Boydston, City Council	Oct-15	Sep-17
Ben Robinson	Jan-14	Oct-17
Perline Boyattia	Mar-17	Mar-17
Weldon W. Stout, Jr.	Jun-14	May-18
Tim Wheeler	Sep-15	Oct-19
Gary Hall	Jan-14	Oct-17

Board of Adjustment

Five Member board created by Ordinance No. 3266-A. Three year terms. Powers/duties include:
Hear/decide appeals where it is alleged there is error of law in any order, requirement, decision or determination
Hear/decide requests for map interpretations or decisions on other special questions upon which it is authorized to pass by the regulations adopted by the board and/or Council. Meets 2:00 p.m. on the 2nd Tuesday of month, 2nd Floor Conference Room, City Hall. No member of the Board, after serving one full term, shall be eligible for reappointment until one year shall have elapsed since his or her last service on the Board

<u>Name</u>	<u>Date Appointed</u>	<u>Expiration</u>
Gary Dunlap	Sep-98	Sep-08
Rev. Rodger Cutler	Jul-16	Jun-19
Marcela Paige	Oct-15	Sep-18
Dave Davis	Oct-15	Sep-18
Mark Bonney	Oct-15	Sep-18

CHAMBER OF COMMERCE COMMITTEE FOR CONVENTION AND TOURISM

This is a nine member committee of the Muskogee Chamber of Commerce. It meets to make recommendations to the Chamber for encouraging, promoting and fostering convention and tourism development for Muskogee. The Mayor and a Council appointee serve on the board. Five at-large members are appointed by the City Council. Chairman of the Chamber and a Board Member of the Chamber also serve. This function of the Chamber is funded through the Muskogee Hotel Tax Ordinance, 3733-A, and is a contract with the City and Chamber which is reviewed annually. Meets 3:30 p.m., 4th Tuesday of month at Chamber of Commerce Board room, 310 W. Broadway.

Name	Date Appointed	Expiration
Jim Blair, Chairman	Chamber Appointment	
Heather Cain	Mar-17	Feb-20
John Newby	Apr-17	Mar-20
Nicholas Wilks	Nov-15	Oct-18
Holly Rosser-Miller	May-16	Apr-19
Judy Hoffman	Nov-16	Oct-19
Mike Martin	Nov-14	Jun-17
Vacant	Chamber Appointment	
Rodney Bond	Chamber Appointment	
Bob Coburn, Mayor	Mar-12	
James Gulley	Nov-14	
D.J. Thompson	President & CEO	
Ashley Wilbourn	Tourism Director	
Sherry Pilant	Event Coordinator	

CITY FACILITIES BOARD

Created by Ordinance No. 3946-A The purpose of this board is to serve as an advisory board to the City Council on all matters within their authority. The Board shall be composed of nine members, inclusive of at least two members of the Council, all of whom shall be residents of the City who shall be appointed by the City Council. Terms are for 5 years. Meets by Special Call. No members of the Board, after serving one full term, shall be eligible for reappointment until one year shall have elapsed since his or her last service on the board.

Name	Date Appointed	Expiration
David Ragsdale	Nov-16	Oct-21
Wayne Johnson -Council	Mar-15	Mar-20
Stacy Simpson	Sep-16	Aug-21
Peter Roberts	Sep-16	Aug-21
Kim Lynch	May-15	Apr-20
Erick Puckett	Feb-16	Jan-21
Delsie Lewis	Mar-15	Feb-20
Perline Boyattia	May-15	Apr-20
Evelyn Hibbs	Jun-16	May-21

CIVIL SERVICE

Created by City Charter the Civil Service Commission which shall be composed of three members, one of whom shall be selected and appointed by the City Council to serve for a period of six years from the date of the appointment, one to be appointed by the active members of the Fire Department of the City of Muskogee to serve for a period of five years and the two members so selected and appointed to select and appoint a third member who shall serve for a period of four years from the date of appointment. The selection and appointment of successor of each member whose term expires hereunder shall be made in the same manner as provided for the selection of membership of said Board. All members of said Commission shall serve without compensation. The Civil Service Commission shall select one of its members as Chairman and one as Secretary. No person shall be appointed to said Commission who is employed by the City or other governmental subdivision. Meets by Special Call, City Hall, 3rd Floor Council Chambers. Members are eligible for reappointment..

Name	Date Appointed	Expiration
Neutral Position (Sel by Cty & Un Rep	Vacant	Vacant
Meredith Lacey (Elected by Fire Dept)	Apr-02	May-17
Lansing Lee (Appt by City)	Oct-15	Sep-21

HISTORIC PRESERVATION COMMISSION

Created by Ordinance No. 1871-A (revised by Ordinance No. 3206-A). Five to nine members serve in advisory capacity to City Council in matters involving structures and areas of historical, architectural and/or cultural significance and proposes recognition and designation of such historic preservation. Whenever possible (2) members should be professionals in the fields of law, history, architecture, or archeology, 3 year terms. Meets by Special Call, 2nd Floor Conference Room, City Hall. (quarterly) No members of the Board, after serving one full term, shall be eligible for reappointment until one year shall have elapsed since his or her last service on the board.

Name	Date Appointed	Expiration
Glenda Elliott	Nov-16	Oct-19
Edwynna Synar	Oct-15	Sep-18
James E. Tolbert	Oct-16	Sep-19
Pete Carson	Apr-17	Mar-17
Joel Cousins	Oct-15	Sep-18
Brent Trout	Oct-15	Sep-18
Joshua Casarez	May-16	Apr-19
Sue Tolbert	Jan-16	Dec-19
Doug Buse	Aug-10	Jul-13

HOUSING AUTHORITY

Five member board, established April 1969, when it was determined there was a shortage of safe/sanitary housing for low income residents. Authority hires director and staff to oversee/manager of Honor Heights Tower, a 200 unit apartment for elderly citizens, Port City Acres and Green Country Village, which have 100 units each for low income residents. Members serve 3-year terms and can be reappointed. (By State Regulation) Meets 2nd Thursday of month, 4:00 p.m., Conference Room, Muskogee Housing Authority, 200 N. 40th.

Name	Date Appointed	Expiration
Carole McBride, Chairman	Jun-16	Jun-19
Muriel Saunders,	Aug-16	Jun-19
Jack Farr	Jun-15	Jun-18
Gary Dunlap	Jun-15	Jun-18
Alice Smith	Jun-15	Jun-18

MERIT SYSTEM BOARD

Created by Charter and Ordinance and serves as an appeal board for full-time City employees and Police Department Employees. Enforces the rules and regulations for administration of Merit System, and hears appeals of any officer or employee in classified service. The Board shall consist of three members to be selected in the following manner. One shall be appointed by the Mayor with the approval of the Council; one shall be appointed by the City Employees; the third member shall be selected by the first two. Members of this board are eligible for reappointment. Members serve 2-year terms. Meets by special call, 3rd Floor Council Chambers, City Hall.

Name	Date Appointed	Expiration
Norman Grayson (Union Rep Elected)	Jan-08	Jan-10
Clifford Cate, City Rep	Apr-15	May-17
Stan Hiner (Neutral)	Jan-13	Jan-15
James McCracken (City Alternate)	May-16	May-18
Terry Freeman (Emp Alternate)	Jul-12	Jun-14
Vacant (Neutral Alternate)	Vacant	Vacant

MUSKOGEE CITY-COUNTY PORT AUTHORITY

Has full power and authority over all port facilities within its jurisdiction. Authority may purchase, construct, sell or lease port facilities and has the power to own, sell, lease or operate property. Also provides traffic and rate information to shippers and shipping interests. Trustees are 13 in number, including bank officials; 5 represent Muskogee County, 5 represent City of Muskogee; 4-year terms. Meets 3rd Tuesday of month, 10:30 a.m., Port of Muskogee Conference Room, 4901 Harold Scoggins Drive.

Name	Date Appointed	Expiration
Scott Robinson, Executive Director		
Ed Gage, Chairman, County	Aug-15	Aug-19
Dr. John Saxon, County	Aug-16	Aug-20
Charles Raper, County	Aug-16	Aug-20
Fred Ruefer, County	Aug-15	Aug-19
David White, County	Aug-16	Aug-20
Daniel Miller, County	May-16	Aug-19
Fred Hogle, Secretary, County	Sep-09	Aug-17
Earnest Gilder, City	Oct-15	Sep-19
Chris Condley, City	Aug-14	Aug-18
Tobi Ledbetter, City	Sep-16	Aug-20
David P Jones, City	Sep-16	Aug-20
Nancy Gaden, City	Oct-15	Sep-19
John Schilt, City	Sep-16	Aug-20

MUSKOGEE COUNTY PUBLIC TRANSIT AUTHORITY

To promote, develop, and finance public transportation, of any sort or description, including, but not limited to, any real or personal property related thereto. Primary purpose of the Authority is to provide safe, affordable, and reliable transportation for persons without distinction of sex, age, race, color, religious creed, income, national origin, or disability. Meets the second Tuesday of the month at 10:30 a.m., 4401 Hayes Street, Muskogee.

Name	
Tobi Ledbetter	Mayor's Appointment
Lisa Benjamin	City Council Appointment
Vacant	City Manager Appointment
Vacant, County Appt.	District III
Harold Nichols, County Appt.	District I
J.D. Wiggins, County Appt.	District II
Mike Jackson, County Appt.	At Large

CITY OF MUSKOGEE FOUNDATION

Developing, supporting, promoting and improving programs and facilities relating to education, arts, culture, a community revitalization and beautification, social services, health care, economic development, infrastructure, housing and recreation for the City of Muskogee. To improve the quality of life of residents of the City of Muskogee and surrounding area. Vacancies that occur as a result of expiration of a term will be filled by the Nominating Committee of the Corporation with approval of City Council. Terms vary under by-laws.

Name	Date Appointed	Expiration
Bob Coburn, Mayor	By Position	
Mike Miller, City Manager	By Position	
Earnie Gilder, Chairman	Aug-15	Aug-19
Leroy Walker, Vice Chairman	Aug-12	Jul-18
Nancy Gaden	Aug-14	Jul-20
Jay Updike, Secretary	Aug-12	Jul-18
Johnina Wardwell	Aug-13	Jul-19
Daniel Miller	Aug-13	Jul-19
Keith Biglow	Aug-14	Jul-20
Tracy Hoos	Aug-12	Aug-18
Lee Ann Mathews	Aug-13	Jul-19
Patrick Cale	Aug-16	Jul-18
Dan Hall, Council Representative	Sep-16	Aug-18

MUSKOGEE INDUSTRIAL TRUST

To promote and secure the development of the general economic welfare and security of the general public within and without and near the territorial limits of the City of Muskogee. All to provide additional opportunities for employment, discourage the migration of citizens from their home, community, encourage, assist and accommodate the controlled steady growth of the aforesaid area. To promote and develop the economic stability of the area. The trustee shall be 3 in number, who shall, unless otherwise designated by the City Council be the President of the three principal banks in the City of Muskogee. Meets by Special Call, 2nd Floor Conference Room, City Hall. Members serve a 6-year terms.

Name	Date Appointed	Expiration
Mike Leonard, Firststar	Jun-13	Jun-19
John Barton, Bankfirst	Jun-13	Jun-19
Billy Taylor, Armstrong Bank	Jun-13	Jun-19

MUSKOGEE MEDICAL CENTER AUTHORITY

Created by Amended Charter. 7-Member Board has exclusive care, management/control of all hospitals as may be owned or acquired by City. Board shall appoint, and when necessary for good of service of hospital, suspend/remove subordinate employees. Has full power to acquire in any manner, including condemnation, property to be held by City for any/all hospital purposes; to construct, maintain or use buildings necessary or proper for such purposes. Must have been a resident of the City of Muskogee at least two years prior to appointment. Members serve 7 year staggered terms. (Hospital is a Trust). Meets last Tuesday of month, 12:00 p.m., N.S.U. Administration Bldg., 2400 W. Shawnee

Name	Date Appointed	Expiration
Al Stevens	Oct-15	Sep-22
Evelyn Hibbs	Oct-16	Sep-23
Rev. Rodger L.B. Cutler	Sep-16	Aug-23
Tim McElroy	Jan-12	Dec-19
Paul Birchfiel	Nov-16	Oct-23
Ed Gage	Feb-14	Mar-19
Wayne Wilburn, Chairman	Sep-11	Aug-18

PARKS AND RECREATION BOARD

Created by Ordinance No. 3945-A. Serves in advisory capacity to Park and Recreation Department and City Council. Assists Park and Recreation department in its relationship with Council and community groups which have interest in specific park and recreation programs/projects. Recommends to Council for enactment resolutions, ordinances and changes in policy. All members of the Board shall have been residents of the City for at least six months next preceding their appointment. Members serve 4-year terms. No member of the Board shall be eligible for reappointment to the board until one year shall have elapsed since his or her last service on the board. Meetings are held on an as needed basis in a Special Call Session at various park facilities on the first Wednesday of the month.

Name	Date Appointed	Expiration
Patrick Cale, Council Representative	Apr-16	Mar-20
John Winters	May-16	Apr-20
Jimmy L. Stinson	Nov-14	Mar-18
Jim Eaton	Nov-14	Mar-18
Alan Foster	Nov-14	Mar-18
Jason George	Nov-14	Mar-18
Edwynna Walker	Nov-14	Mar-18
Melissa Hill	Mar-17	Feb-21
Carnell Brooks	Apr-17	Mar-21

PLANNING AND ZONING COMMISSION

Created by Council 3-22-93 after County Commissioners' withdrawal from City/County joint planning commission. Provides recommendations to the Council on zoning petitions and proposed subdivisions. Seven members serve 3-year terms and are appointed by City Council. Meets 1st and 3rd Mondays of each month, 9:00 a.m., Council Chambers, City Hall. No member of the board shall be eligible for reappointment to the board until one year shall have elapsed since his or her last service on the board.

Name	Date Appointed	Expiration
Mark Luttrull	Oct-15	Sep-18
Justin Walker	May-16	Apr-19
Patrick Cale	Sep-16	Aug-19
Shirley Hilton	Oct-15	Sep-18
Lathon Archie III	Oct-15	Sep-18
Stella Derrick	Sep-16	Aug-19
Jack Bethany	Oct-15	Sep-18

STREET IMPROVEMENT ADVISORY COMMISSION

Created by Ordinance No. 3838-A. Committee consists of five (5) members. Appointments are made by City Council. The purpose of the committee is for giving input and advice to the Mayor, City Council and City staff relating to streets. All members of the commission shall have been residents of the city for at least one year next preceding their appointment. Meetings are held on the 2nd Wednesday of the month at 2:00 p.m., Public Works Department, 301 S. Cherokee. No member of the board shall be eligible for reappointment to the board until one year shall have elapsed since his or her last service on the board. Terms are for as period of 5 years.

Name	Date Appointed	Expiration
Doug Walton	Oct-15	Sep-20
Dr. Samuel R. Craig	Feb-17	Jan-22
Kem Frix	May-13	Apr-18
Jessina Brown	Jan-16	Dec-21
James Young	Oct-15	Sep-20

UNIFORM BUILDING CODE APPEALS BOARD

Created by Ordinance 3939-A There is hereby established a Uniform Building Code Appeals Board of the City which shall consist of seven (7) members to be approved by the City Council. Such Board shall be composed of one (1) professional builder, one (1) individual trained in either structural or civil engineering or architecture, one (1) mechanical contractor, one (1) electrical contractor, one (1) plumbing contractor, one (1) individual trained in fire suppression, and one (1) member at large, all of whom shall be residents of the City. The Board shall serve without compensation and shall exercise only those powers enumerated with this Article. Meetings are by Special Call. Terms are for a period of 5 years and no member of the board, after serving one full term, shall be eligible for reappointment until one year has elapsed since his or her last service on the Board.

Name	Date Appointed	Expiration
Dennis Moore, Electrical Contractor	Oct-15	Sep-20
Jack Bethany, Professional Builder	May-16	Apr-21
Jay Updike, Structural or Civil Engr	May-16	Apr-21
Fred Haynes, Plumbing (Resigned)	Oct-15	Sep-20
Vacant, Mechanical Contractor		
Danny Tracey, Fire Suppression	May-16	Apr-21
Kevin Crank, At Large Member	May-16	Apr-21

URBAN RENEWAL AUTHORITY

Effective August 2011 Ordinance 3882-A the City Council shall appoint a Board of Commissioners consisting of five (5) members. The term of office of each such Commission member shall be for three (3) years. There shall be one member chosen from each ward of the City with one member being chosen at large. The representatives from ward one and ward two shall serve initial terms of one (1) year. The representatives of wards three and and ward four shall serve initial terms of two (2) years. The member serving the at large appointment shall serve a term of three (3) years. Only the representatives of wards one and two may be reappointed for one full term of three (3) years. The initial appointments, regardless of the calendar date when such appointments are made, shall expire on the August 31st closest to the full one, two or three-year term to which such members are appointed. Thereafter, and after the expiration of initial terms, all members shall serve terms of three (3) years. All terms of office, including initial appointments shall expire as of August 31st and new terms shall commence on September 1st of the calendar year.

Name	Date Appointed	Expiration
Mike Martin, Ward 4	Oct-15	Aug-18
Jim Wilson, Ward 2	May-15	Aug-18
Gary Dunlap, Ward 1	Sep-16	Aug-19
Dr. Larry Smith, Ward 3	Oct-15	Aug-18
Darrell D. Russell, Chairman, At large	Nov-11	Aug-13

WAR MEMORIAL TRUST AUTHORITY

Oversees operations of War Memorial Park (U.S.S. Batfish) and has authority to purchase or lease property, erect structures and hire employees to operate facility. Has power to enter into contracts for sale of bonds, notes or other evidences of indebtedness or obligations. Nine (9) Trustees; One (1) of the Trustees shall be a City Council member who serves coterminous with his term as councilman, and eight (8) trustees appointed to serve three (3) year terms. Members are appointed by City Council. Meets on the 3rd Wednesday of the month in the Batfish Board Room, 9:00 a.m., 3500 Batfish Road. No member of the board, after serving one full term, shall be eligible for reappointment until one year has elapsed since his or her last service on the board.

Name	Date Appointed	Expiration
James Gulley, Chairman, Council	Mar-08	Feb-18
Joshua Casarez	May-16	Apr-19
Angie, Oneal	Dec-15	Nov-18
Thomas Hampton	Nov-16	Oct-19
Dennis Wilhite	Jan-17	Dec-20
John Martin	Nov-15	Sep-18
Kim Crissler	Mar-15	Feb-18
Lanny Cartwright	Sep-14	Aug-17
Matthew Henry	Oct-15	Sep-18

WELLNESS INITIATIVE COALITION

It is the purpose of the Coalition created in Section 2-530 to serve in an advisory capacity to the Parks and Recreation Department and the City Council as to matters dealing with the health, wellness and well being of local community. The Coalition shall make recommendations and give advisory opinions to the Parks and Recreation Department director and to the City Council for improving, promoting the health, wellness and well being of the community and for enactment of resolutions and ordinances which will be of benefit to the citizens of the city in fulfilling the purpose of the Coalition. The Coalition shall be composed of nine members, five members to be approval by the City Council. The remaining four members shall be the Mayor of the City of Muskogee and his/her successor, the City physician and his/her successor, the Director of the Muskogee County Health Department and his/her successor and the Chairman of Turning Point or his designee and his/her successor. Terms of office of members of the Coalition shall be as follows: (1) Their term of office for the four (4) members designated by office shall be permanent or until such time as this provision is amended. (2) The remaining members of the coalition shall be appointed for terms of four years. Meets by Special Call. No member of the board, after serving one full term, shall be eligible for reappointment until one year has elapsed since his or her last service on the board.

Name	Date Appointed	Expiration
Mike Combs	Aug-16	Jul-20
Derryl Venters	Aug-16	Jul-20
Craig McNeill	Aug-16	Jul-20
Keith Harlin	Aug-16	Jul-20
Karah Lehman	Jan-14	Dec-17
Mayor Bob Coburn	By Position	
Dr. Jim Baker-Doctor	By Position	
Dir. Health Department	By Position	
Chairman, Turning Point	By Position	

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