**MUSTANG CITY COUNCIL**
**MAY 3, 2016**

The Mustang City Council met in regular session on Tuesday, May 3, 2016, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, April 29, 2016, at 2:25 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A Reception honoring Councilmembers was held at 6:30 P.M.

## A. CALL TO ORDER

**Mayor Adams** called the meeting to order at **7:00 p.m.**

## B. PLEDGE OF ALLEGIANCE/INVOCATION (Dave Bryan, Pastor, Chisholm Heights Baptist Church)

**Pastor Bryan** led the assembly in the Pledge and Invocation. He stated great things were happening at the church and in April, he and his wife took a group to Israel and toured Jerusalem, the Dead Sea, and Galilee stating it was a wonderful trip.

**Mayor Adams** recognized Boy Scout Troop 885 who were in attendance and working on their Citizenship Badge and thanked them for being there.

## C. ROLL CALL

| | |
|---|---|
| **Councilmembers Present:** | **Riley**<br>**Staples**<br>**Grider**<br>**Jones**<br>**Hagan**<br>**Schweinberg**<br>**Adams** |
| **Councilmembers Absent:** | **None** |

## D. CONSENT AGENDA

1. **Approval of** 04/19/16 **City Council Minutes**

**MOTION** was made by **Councilman Grider**, seconded by **Councilman Schweinberg**, to approve Item D-1 of the Consent Agenda.

**AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

## E. PRESENTATION AND RECOGNITION

1. Presentation of Plaque and Recognition of Outgoing Councilmember Kathleen Moon Staples, Ward II

   **Mayor Adams** recognized outgoing Councilmember Kathleen Moon Staples, Ward II, and presented her with a plaque of appreciation for her service. He thanked her for her many years of service and guidance.

## F. OATH OF OFFICE

1. Oath of Office for Ward II Councilmember Joshua Leete and Ward IV Councilmember Terry Jones

   **City Manager Rooney** swore in Councilmembers:

   - Joshua Leete, Ward II; and
   - Terry Jones, Ward IV

   At this time, the newly elected Councilmembers took their seats.

2. Election of **Vice-Mayor**

**Mayor Adams** nominated **Councilman Schweinberg** as **Vice-Mayor** and **Councilman Jones** seconded the nomination.

**AYE:** **Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY:** **None**

**Mayor Adams** stated **Councilman Schweinberg** is the Vice-Mayor.

## G. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

None.

## H. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

None.

## J. CONSENT AGENDA

*1. Claims List for **FY '16**
*2. Approval to Turn **Past Due Utility Accounts** over to Collection Agency.
*3. Approval of **Contract and Bonds** for Project labeled Raw Water Transmission Lines.

**Mayor Adams** requested Item 3 be pulled from the Consent Agenda.

**MOTION** was made by **Councilman Grider,** seconded by **Councilman Jones,** to approve Items J-1 thru J-2 of the Consent Agenda.

**AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

**City Manager Rooney** stated Item 3 was pulled from the Consent Agenda as it needed a separate motion.

**MOTION** was made by **Mayor Adams,** seconded by **Councilman Schweinberg,** to approve Item J-3 of the Consent Agenda.

**AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

## K. INFORMATION/REPORTS

### 1. City Manager

**City Manager Rooney** handed the proposed FY16-17 budget books to the Council stating the first Budget Work Session would be held Thursday, May 5, 2016 at 6:00 pm in the Education Room of the Library stating a second Budget Work Session would be held the following Thursday at the same place and time. He stated there would be a Public Hearing on the budget on the first Tuesday in June. **Rooney** also stated the budget would be placed on the website for public input.

Discussion was held concerning the other Work Sessions with it being stated the Budget Work Sessions would be held May 5th and 12th at 6:00 pm and the quarterly Work Session would be held May 9th at 6:30 pm with all three sessions to be held in the Education Room at the Library.

**2. City Council**

**Mayor Adams** asked the Councilmembers if they had anything to report in their respective Wards:

**Councilman Riley** stated houses in his neighborhood had storm debris from last week's storm and asked if there would be any debris pick up this time.

> **City Manager Rooney** stated the City would not be picking up debris this time stating debris pickup only occurs when a federal disaster is declared. He stated there would be no charge for dropping off debris at the Public Works location.

**Councilman Leete** thanked the people of Mustang Ward II for their support in electing him to the Council and he was excited to serve. He also thanked his wife, Mary, for her support.

**Councilman Grider** welcomed ***Councilman Leete*** to the Council and also congratulated ***Councilman Jones*** for another term. He thanked ***City Manager Rooney*** for his prompt responses to his emails and questions and was glad to see the discussion items on tonight's agenda. He also congratulated ***Mayor Adams*** for receiving the 2016 Mustang Chamber of Commerce Ambassador Award.

**Councilman Jones** congratulated and welcomed ***Councilman Leete*** and stated he was proud to serve the City another three years.

**Councilwoman Hagan** stated any issues she had were already taken care of by the City Manager or Staff.

**Councilman Schweinberg** thanked Councilwoman Staples for her years of service stating it was an honor and pleasure to serve with her. He congratulated ***Councilmen Leete*** and ***Jones*** and thanked everyone for their confidence in him to serve as Vice Mayor.

**Mayor Adams** thanked the Chamber of Commerce for the Ambassador Award stating it was a big surprise and he was thrilled. He stated Mustang was one of the things he was very passionate about. He also thanked Councilwoman Staples for her service stating he learned alot from her.

## L. DISCUSSION ITEMS

1. **Discussion, Consideration and Possible Action** regarding Approval of **Resolution No. 16-038**, a Resolution of the City Council of the City of Mustang, Oklahoma, Authorizing the City Manager or his Designee to Grant a Revocable Permit to an Owner or Occupant of Property within the City Limits of the City of Mustang for the Erection, Construction and Maintenance of a Non-Permanent Improvement Over, Under or on a Portion of Public Way or Easement Upon Certain Conditions, Authorizing the City Manager or His Designee to Execute Such Revocable Permits in the Form Approved by the City Council and Providing for Appeal.

   **Community Development Director Helsel** stated this Resolution would develop a revocable permit process which would allow a property owner to construct a non-permanent improvement on a public easement such as movable storage buildings, fences, landscaping or above-ground swimming pools. She stated most cities have this process and when speaking with utility companies, all of them were fine with it and willing to grant a revocable permit.

   **Helsel** stated the Resolution creates a process for allowing revocable permits in the city limits, defines the uses which may be permitted on an easement, and creates the process for application. She stated it also describes the process for removal if necessary and holds the City harmless for any costs incurred by moving or removing the item. She stated the applications were also included with the Resolution for Council review.

   **Helsel** stated her office had received a couple of requests for this type of permit and stated some houses have large easements. She stated Staff recommended approval of the Resolution.

**MOTION** was made by **Councilman Schweinberg,** seconded by **Councilwoman Hagan,** to approve **Resolution No. 16-038**, a Resolution of the City Council of the City of Mustang, Oklahoma, Authorizing the City Manager or his Designee to Grant a Revocable Permit to an Owner or Occupant of Property within the City Limits of the City of Mustang for the Erection, Construction and Maintenance of a Non-Permanent Improvement Over, Under or on a Portion of Public Way or Easement Upon Certain Conditions, Authorizing the City Manager or His Designee to Execute Such Revocable Permits in the Form Approved by the City Council and Providing for Appeal.

**AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

2. **Discussion, Consideration and Possible Action** regarding Approval of **Ordinance No. 1138**, an Ordinance of the City of Mustang, Oklahoma, Amending the Municipal Code by (1) Amending Chapter 106, Section 106-300 to Add Language Prohibiting Private Improvements in Easements Located in Rear Yards Unless a Revocable Permit is Obtained; Amending Define Terms; (2) Amending Chapter 122, Sections 122-265(2), 122-295(2), 122-325(2), 122-355(2), 122-385(2), 122-415(3) and 122-445(2) to Add Language Prohibiting Private Improvements in Easements Located in Rear Yards unless a Revocable Permit is Obtained; and (3) Amending Chapter 42, Section 42-106(h), to Establish an Application Fee for a Revocable Permit; Declaring Repealer; Providing for Severability; and Declaring an Emergency.

   **Community Development Director Helsel** stated this Ordinance goes along with the Resolution stating it changes language in the Mustang Municipal Code relating to Revocable Permits. She stated the resident would not be allowed to build unless a Revocable Permit was obtained stating the application fee was set at $150.00. She stated the minimum application fee in Oklahoma City is $150.00 and felt it would be simpler to have just one fee, plus Mustang does not base permits on valuation. She stated ***City Attorney Miller*** did a good job with the forms.

   **Helsel** stated Staff recommends approval as well as approval of the Emergency Clause as there are currently two people waiting for this type of permit.

   **City Manager Rooney** stated if the Emergency Clause was not passed, the ordinance would not go into effect until after 30 days, plus the entire ordinance would have to be published.

   **Councilman Grider** asked if the application had to be submitted annually with **Helsel** replying no, it was a one-time application process.

**MOTION** was made by **Councilman Grider,** seconded by **Councilman Jones,** to approve **Ordinance No. 1138**, an Ordinance of the City of Mustang, Oklahoma, Amending the Municipal Code by (1) Amending Chapter 106, Section 106-300 to Add Language Prohibiting Private Improvements in Easements Located in Rear Yards Unless a Revocable Permit is Obtained; Amending Define Terms; (2) Amending Chapter 122, Sections 122-265(2), 122-295(2), 122-325(2), 122-355(2), 122-385(2), 122-415(3) and 122-445(2) to Add Language Prohibiting Private Improvements in Easements Located in

Rear Yards unless a Revocable Permit is Obtained; and (3) Amending Chapter 42, Section 42-106(h), to Establish an Application Fee for a Revocable Permit; Declaring Repealer; Providing for Severability;

**AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

**MOTION** was made by **Councilman Riley,** seconded by **Councilman Grider,** to Declare an Emergency for Ordinance No. 1138.

**AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

## M. CITY ATTORNEY'S REPORT

None.

## N. ADJOURNMENT

**MOTION** was made by **Councilman Grider**, seconded by **Councilman Schweinberg,** to adjourn.

**AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

The meeting was adjourned at **7:29 p.m.**

Jay Adams, Mayor

Attest:

Lisa Martin

Lisa Martin, City Clerk

**MUSTANG IMPROVEMENT AUTHORITY**
**MAY 3, 2016**

The Mustang Improvement Authority met in regular session on Tuesday, May 3, 2016, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, April 29, 2016, at 2:25 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

## A. CALL TO ORDER

**Chairman Adams** called the meeting to order at **7:29 p.m.**

## B. ROLL CALL

**Trustees Present:** **Riley**
**Leete**
**Grider**
**Jones**
**Hagan**
**Schweinberg**
**Adams**

**Trustees Absent:** **None**

## C. NEW BUSINESS

None.

## D. CONSENT AGENDA

1. Approval of **04/19/16** MIA Minutes.
*2. Claims List for **FY '16**
*3. Approval to Turn **Past Due Utility Accounts** over to Collection Agency.
*4. Approval of **Contract and Bonds** for Project labeled Raw Water Transmission Lines.

**Mayor Adams** requested Item 4 be pulled from the Consent Agenda.

**MOTION** was made by **Councilman Schweinberg,** seconded by **Councilman Grider,** to approve Items D-1 thru D-3 of the Consent Agenda.

**AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

**MOTION** was made by **Mayor Adams,** seconded by **Councilman Schweinberg,** to approve Item D-4 of the Consent Agenda.

**AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

## E. INFORMATION/REPORTS

### 1. Trustee Manager

None.

### 2. Trustees

None.

## F. DISCUSSION ITEMS

None.

## G. ADJOURNMENT

**MOTION** was made by **Trustee Grider,** and seconded by **Trustee Riley** to adjourn.

**AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
**NAY: None**

Meeting was adjourned at **7:31 p.m.**

Jay Adams, Chairman

Attest:

Lisa Martin

Lisa Martin, Secretary