

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, 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 time. If written materials are to be submitted twelve (12) copies should be made available, and may not be returned.

Agenda
Public Works Committee
March 5, 2018
5:30 P.M. - City Council Chambers

1. Consider approval of Public Works Committee minutes of February 20, 2018.
2. Consider approval of Ordinance No. 4042-A amending the Muskogee Code of Ordinances, Chapter 2, Administration, Article II, Municipal Government Organization, Section 2-29 titled, "Council Participation Guidelines and Rules of Decorum;" Modifying meeting schedule; Providing for Repealer, Severability and Setting an Effective Date, or take other necessary action. (Roy D. Tucker)
3. Consider approval of amended Council Policy 1-2, or take other necessary action. (Roy D. Tucker)
4. Consider approval of a Preliminary and Final Plat of Sooner Addition, consisting of two (2) lots on 2.83 acres, located on the north side of Harris Road, east of Country Club Road, or take other necessary action. (Gary D. Garvin)

A tract of land in the SW/4 SE/4 SW/4 of Section 8, T15N, R19E of the I.B.&M., Muskogee County, State of Oklahoma, said tract of land being more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 8, thence N88°48'09"E a distance of 1407.17 feet to the Point of Beginning; thence continuing N88°48'09"E a distance of 60.54 feet; thence N1°39'57"W a distance of 172.51 feet; thence N88°48'09"E a distance of 85.00 feet; thence N1°34'35"W a distance of 488.97 feet; thence S88°43'34"W a distance of 231.30 feet; thence S1°39'57"E a distance of 488.67 feet; thence N88°48'09"E a distance of 85.00 feet; thence S1°39'57"E a distance of 172.51 feet to the Point of Beginning. Containing 2.83 Acres, more or less.

5. Consider approval of the appointment of Justin Blake O'Neal to serve a three (3) year term on the Historic Preservation Commission, beginning March 1, 2018, and ending February 28, 2021, replacing Doug Buse, or take other necessary action. (Mayor Bob Coburn)

6. Consider approval of the appointment of Stacy Alexander to serve a four (4) year term on the Parks and Recreation Board, beginning April 1, 2018, and ending March 31, 2022, replacing Edwynna Walker, or take other necessary action. (Councilor Patrick Cale)
7. Consider approval of the appointment of Jaime Stout to serve on the War Memorial Trust Authority, commensurate with her term on the City Council, replacing Councilor James Gulley, or take other necessary action. (Councilor Janey Boydston)

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 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: 03/05/2018
Initiator: Ashley Wallace, Office Adm 1
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Public Works Committee minutes of February 20, 2018.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

02-20-2018 pwmin

MINUTES
PUBLIC WORKS COMMITTEE
February 20, 2018

The Public Works Committee of the City of Muskogee, Oklahoma, met at 5:30 p.m. on Monday, February 20, 2018 in Council Chambers, Third Floor, Municipal Building, with the following in attendance:

Present: Mayor John R. Coburn; Deputy Mayor James Gulley; Committee Member Janey Boydston; Committee Member Patrick Cale; Committee Member Marlon Coleman; Committee Member Dan Hall; Committee Member Wayne Johnson; Committee Member Ivory Vann

Absent: Committee Member Derrick Reed

Staff Mike Miller, City Manager; Mike Stewart, Assistant City Manager; Roy Tucker, City

Present: Attorney; Tammy L. Tracy, City Clerk; Gary Garvin, City Planner; Greg Riley, Public Works Director; Matthew Beese, Assistant City Attorney; Rex Eskridge, Police Chief

1. Consider approval of Public Works Committee minutes of February 5, 2018.

Motion was made by Mayor John R. Coburn, seconded by Committee Member Dan Hall to approve Public Works Committee minutes of February 5, 2018.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Committee Member Janey Boydston, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Ivory Vann

Carried - Unanimously

2. Consider approval of the appointment of Jack Mark Hughes to serve a three (3) year term on the War Memorial Trust Authority, beginning March 1, 2018, and ending February 28, 2021, replacing Kim Crissler, or take other necessary action. (Councilor Patrick Cale)

Motion was made by Committee Member Patrick Cale, seconded by Committee Member Dan Hall to approve appointment of Jack Mark Hughes to serve a three (3) year term on the War Memorial Trust Authority, beginning March 1, 2018, and ending February 28, 2021, replacing Kim Crissler.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Committee Member Janey Boydston, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Ivory Vann

Carried - Unanimously

3. Receive update on Code Enforcement plan, consider approval of updated fees, and take other necessary action. (Rex Eskridge)

Deputy Police Chief Reggie Cotton stated the benefits of this Code Enforcement plan are to provide a better quality of life, lower crime rates, create a positive perception of the City, improve esthetics and community pride.

Lieutenant Kevin Hammons stated over a year and a half ago the Muskogee Police Department took over Code Enforcement and an objective for Code Enforcement was developed through community policing. He stated the Muskogee Police Department and Code Enforcement will work together to improve or eliminate blight to reduce high crime areas, prevent decay of residential properties, and improve the appearance of residential properties to present a better overall image of the City of Muskogee. A vision statement was also created; "Community preservation and education to insure that Muskogee is a safe, family friendly community and a great place to live, work and play". Lieutenant Hammons stated on July 3, 2017, City Manager Mike Miller requested a study that reflected the current operations and policies for Code Enforcement, Planning and Inspections, and Environmental Control. Members of the Police Department met with Code Enforcement officers, Uniform Code Inspector Dan Hurd, previous Code Enforcement Supervisor, and Environmental Control Superintendent Jason Green to gather ideas to help the City save money while improving operations. He explained beginning April 1, 2018, two (2) Code Enforcement officers will work the of hours 9:00 p.m. to 6:00 p.m, which will allow better coverage and a better opportunity to contact people at home instead of only mailing letters. Code Enforcement is working to execute a new software program that will allow officers to stay out in the field. If this is approved, the officers will be able to work a case from start to finish from their tablet. Work crews from Eddie Warrior Correctional center will be implemented and managed by Environmental Control. There will be a cost of \$120.00 a month per inmate for the City. He explained there will be a change in Administrative fees. When the City inspects a property and finds a Code Enforcement violation, it can take up to three (3) site visits before the property is abated. Three (3) site visits are currently covered by a single Administrative fee of \$80.00. Considering the time, manpower and equipment needed to do the work this amount is low and compared to other cities. The City is proposing to change those fees to \$150.00 for mowing and trash and \$300.00 for dilapidated properties. This will still place Muskogee on the low end of the scale, but allow us to recover more of the costs.

Committee Member Patrick Cale asked City Attorney Tucker if there were a lot of difficulties contacting owners because they are deceased or have moved and did not leave a forwarding address.

City Attorney Roy D. Tucker stated these are possibilities that the City can run into and if the City cannot find the owners, the County Assessor cannot find them, and that is how the City obtains property through the County tax sale. Under a State law, the City has the authority to file a foreclosure action on the property or sue the person individually. The City does their best to collect what they can, but in some cases, it is a cost of doing business because the person cannot be located.

Committee Member Dan Hall asked how many Code Enforcement officers there are and if any Muskogee Police Department officers were going out in the field.

Lieutenant Hammons stated there are four (4) Code Enforcement Officers that are divided into four (4) quadrants and they are not Police Department employees.

Committee Member Dan Hall asked how community based policing would lower the City's crime rate.

Lieutenant Hammons stated Code Enforcement community based policing allows the officers to abate property, that may be overgrown with weeds or occupied by transients. If the Police Department is out on patrol and sees a piece of property that is a problem, the Police Officer will fill out a form and turn it in to Lieutenant Hammons. Lieutenant Hammons will then give the form to the appropriate Code Enforcement Officer so they can start the proper procedures. This in turn will lower the crime rate.

Police Chief Rex Eskridge stated if Code Enforcement starts cleaning up Muskogee, he feels this will have an impact on crime. The main issue is a large amount of property in Muskogee has been left unattended and become problem areas and areas where the Police Department and Code Enforcement want to work together to better Muskogee.

Committee Member Dan Hall asked if the fees should be higher than \$150.00 and \$300.00.

Lieutenant Hammons stated that \$150.00 and \$300.00 Administrative fees, if approved, is acceptable and a good place to start. This can be monitored for six (6) months to a year and if adjustments are needed, they will be requested at that time.

Motion was made by Committee Member Wayne Johnson, seconded by Committee Member Marlon Coleman to approve updated Code Enforcement fees.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Committee Member Janey Boydston, Committee Member Patrick Cale, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Ivory Vann

Carried - Unanimously

RECOGNIZE CITIZENS WISHING TO SPEAK TO CHAIRMAN AND COMMITTEE MEMBERS.

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CHAIRMAN JAMES GULLEY
PUBLIC WORKS COMMITTEE

Public Works Committee**2.**

Meeting Date: 03/05/2018

Submitted For: Roy Tucker, City Attorney

Initiator: Roy Tucker, City Attorney

Department: City Attorney

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of Ordinance No. 4042-A amending the Muskogee Code of Ordinances, Chapter 2, Administration, Article II, Municipal Government Organization, Section 2-29 titled, "Council Participation Guidelines and Rules of Decorum;" Modifying meeting schedule; Providing for Repealer, Severability and Setting an Effective Date, or take other necessary action. (Roy D. Tucker)

BACKGROUND:

Several months ago, City Council modified the meeting schedule, changing Public Works and Finance meeting times to 5:30 P.M. from 4:00 P.M. the first and third Mondays of the Month, and Council meetings to 5:30 P.M. from 7:00 P.M. on the second and fourth Mondays of the month. City Council Policy 1-2 (effective 2013) was not amended at the same time City Code 2-20 was modified. In reviewing the Policy, there were several items of clarification that were needed in the instant ordinance, which is attached as an exhibit to Council Policy 1-2. Specifically, the following items were modified:

- correcting the maximum speaking time for public hearing and agenda item comments to five minutes, rather than the two minutes listed in the ordinance;
- referencing the sign up time cutoff within the ordinance, rather than solely on the sign up form;
- correcting punctuation and grammatical mistakes.

RECOMMENDED ACTION:

Approve the Ordinance.

Fiscal Impact**Attachments**

4042-A ORD 03-12-2018 Council rules of decorum

ORDINANCE NO. 4042-A

AN ORDINANCE AMENDING THE MUSKOGEE CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE II, MUNICIPAL GOVERNMENT ORGANIZATION, SECTION 2-29 TITLED, "COUNCIL PARTICIPATION GUIDELINES AND RULES OF DECORUM"; MODIFYING MEETING SCHEDULE; PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Muskogee City Council recognizes the value of and wants to encourage the open discussion of all points of view regarding issues which come before it; and

WHEREAS, it is not the intent of the Muskogee City Council to unreasonably impede a citizen's right to freedom of speech or right to participate in a City Council Meeting; and

WHEREAS, the Muskogee City Council realizes it must maintain order and proper decorum to conduct its meetings and provide an atmosphere which invites the public to participate in its meetings; and

WHEREAS, disruptive, monopolizing, unruly, insulting, or disrespectful behavior towards Councilors, speakers, or others is not constructive discourse and hampers the free and meaningful exchange of ideas; and

WHEREAS, this ordinance sets forth the parameters of acceptable behavior and is meant to encourage and enhance citizen participation.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA THAT ARTICLE II OF THE MUSKOGEE CITY CODE BE AND THE SAME IS HEREBY AMENDED SECTION 2-29 TO READ AS FOLLOWS:

Section 1. That Sec. 2-29. - Citizen participation guidelines and rules of decorum is hereby amended to read as follows:

- (a) *[Purpose.]* The City of Muskogee values your opinion and invites you to address the city council on any matter of interest to you or your community. Towards that end, the governing body seeks to be available and approachable for citizen input. Rules of decorum exist that are used to govern time, place and manner of expression to ensure orderly conduct of business and responsiveness to your concern.
- (b) *Basic requirements.*

- (1) While the council is in session, all persons are charged with preserving order and decorum. While civic participation and debate are welcome and encouraged, derogatory personal, impertinent, or slanderous remarks, or becoming unduly boisterous is not.
 - (2) Every person desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under consideration, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:
 - a. We may disagree, but we will be respectful of one another.
 - b. All comments will be directed to the issue at hand.
 - c. Personal attacks shall be avoided.
 - d. Display of placards, banners and signs by the public must not exceed 2 ft. X 3 ft. in size and shall not be permitted if same block or interfere with the ability of others to observe the proceedings.
 - e. Obscene and inappropriate language shall be avoided
 - f. Each person's opinions and ideas are valuable and their right to present them shall be respected
 - (3) Where applicable, these rules shall apply to all City Council, Public Works, Finance Meetings and any other bodies comprised solely of elected council members. Where applicable, these rules shall apply to all Municipal Committee meetings, with the committee chairperson serving as the presiding officer.
- (c) *Duties of presiding officer.* The Mayor (or in the Mayor's absence, the Deputy Mayor) shall be the presiding officer of the council. In the absence of the mayor and the Deputy Mayor, the city clerk or deputy city clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the council who are present. Upon the arrival of the mayor or the Deputy-Mayor, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the council. The presiding officer shall preserve order and decorum at all meetings of the council, announce the council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the council as a whole shall decide the question by majority vote.

- (d) *Addressing council from floor.*

1. **DURING PUBLIC COMMENT PERIOD**

Maximum Time: 3:00 minutes

Public comment period will only be held during regularly scheduled meetings of the Public Works Committee and City Council prior to an executive session or absent executive session, as the last item on the agenda. Any persons desiring to address the Council during the public comment period shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the issue they wish to address and secure permission from the presiding officer. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone, give their name, and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak only one time on any one subject. Any remarks shall be addressed to the Council as a whole and not to any individual member. Each speaker is only entitled to the time for which he or she has signed up and may not reserve or transfer his or her time to any other speaker. If a speaker fails to follow the rules of decorum, the presiding officer may terminate the remainder of the speaker's allotted time.

Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned. Generally, matters presented which require further investigation or information shall be referred to staff, and if Council determines that action is required, the item may be placed on a future agenda. Council members will not comment on remarks made during the public comment period.

2. **DURING PUBLIC HEARING (WHEN SET AS REQUIRED BY STATE LAW AND MUNICIPAL CHARTER OR SPECIFICALLY SET ON MOTION OF THE COUNCIL) OR DURING AGENDA ITEM COMMENT**

Maximum Speaking Time: 5:00 minutes followed by a maximum of 5:00 minutes for Council Member questions of speaker

Any persons desiring to address the Council during the public hearing for an agenda item or agenda item comment shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the agenda item they wish to address and secure permission from the presiding officer. Remarks shall be directed to the matter being considered. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting, or by the motion of a Council member and affirmative vote of the Council. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone and give their name and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak one time only on any one subject. All remarks shall be addressed to the Council as a whole and not to any individual member. No person other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer. Each speaker is only entitled to the time for which they have signed up and may not reserve or transfer their time to any other speaker. If the speaker fails to follow the rules of decorum the presiding officer may terminate the remainder of the speakers allotted time.

The Council may ask questions of the speaker for the purpose of clarification but shall not enter into a debate of the issue. Council will refrain from asking questions of the speaker until the conclusion of the speaker's presentation. Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned.

3. DURING SET AGENDA PRESENTATION

Maximum Time will be set by the sponsoring Council Member not to exceed 30:00 minutes

Citizens may request a Council member place an item on the agenda for discussion. If the matter is placed on the agenda, the issue will be introduced by the sponsoring Council member and upon the conclusion of the introduction the presiding officer will recognize the Citizen making the presentation. Interaction by Council members with the presenter and use of electronic media and visual aids is allowed.

(e) *Electronic media, visual aids and special accommodations.*

Use of Electronic media and visual aids is limited to presentations of agenda items and shall not be used during public hearing, agenda comment or public comment periods. Any person wishing to make use of audio or visual records during the course of their presentation to Council, or requiring special accommodations such as use of City equipment, alteration of the layout of Council chambers, or staff assistance, shall notify the City Clerk with such request at least 3 business days prior to the scheduled meeting time. The decision to grant or deny such requests shall be at the sole discretion of the presiding officer.

The foregoing shall not apply to accommodations required as a result a disability as defined by the Americans with Disabilities Act of 1990, as amended.

(f) *Enforcement.*

1. The chief of police (or representative) shall act as ex-officio sergeant-at-arms of the council. The police chief shall carry out all orders and instructions of the presiding officer for the purpose of maintaining order and decorum in the council chambers.

2. Upon instructions of the presiding officer it shall be the duty of the sergeant-at-arms or any police officer present to remove from the council chambers any person in the audience who uses boisterous or profane language, or language tending to bring the council or any council member into contempt, or any person who interrupts and refuses to keep quiet or take a seat when requested to do so by the presiding officer, refuses to abide by the rules of decorum or otherwise disrupts the proceedings of the council.

3. Any such individual removed from the meeting shall be required to leave the public property upon which the meeting is held, including any

adjacent parking lots, and not re-enter thereon for three hours after the meeting is adjourned.

SECTION 2: REPEALER. All ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

SECTION 3: SEVERABILITY. Should any part, section, subsection, sentence, provision, clause or phrase hereof be held invalid, void, or unconstitutional for any reason, such holding shall not render invalid, void or unconstitutional any other section, subsection, sentence, provision, clause, or phrase of this ordinance, and the same are deemed severable for this purpose.

SECTION 4: EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its publication as provided by law.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS _____ Day of March, 2018.

JOHN R. COBURN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

APPROVED as to form and legality this _____ day of March, 2018.

ROY D. TUCKER, CITY ATTORNEY

Public Works Committee

3.

Meeting Date: 03/05/2018

Submitted For: Roy Tucker, City Attorney

Initiator: Roy Tucker, City Attorney

Department: City Attorney

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of amended Council Policy 1-2, or take other necessary action. (Roy D. Tucker)

BACKGROUND:

Several months ago, City Council modified the meeting schedule, changing Public Works and Finance meeting times to 5:30 P.M. from 4:00 P.M. the first and third Mondays of the Month, and Council meetings to 5:30 P.M. from 7:00 P.M. on the second and fourth Mondays of the month. City Council Policy 1-2 (effective 2013) was not amended at the same time City Code 2-20 was modified. This proposed policy corrects this, and further includes the fifteen minute pre-meeting cutoff for speakers.

RECOMMENDED ACTION:

Approve Council Policy 1-2

Fiscal Impact

Attachments

Proposed Council Policy 1-2

Policy 1-2 COUNCIL RULES OF PROCEDURE

COUNCIL POLICY NO. 1-2

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: CITY COUNCIL RULES OF PROCEDURE

PURPOSE: To provide for orderly conduct of meetings of the Muskogee City Council.

BACKGROUND: Muskogee City Charter, Section 2:12 (c), provides that the City Council may determine its own rules. Rules are hereby established.

POLICY/PROCEDURES: Rules of procedure are attached hereto as exhibit "A" and addresses the following issues, are hereby adopted.

1. Time of Meetings
2. Agenda
3. Presiding Officer
4. Quorum
5. Conduct of Meetings
 - A. Discussion
 - B. Motions
 - C. Roll Call Votes
 - D. Number of votes required
 - E. Public Hearing
 - F. Staff Attendance
6. Journal (minutes)
7. Citizen Participation

The Citizen Participation Guidelines and Rules of Decorum, Ordinance No. 3908-A, dated March __, 2018, to be codified at Section 2-29 of the Muskogee Code of Ordinances, Exhibit "B".
8. Robert Rules of Order

REFERENCES: Muskogee City Charter

EFFECTIVE: March ____, 2018. This policy supersedes prior Policy 1-2 dated January 1, 2013 and February 23, 2009.

RESPONSIBLE DEPARTMENT: City Clerk

JOHN R. COBURN, MAYOR

(seal)

ATTEST:

TAMMY L. TRACY, City Clerk

APPROVED as to form and legality this _____ day of _____, 2018.

Roy D. Tucker
City Attorney

Exhibit “A”

COUNCIL RULES OF PROCEDURE

COUNCIL POLICY 1-2

RULES OF PROCEDURE

MUSKOGEE CITY COUNCIL

1. TIME OF MEETINGS

Regular meetings of the Council shall be held in council chambers, on the second and fourth Monday of each month beginning at 5:30 p.m. Section 2-20 Muskogee Code of Ordinance. Special meetings of the Council shall be called in accordance with the provisions of City Code and the Oklahoma Open Meetings Act, Title 25, Oklahoma Statutes, Section 301, et seq.

All meetings, regular and special, shall be open to the public, and no person shall be barred unless he is disorderly or refuses to obey the order of the presiding officer, who may order the Chief of Police or any attending police officer to eject any such person. There shall be at least one police officer present at each Council meeting. The Council may meet in executive session only as authorized by the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes, Section 301, et seq.

2. AGENDA

A. PREPARATION OF THE AGENDA.

An agenda for each meeting of the Council shall be prepared by the City Clerk in conjunction with the City Manager to ensure that City business is conducted in an efficient manner. No item shall be voted on without having been placed on the agenda, unless it meets the definition of “New business” as defined by the Oklahoma Open meeting Act, 25, O.S. 311 A(9), and which must be acted upon before the next regularly scheduled meeting and could not have been foreseen prior to the issuance of the agenda.

B. AGENDA ITEMS

1. All agenda items shall be provided to the City Clerk in the format approved by the City Clerk in either hard copy or electronically.
2. Agenda items submitted to the City Clerk shall be submitted by noon on the Wednesday prior to the Council meeting at which the item is to be considered. At discretion of the City Clerk, the City Clerk may elect to

add items to the agenda if necessary in accordance with the subsections below.

- a. Addendums to the Council's agenda will not be accepted by the City Clerk and posted unless it is of an urgent nature requiring immediate consideration and the subject matter of the addendum must be acted on prior to the next regularly scheduled meeting of the Council.
- b. Agenda items may only be submitted for placement on the agenda by the Mayor, a member of the Council, the City Manager, the City Attorney, the City Clerk, or Department Director with the approval of the City Manager. Agenda items submitted by other individuals or organizations shall not be accepted by the City Clerk.
- c. Citizens wishing to have an item placed on the agenda must have the item sponsored by and placed on the agenda by the Mayor or a member of the City Council.

3. PRESIDING OFFICER

The presiding officer for each meeting shall be the Mayor, or in his absence, the Deputy Mayor. If both the Mayor and Deputy Mayor are absent, the City Clerk or Deputy City Clerk shall call the meeting to order and a temporary hearing officer shall be elected by the members of the Council who are present. Upon the arrival of the Mayor or the Deputy Mayor, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the Council. The presiding officer shall preserve order and decorum at all meetings of the Council, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote.

4. QUORUM

A quorum authorized to conduct business shall consist of a majority of all members of the Council (5). Less than a quorum of members may only act to adjourn a meeting. Charter Section 2:12(d), City code Section 1-2 definitions.

5. CONDUCT OF MEETINGS

A. PUBLIC COMMENT PERIOD

Maximum Time: 3:00 minutes

Public comment period will only be held during regularly scheduled meetings of the Public Works Committee and City Council prior to an executive session or absent executive session, as the last item on the agenda. Any persons desiring to address the Council during the public comment period shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the issue they wish to address and secure permission from the presiding officer. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting. Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned. Generally, matters presented which require further investigation or information shall be referred to staff, and if Council determines that action is required, the item may be placed on a future agenda. Council members will not comment on remarks made during the public comment period. *See 25 OKLA. STAT. §311(B)(1).*

B. DISCUSSION OF AGENDA ITEMS

1. **City Manager and/or City Staff:** After the presiding officer calls the particular agenda item for consideration, the City Manager and/or staff shall present any matters in addition to the printed commentary which may be pertinent to the item.
2. **DURING PUBLIC HEARING (WHEN SET AS REQUIRED BY STATE LAW AND MUNICIPAL CHARTER OR SPECIFICALLY SET ON MOTION OF THE COUNCIL) OR DURING AGENDA ITEM COMMENT**

Maximum Speaking Time: 5:00 minutes followed by a maximum of 5:00 minutes for Council Member questions of speaker

Any persons desiring to address the Council during the public hearing for an agenda item or agenda item comment shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the agenda item they wish to address and secure permission from the presiding officer. Remarks shall be directed to the matter being considered. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting, or by the motion of a Council member and affirmative vote of the Council. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone and give their name and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak one time only on any one subject. All remarks shall be addressed to the Council as a whole and not to any individual member. No person other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the

Council, without permission of the presiding officer. Each speaker is only entitled to the time for which they have signed up and may not reserve or transfer their time to any other speaker. If the speaker fails to follow the rules of decorum the presiding officer may terminate the remainder of the speakers allotted time.

The Council may ask questions of the speaker for the purpose of clarification but shall not enter into a debate of the issue. Council will refrain from asking questions of the speaker until the conclusion of the speaker's presentation. Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned.

3. DURING SET AGENDA PRESENTATION

Maximum Time will be set by the sponsoring Council Member not to exceed 30:00 minutes

Citizens may request a Council member place an item on the agenda for discussion. If the matter is placed on the agenda, the issue will be introduced by the sponsoring Council member and upon the conclusion of the introduction the presiding officer will recognize the Citizen making the presentation. Interaction by Council members with the presenter and use of electronic media and visual aids is allowed.

Council Members: After the staff and public have presented their views, the City Manager, presiding officer and Council shall proceed to discuss the merits of the issue; this portion of the discussion shall be limited to the City Manager, presiding officer and Council unless the presiding officer or Council determines additional information is needed from the staff or public at that time. Members should only speak after recognition from the presiding officer, and recognition shall not be withheld. If the freedom of debate on an issue will be enhanced the presiding officer shall have the authority to waive this provision.

C. MOTIONS

After preliminary discussion of an agenda item, the presiding officer shall call the matter for determination by the Council.

1. Main Motion: Any Council Member desiring to offer a motion may do so.
2. Seconding Motions: Any Council Member desiring to second motions may do so.
3. Lack of Motion or Second: If no member offers a motion, the presiding officer shall again call for motions; if no motion is presented after the second calling, the presiding officer shall declare the item fails for lack of motion. Similarly, if no one seconds

another member's motion, the presiding officer shall declare that the motion fails for lack of a second.

4. Discussion of Motions: Upon a motion having been offered and seconded, the presiding officer shall state the motion and submit it for further discussion by the Council if desired. Debate shall be limited to the merits of the agenda item.
5. Amendments to Motions: A member may move to amend the motion, which shall require a second. An amendment must be germane to the main motion. To avoid confusion, a third amendment shall not be permitted; however, a member may, in the course of debate on the amendment, announce that if the amendment fails, he intends to introduce another amendment and may briefly state the nature and content thereof.
6. Reconsider: A member may move to reconsider a vote on an item. The motion is in order only during the meeting where the original action was made and mover must have voted with the majority.
7. Ordinances: All proposed ordinances shall be in writing and furnished to each Council Member. An ordinance may be considered and debated at the meeting at which it was introduced but it shall not be finally adopted at that meeting except on the affirmative vote of at least six (6) members of the Council. Emergency ordinances are ordinances which, in the judgment of Council, are necessary for the immediate preservation of public peace, health or safety. The declaration of Emergency shall be by separate motion and shall require six (6) affirmative votes for approval.
8. After allowing a reasonable but not unduly lengthy time for debate of the motion, the presiding officer shall put the question to a vote.

Charter, Sec. 2:13, Ordinance in general

D. ROLL CALL VOTES

The clerk shall call the roll of Council Members present, and record each vote. Council members may vote "aye", "nay", or "abstain". A Council Member who refuses to vote or passes shall be recorded as voting "aye" unless that member has a conflict of interest and states in the record the grounds for disqualification. In such an instance, the Council member with a conflict of interest shall be recorded as voting "nay." The presiding officer will announce the vote or he shall request the clerk to announce the vote. Amendments shall be voted on prior to the main motion, with secondary amendments voted on prior to primary amendments.

Charter Sec. 2:12

E. NUMBER OF VOTES REQUIRED

A number less than five may adjourn a meeting, however, all other actions of the Council shall require five (5) or more affirmative votes for passage. Exception—ordinances, see subsection B7 above.

Charter Sec. 2:12 (d)

F. PUBLIC HEARING

When the agenda item requires a public hearing, the presiding officer shall request staff comment, allow for questions by the council, open the public hearing, and close the public hearing.

G. STAFF ATTENDANCE

The City Manager, City Clerk, and City Attorney (or their assistants) shall attend all regular and special Council meetings, unless excused by the Council. Attendance of other City Personnel shall be required only when there are agenda items which affect their particular responsibility.

Charter Sec. 2:08

H. JOURNAL (MINUTES)

Minutes of each meeting of the Council shall be prepared by the Clerk and submitted to a subsequent Council meeting for approval. The minutes shall summarize the Council's deliberations and record the action of the Council on each item. The Clerk shall maintain a record of the approved minutes.

Charter Sec. 2:08

I. CITIZENS PARTICIPATION

Citizen participation shall be governed by the "Citizen Participation Guidelines and Rules of Decorum", Ordinance No. 4042-A, codified at Section 2-29 of the Muskogee Code of Ordinances and is attached to this policy as Exhibit "B" (effective 30 days from publication). Any person desiring to speak shall enter their name on the sign in sheet provided by the City Clerk and secure permission from the presiding officer, City Code Sec. 2-29 (d)(1).

J. ROBERT'S RULES OF ORDER

Except as otherwise provided by ordinance or these rules, the most recent edition of Robert's Rules of Order, shall govern the proceedings. City Code Sec. 2-20 (g)

EXHIBIT "B"

ORDINANCE NO. 4042-A

AN ORDINANCE AMENDING THE MUSKOGEE CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE II, MUNICIPAL GOVERNMENT ORGANIZATION, SECTION 2-29 TITLED, "COUNCIL PARTICIPATION GUIDELINES AND RULES OF DECORUM;" EXPANDING PUBLIC PARTICIPATION OPPORTUNITIES AT COUNCIL AND COMMITTEE MEETINGS OF THE COUNCIL; MODIFYING MEETING SCHEDULE; PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Muskogee City Council recognizes the value of and wants to encourage the open discussion of all points of view regarding issues which come before it; and

WHEREAS, it is not the intent of the Muskogee City Council to unreasonably impede a citizen's right to freedom of speech or right to participate in a City Council Meeting; and

WHEREAS, the Muskogee City Council realizes it must maintain order and proper decorum to conduct its meetings and provide an atmosphere which invites the public to participate in its meetings; and

WHEREAS, disruptive, monopolizing, unruly, insulting, or disrespectful behavior towards Councilors, speakers, or others is not constructive discourse and hampers the free and meaningful exchange of ideas; and

WHEREAS, this ordinance sets forth the parameters of acceptable behavior and is meant to encourage and enhance citizen participation.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA THAT ARTICLE II OF THE MUSKOGEE CITY CODE BE AND THE SAME IS HEREBY AMENDED SECTION 2-29 TO READ AS FOLLOWS:

Section 1. That Sec. 2-29. - Citizen participation guidelines and rules of decorum is hereby amended to read as follows:

- (a) *[Purpose.]* The City of Muskogee values your opinion and invites you to address the city council on any matter of interest to you or your community. Towards that end, the governing body seeks to be available and approachable for citizen input. Rules of decorum exist that are used to govern time, place and manner of expression to ensure orderly conduct of business and responsiveness to your concern.
- (b) *Basic requirements.*
 - (1) While the council is in session, all persons are charged with preserving order and decorum. While civic participation and debate are welcome and encouraged, derogatory personal, impertinent, or slanderous remarks, or becoming unduly boisterous is not.
 - (2) Every person desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under consideration, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:
 - a. We may disagree, but we will be respectful of one another.
 - b. All comments will be directed to the issue at hand.
 - c. Personal attacks shall be avoided.
 - d. Display of placards, banners and signs by the public must not exceed 2 ft. X 3 ft. in size and shall not be permitted if same block or interfere with the ability of others to observe the proceedings.
 - e. Obscene and inappropriate language shall be avoided
 - f. Each person's opinions and ideas are valuable and their right to present them shall be respected
 - (3) Where applicable, these rules shall apply to all City Council, Public Works, Finance Meetings and any other bodies comprised solely of elected council members. Where applicable, these rules shall apply to all Municipal Committee meetings, with the committee chairperson serving as the presiding officer.
- (c) *Duties of presiding officer.* The Mayor (or in the Mayor's absence, the Deputy Mayor) shall be the presiding officer of the council. In the absence of the mayor

and the Deputy Mayor, the city clerk or deputy city clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the council who are present. Upon the arrival of the mayor or the Deputy-Mayor, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the council. The presiding officer shall preserve order and decorum at all meetings of the council, announce the council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the council as a whole shall decide the question by majority vote.

(d) *Addressing council from floor.*

1. **DURING PUBLIC COMMENT PERIOD**

Maximum Time: 3:00 minutes

Public comment period will only be held during regularly scheduled meetings of the Public Works Committee and City Council prior to an executive session or absent executive session, as the last item on the agenda. Any persons desiring to address the Council during the public comment period shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the issue they wish to address and secure permission from the presiding officer. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone, give their name, and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak only one time on any one subject. Any remarks shall be addressed to the Council as a whole and not to any individual member. Each speaker is only entitled to the time for which he or she has signed up and may not reserve or transfer his or her time to any other speaker. If a speaker fails to follow the rules of decorum, the presiding officer may terminate the remainder of the speaker's allotted time.

Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned. Generally, matters presented which require further investigation or

information shall be referred to staff, and if Council determines that action is required, the item may be placed on a future agenda. Council members will not comment on remarks made during the public comment period.

2. DURING PUBLIC HEARING (WHEN SET AS REQUIRED BY STATE LAW AND MUNICIPAL CHARTER OR SPECIFICALLY SET ON MOTION OF THE COUNCIL) OR DURING AGENDA ITEM COMMENT

Maximum Speaking Time: 5:00 minutes followed by a maximum of 5:00 minutes for Council Member questions of speaker

Any persons desiring to address the Council during the public hearing for an agenda item or agenda item comment shall sign-in on a form provided by the City Clerk, providing their name, address and supplemental information; specify the agenda item they wish to address and secure permission from the presiding officer. Remarks shall be directed to the matter being considered. A person will not be allowed to speak without having signed in at least fifteen (15) minutes prior to the beginning of the meeting, or by the motion of a Council member and affirmative vote of the Council. Persons addressing the Council should, upon recognition by the presiding officer, approach the microphone and give their name and address in an audible tone of voice for the record at the conclusion of which the speaker's time will begin. Such person shall be entitled to speak one time only on any one subject. All remarks shall be addressed to the Council as a whole and not to any individual member. No person other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer. Each speaker is only entitled to the time for which they have signed up and may not reserve or transfer their time to any other speaker. If the speaker fails to follow the rules of decorum the presiding officer may terminate the remainder of the speakers allotted time.

The Council may ask questions of the speaker for the purpose of clarification but shall not enter into a debate of the issue. Council will

refrain from asking questions of the speaker until the conclusion of the speaker's presentation. Speakers may supplement their remarks with written or accompanying materials which must be submitted to the City Clerk at the time of signing in to speak. If written materials are submitted it is suggested that twelve copies be made available. Submitted materials may not be returned.

3. **DURING SET AGENDA PRESENTATION**

Maximum Time will be set by the sponsoring Council Member not to exceed 30:00 minutes

Citizens may request a Council member place an item on the agenda for discussion. If the matter is placed on the agenda, the issue will be introduced by the sponsoring Council member and upon the conclusion of the introduction the presiding officer will recognize the Citizen making the presentation. Interaction by Council members with the presenter and use of electronic media and visual aids is allowed.

(e) *Electronic media, visual aids and special accommodations.*

Use of Electronic media and visual aids is limited to presentations of agenda items and shall not be used during public hearing, agenda comment or public comment periods. Any person wishing to make use of audio or visual records during the course of their presentation to Council, or requiring special accommodations such as use of City equipment, alteration of the layout of Council chambers, or staff assistance, shall notify the City Clerk with such request at least 3 business days prior to the scheduled meeting time. The decision to grant or deny such requests shall be at the sole discretion of the presiding officer.

The foregoing shall not apply to accommodations required as a result of blindness, deafness or other physical disability.

(f) *Enforcement.*

1. The chief of police (or representative) shall act as ex-officio sergeant-at-arms of the council. The police chief shall carry out all orders

and instructions of the presiding officer for the purpose of maintaining order and decorum in the council chambers.

2. Upon instructions of the presiding officer it shall be the duty of the sergeant-at-arms or any police officer present to remove from the council chambers any person in the audience who uses boisterous or profane language, or language tending to bring the council or any council member into contempt, or any person who interrupts and refuses to keep quiet or take a seat when requested to do so by the presiding officer, refuses to abide by the rules of decorum or otherwise disrupts the proceedings of the council.

3. Any such individual removed from the meeting shall be required to leave the public property upon which the meeting is held, including any adjacent parking lots, and not re-enter thereon for three hours after the meeting is adjourned.

SECTION 2: REPEALER. All ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

SECTION 3: SEVERABILITY. Should any part, section, subsection, sentence, provision, clause or phrase hereof be held invalid, void, or unconstitutional for any reason, such holding shall not render invalid, void or unconstitutional any other section, subsection, sentence, provision, clause, or phrase of this ordinance, and the same are deemed severable for this purpose.

SECTION 4: EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its publication as provided by law.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS _____ Day of March, 2018.

JOHN R. COBURN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(SEAL)

APPROVED as to form and legality this _____ day of March, 2018.

ROY D. TUCKER, CITY ATTORNEY

Public Works Committee

4.

Meeting Date: 03/05/2018

Initiator: Gary Garvin, Planning Director

Information

AGENDA ITEM TITLE:

Consider approval of a Preliminary and Final Plat of Sooner Addition, consisting of two (2) lots on 2.83 acres, located on the north side of Harris Road, east of Country Club Road, or take other necessary action. (Gary D. Garvin)

LEGAL DESCRIPTION:

A tract of land in the SW/4 SE/4 SW/4 of Section 8, T15N, R19E of the I.B.&M., Muskogee County, State of Oklahoma, said tract of land being more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 8, thence N88°48'09"E a distance of 1407.17 feet to the Point of Beginning; thence continuing N88°48'09"E a distance of 60.54 feet; thence N1°39'57"W a distance of 172.51 feet; thence N88°48'09"E a distance of 85.00 feet; thence N1°34'35"W a distance of 488.97 feet; thence S88°43'34"W a distance of 231.30 feet; thence S1°39'57"E a distance of 488.67 feet; thence N88°48'09"E a distance of 85.00 feet; thence S1°39'57"E a distance of 172.51 feet to the Point of Beginning. Containing 2.83 Acres, more or less.

BACKGROUND:

The applicants, Randy and Cindy Garrouette, have indicated the property is being platted into two (2) lots on 2.83 acres to allow the property to be developed residentially. The applicant is proposing to build two (2) single-family dwellings on the property. Subdivision Review Committee reviewed the Preliminary and Final Plats, and recommended approval with conditions (all conditions have been complied with).

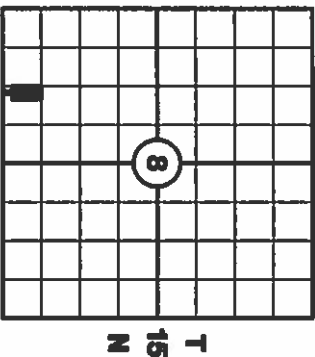
RECOMMENDED STAFF ACTION:

Approve the Preliminary and Final Plat of Sooner Addition.

Fiscal Impact

Attachments

Preliminary & Final Plat - Sooner Addition



LOCATION MAP
NOT TO SCALE

- LEGEND
- EASEMENT
 - U/E = UTILITY EASEMENT
 - S/B = BUILDING SETBACK
 - R/W = RIGHT-OF-WAY
 - SANITARY SEWER MANHOLE
 - SANITARY SEWER LINE
 - WATER LINE

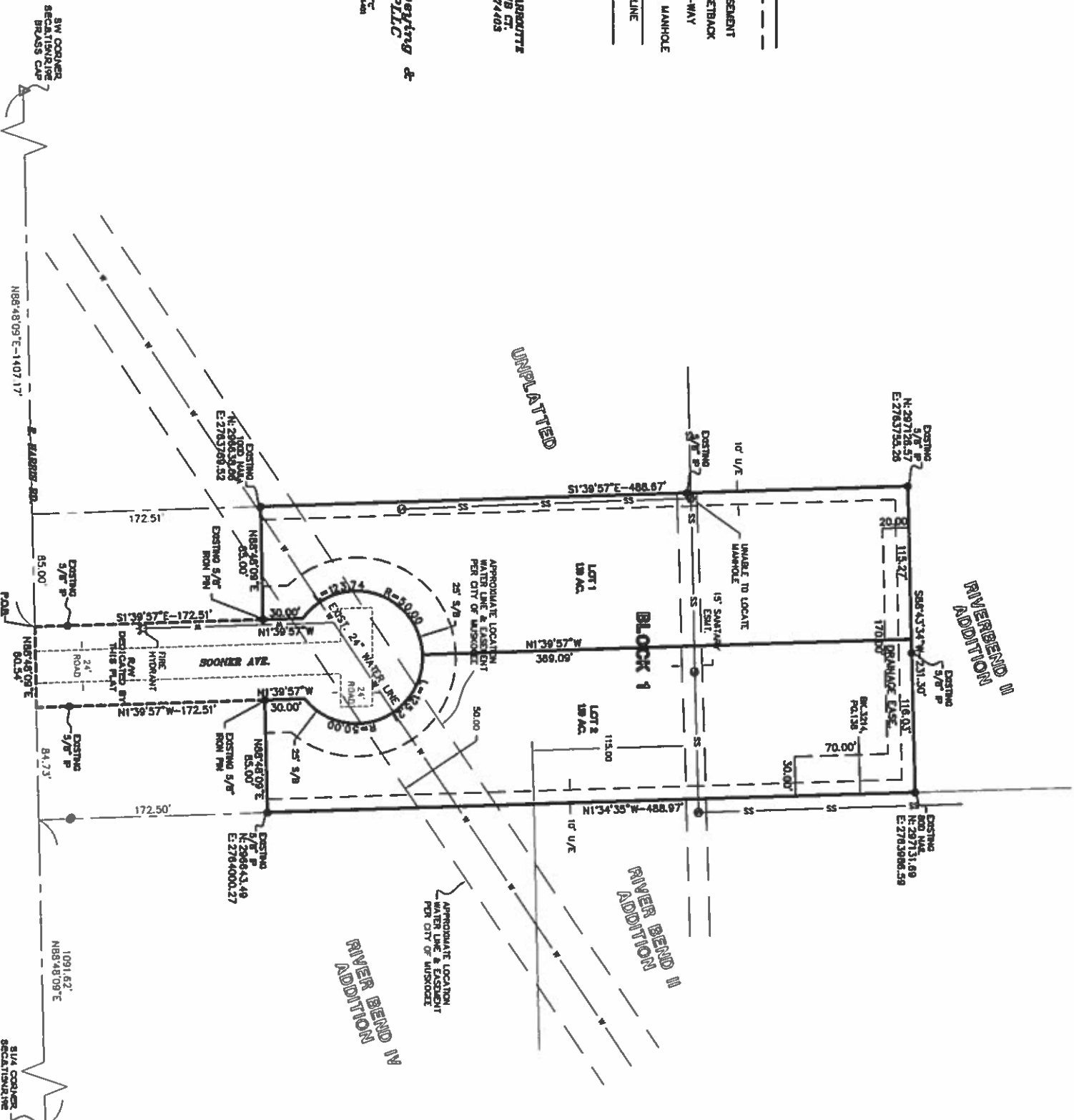
PREPARED FOR: RANDY & CANDY GARROULTE
3708 COURT CLAY CT
MUSKOGEE, OKLA. 74403

PREPARED BY:
Heartland Surveying &
Mapping, PLLC
314 1st Ave. S.
PO Box 1000
Muskogee, Oklahoma 74403
(918) 685-1100

OFFSITE CONTROL
H-40
N264735.850
E2786015.950

HORIZONTAL DATUM IS NAD 83(93)
OKLAHOMA STATE PLANE COORDINATE
SYSTEM, NORTH ZONE.
VERTICAL DATUM IS NAVD 86.

PRELIMINARY
PLAT
OF
SOONER ADDITION
IN THE SW/4 SECTION 8, T15N, R19E, 1B.&M., CITY OF MUSKOGEE,
MUSKOGEE COUNTY, STATE OF OKLAHOMA



SCALE IN FEET
0 50 100

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

KNOW ALL MEN BY THESE PRESENTS, that we, JOSHUA RANDALL GARROULTE AND RANDY & CANDY GARROULTE, husband and wife hereby certify that we are the Owners of the and the person or persons having any right, title or interest in the following described tract of land, to-wit:

A tract of land in the SW/4 of Section 8, T15N, R19E of the 1B.&M., Muskogee County, State of Oklahoma, add tract of land being more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 8, thence N88°48'09"E a distance of 1407.17 feet to the Point of Beginning; thence continuing N88°48'09"E a distance of 80.54 feet; thence N1°39'57"W a distance of 172.51 feet; thence N88°48'09"E a distance of 85.00 feet; thence N1°34'25"W a distance of 488.67 feet; thence S88°43'34"W a distance of 231.30 feet; thence S1°39'57"E a distance of 488.67 feet; thence N88°48'09"E a distance of 85.00 feet; thence S1°39'57"E a distance of 172.51 feet to the Point of Beginning. Containing 2.83 Acres, more or less.

We further certify that we have caused said tract of land to be platted into lots and have caused this plat to be made of said tract showing accurate dimension of lots and streets. We hereby designate said tract of land as SOONER ADDITION and dedicate to public use all utility easements and streets as shown hereon.

RANDY GARROULTE
CANDY GARROULTE

JOSHUA RANDALL GARROULTE

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared JOSHUA RANDALL GARROULTE AND RANDY & CANDY GARROULTE, to whom to be the said plat was presented, and they acknowledged to me that they executed the same as their free and voluntary act and deed for the purpose set forth.

WITNESS my hand and seal this ____ day of ____ 2018.

Notary Public

CERTIFICATE OF SURVEY

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

WITNESS my hand and seal this ____ day of ____ 2018.

PRELIMINARY

Tony Robison, Land Surveyor 1088



STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared Tony Robison to me known to be the identified person who executed the foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the purpose therein set forth.

WITNESS my hand and seal this ____ day of ____ 2018.

Notary Public

My Commission expires: ____

TREASURER'S CERTIFICATE

I hereby certify that as to all real estate involved in the plat, all taxes have been paid for 2017 as reflected by the current tax roll and that there are no taxes due for prior years, and security has been provided for 2018 for taxes not as yet certified to me.

County Treasurer

CERTIFICATE OF COUNTY CLERK

This plat has been filed in the office of the County Clerk, Muskogee County, Oklahoma, this ____ day of ____ 2018. Book ____ Page ____

County Clerk

APPROVED: City of Muskogee

Date ____

Mayor ____

City Clerk

I, RANDY GARROULTE, hereby agree that no transfer of deed or building permit will be transacted until all streets and utility improvements have been completed and accepted by the City of Muskogee or appropriate financial guarantee as required by Section 19-113d of the Subdivision regulations have been submitted and accepted.

RANDY GARROULTE

PLANNED DEVELOPMENT

According to the U.S. Department of Housing & Urban Development Insurance Rate Map, Parcel Number 40101C0115C, Effective Date February 4, 2011. The subject property is located in Zone "X". Areas determined to be outside the 0.25 annual chance floodplain.

If ever an acre of land is disturbed on Oklahoma Department of Environmental Quality OQR10 permit will need to be obtained.

2 1 1

NOT TO SCALE

EASEMENT
U/E - UTILITY EASEMENT
S/B - BUILDING SETBACK
R/W - RIGHT-OF-WAY

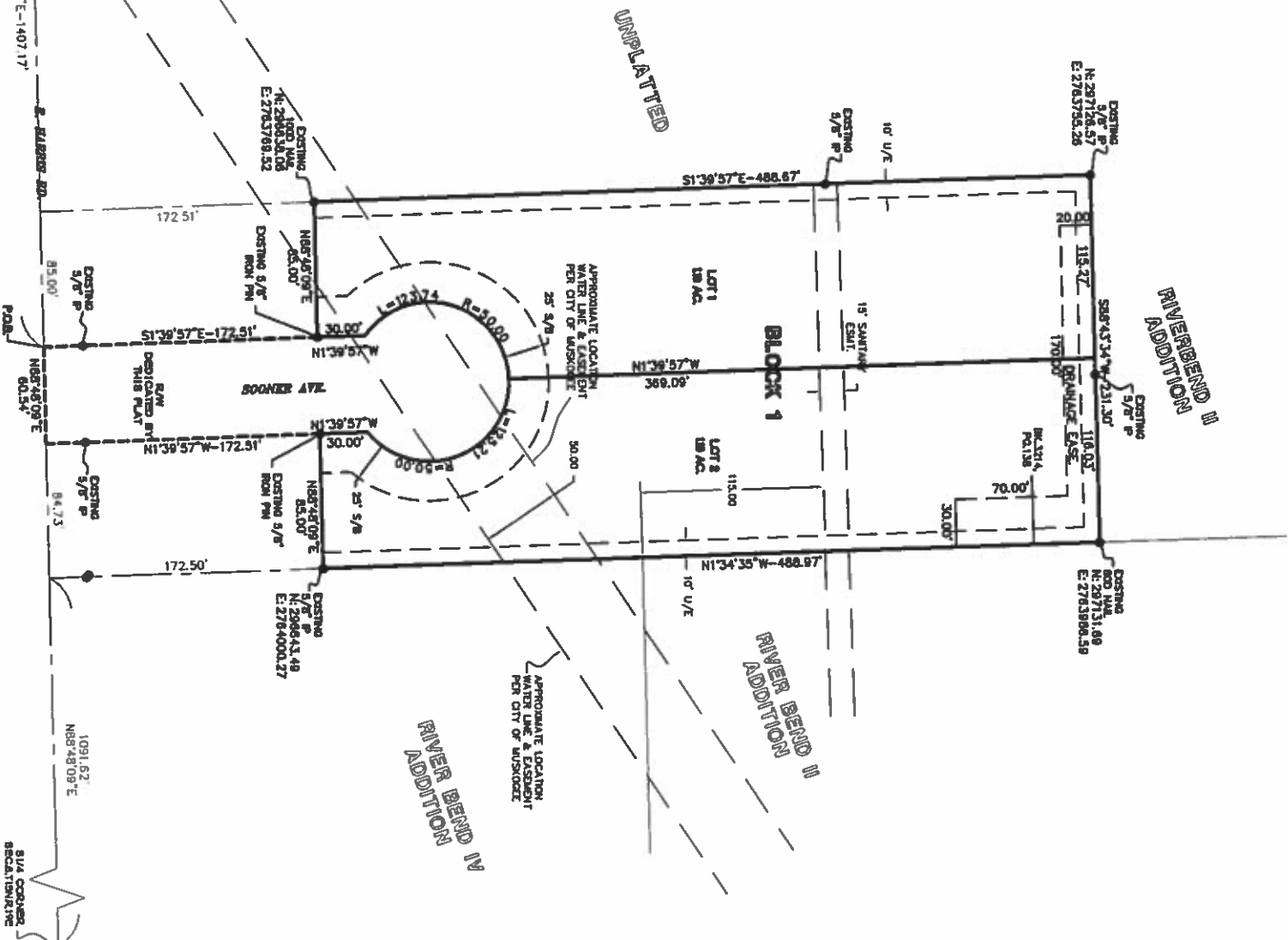
PREPARED FOR RANDY & CINDY CARROTTES
3709 COUNTRY CLUB CT.
MUSKOGEE, OKLA. 74403

Heartland Surveying & Mapping, PLLC
CA 46888
820 Burgett Dr., Ste. C
Madison, Oklahoma 73401
(405) 438-1700

OFFSITE CONTROL
H-60
N264785.650
E2786015.950

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

**FINAL
PLAT
OF
SOONER ADDITION
IN THE SW/4 SECTION 8, T15N, R19E, I.B.&M., CITY OF MUSKOGEE,
MUSKOGEE COUNTY, STATE OF OKLAHOMA**



STATE OF OKLAHOMA)
COUNTY OF MUSKOGEE]

KNOW ALL MEN BY THESE PRESENTS, that we, JOSHUA RANDALL GARROUITE AND RANDY & CINDY GARROUITE, Husband and wife hereby certify that we are the Owners of the and the person or persons having any right, title or interests to the following described tract of land, to-wit:

[illegible]

We further certify that we have caused said tract of land to be platted into lots and have caused this plat to be recorded in the public records of the county wherein said tract is located. We hereby designate said tract of land as "lots," and dedicate to public use all utility easements and streets as shown hereon.

RANDY GARROUTTE **CANDY GARROUTTE**

JOSHUA RANDALL GARROUTTE

STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared JOSHUA RANDALL GARRUTTE AND RANDY & CINDY GARRUTTE, to me known to be the identical persons who executed the foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the purposes set forth.

WITNESS my hand and seal this _____ day of _____, 2018.

Notary Public

My Commission expires: _____

CERTIFICATE OF SURVEY

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

WITNESS my hand and seal this _____ day of _____, 2016.

PRELIMINARY

Tony Robison, Land Surveyor 1686



STATE OF OKLAHOMA
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared Tony Robison to me known to be the identical person who executed the foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the purpose therein set forth.

WITNESS my hand and seal this _____ day of _____, 2018.

Notary Public

My Commission expires: _____

TREASURER'S CERTIFICATE

I hereby certify that as to all real estate involved in the plot, all taxes have been paid for 2017 as reflected by the current tax roll and that there are no taxes due for prior years, and security has been provided for 2018 taxes not as yet certified to me.

County Treasurer

CERTIFICATE OF COUNTY CLERK

This plot has been filed in the office of the County Clerk, Muskogee County, Oklahoma, this ____ day of _____, 2018. Book _____ Page _____

County Clerk

APPROVED: City of Muskogee

Date _____

City Clerk

I, RANDY GARRONE, hereby agree that no transfer of deed or building permits will be transacted until all aesthetic and utility improvements have been completed and accepted by the City of Mankato or appropriate financial guarantees as required by Section 18-14.1d of the Subdivision regulations have been submitted and accepted.

NOTE

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

If cover on acres of land is disturbed on Oklahoma Department of Environmental Quality (ODEQ) permit will need to be obtained.

Public Works Committee

5.

Meeting Date: 03/05/2018
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Justin Blake O'Neal to serve a three (3) year term on the Historic Preservation Commission, beginning March 1, 2018, and ending February 28, 2021, replacing Doug Buse, or take other necessary action. (Mayor Bob Coburn)

BACKGROUND:

The appointment of Mr. Justin O'Neal will fill the vacancy of Doug Buse. Mr. O'Neal's term will be for a period of three (3) years.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

Attachments

Justin O'Neal Board Application

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION



**CITY OF MUSKOGEE
CITY COUNCIL**

**APPLICATION FOR CITY COUNCIL APPOINTMENT TO A BOARD
OR COMMISSION**

Application Instructions:

- Complete the entire application form (copies of the form are acceptable).
- Applicants are strongly encouraged to attach a current resume or biography.
- Specifically list the names of the boards or commissions to which you are applying (multiple selections are allowed). Paperwork cannot be appropriately processed unless specific boards or commissions are listed.
- Return application along with your resume to:
Office of the City Clerk, 229 W. Okmulgee, Muskogee, OK 74403 or by fax 918-684-6395.
- This form can be obtained electronically at <http://www.cityofmuskogee.com>, or by calling the City Clerk's Office at: (918) 684-6270.

Board(s) or Commission(s) for which you would like to be considered:

Historic Preservation Commission

Your Full
Legal Name: Justin Blake O'Neal

Your
Preferred Name: Justin O'Neal

Business Name: Greater Muskogee Area Chamber of Commerce & Tourism

Home Address: 1222 W Okmulgee Ave

Job Title/Employment Date: Marketing Coordinator

City Zip: Muskogee, OK 74401

Business Address: 310 W Broadway

Ward: 1 2 3 4

Muskogee, OK 74401

Home Phone: _____

Business Phone: 918-682-2401

Cell Phone: 918-781-3609

Fax: 918-682-2403

Home Email: _____

Business Email: justin@muskogeechamber.org

Are you registered to vote in City of Muskogee Elections?

Yes 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):

Hilldale Public Schools Class of 2008

Northeastern State University Tahlequah; Bachelors Degree 2014

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

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

Greater Muskogee Area Chamber of Commerce & Tourism

Marketing Coordinator; I organize all marketing and public relation efforts for the Chamber of Commerce and the Department of Tourism

Hire: June 22, 2017 Supervisor: DJ Thompson

Previous employment or experience:

Richards & Southern Inc.; Goodlettsville TN; April 2015 - May 2017

Slash Publicity; Nashville, TN; March 2015 - October 2015

Muskogee County Council of Youth Services; Muskogee, OK; October 2013 - January 2015

Muskogee Creek Nation Casino; Muskogee; February 2012 - October 2013

Oklahoma Music Hall of Fame & Museum; May 2008 - February 2012

Professional Licenses Held (if applicable):

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

Treasure McKenzie; Director of Bridges out of Poverty; 918-616-6710

Tyler Allen; Muskogee Fire Department; 918-869-7627

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

Muskogee Exchange Club; Chili Cook-Off, Friday Night Chair

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)

NO

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

N/A

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

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION

NO

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

I have a strong love for History, more specifically Muskogee History. I would like to see our city grow, with keeping the roots intact.

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 Pam Bates, 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.


Signature of Nominee

2-25-18
Date

Submitted by the Mayor for approval by the City Council this 25 day of February, 2018


Signature of Sponsor

Justin O'Neal

Biography



Justin is responsible for assisting with the implementation and execution of the GMACC and Muskogee Tourism marketing plans. Justin leads strategies for both earned and paid media in print, radio, television and online campaigns, web site design and maintenance, creation of print materials, press releases, all forms of social media, managing the REAL OKIE brand and the REAL OKIE store.

Justin is a Muskogee native, and attended Hilledale High School before studying Mass Communications at Northeastern State University. In 2008 Justin began his career at the Oklahoma Music Hall of Fame & Museum, as Social Media Coordinator. Since then, Justin has worked in various roles including; Marketing Director at the Muskogee County Council of Youth Services, and Marketing Coordinator at the Muskogee Creek Nation Casino: Muskogee. He has served as District Secretary for the National Exchange Club, and he was also received the 2014 Ambassador of the Year Award for the Muskogee Chamber of Commerce.

In addition to his prior work here in Muskogee, Justin utilized his talents in Nashville, TN, working with country music acts Ricky Skaggs, Kenny Chesney, George Strait, as well as Oklahoma's own, Carrie Underwood and The Swon Brothers.

Public Works Committee

6.

Meeting Date: 03/05/2018
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Stacy Alexander to serve a four (4) year term on the Parks and Recreation Board, beginning April 1, 2018, and ending March 31, 2022, replacing Edwynna Walker, or take other necessary action. (Councilor Patrick Cale)

BACKGROUND:

The appointment of Ms. Stacy Alexander is to fill the vacancy of Edwynna Walker. Ms. Alexander's term will be for a period of four (4) years.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

Attachments

Stacy Alexander Board Application

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION**CITY OF MUSKOGEE
CITY COUNCIL****APPLICATION FOR CITY COUNCIL APPOINTMENT TO A BOARD
OR COMMISSION****Application Instructions:**

- Complete the entire application form (copies of the form are acceptable).
- Applicants are strongly encouraged to attach a current resume or biography.
- Specifically list the names of the boards or commissions to which you are applying (multiple selections are allowed). Paperwork cannot be appropriately processed unless specific boards or commissions are listed.
- Return application along with your resume to:
Office of the City Clerk, 229 W. Okmulgee, Muskogee, OK 74403 or by fax 918-684-6395.
- This form can be obtained electronically at <http://www.cityofmuskogee.com>, or by calling the City Clerk's Office at: (918) 684-6270.

Board(s) or Commission(s) for which you would like to be considered:

The Parks Board

Your Full

Legal Name: Stacy Alexander

Your

Preferred Name:

Business Name:

Home Address: 3410 Dakota AveJob Title/Employment Date: RealtorCity Zip: 74403Business Address: ReimaxWard: 1 (2) 3 42408 Old Shawnee

Home Phone:

Business Phone:

Cell Phone: 918-689-2323

Fax:

Home Email:

Business Email: stacyalexander@suddenlinkmail.comAre you registered to vote in City of Muskogee Elections? Yes NoAre you a citizen of the United States? Yes No**Personal Information:***The Mayor and Council desire a broad representation of backgrounds on boards and commissions.***Education (high school, name and location of college or university, year graduated, and degree):**Muskogee High
Oklahoma State University (3 years)

APPLICATION FOR APPOINTMENT TO A BOARD OR COMMISSION**Current employment (job description, employment date, supervisor):**

Realtor with Remax of Muskogee for last
27 years

Previous employment or experience:**Professional Licenses Held (if applicable):**

Realtor

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

Shirley Hilton, Lender 918-231-7777
Johnny Feehee 918-681-0608
Angela Jackson 918-868-7433

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

Muskogee Education Foundation - 9 years
Crime Stoppers
MAC (Muskogee Area Cycling)
MPS School Board

Military Service Record (including awards, decorations, etc.):

NIA

Have you ever been elected or appointed to any public office, board or commission in the City of Muskogee?

No ☒ Yes (If yes, please list with dates served)

Muskogee Public School Board 2006-2013
Muskogee Board of Realtors

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

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

I am a member of Muskogee Area Cycling -
I use the trails alot - city streets for cycling -
I love the outdoors - gardening, etc

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 Pam Bates, 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.


Signature of Nominee

Date

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

Signature of Sponsor

Public Works Committee

7.

Meeting Date: 03/05/2018
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of the appointment of Jaime Stout to serve on the War Memorial Trust Authority, commensurate with her term on the City Council, replacing Councilor James Gulley, or take other necessary action. (Councilor Janey Boydston)

BACKGROUND:

The appointment of Ms. Stout is to fill the vacancy of Councilor James Gulley.

RECOMMENDED ACTION:

Recommend approval.

Fiscal Impact

Attachments

No file(s) attached.
