

Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **JANUARY 13, 2020 at 7:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

MEMBERS PRESENT: TODD LITTLETON, SCOTT DICKSON, AUSTIN HUGHES, MARY SMITH AND AARON MCLEROY

MEMBERS ABSENT: NONE

STAFF PRESENT: TIM YOUNG, DAVID PERRYMAN, WENDY MARBLE, DON CLUCK, AARON SLATTERY, BRUCE ANTHONY, LAURIE KOELSCH, KAYLEY GORDON, MATT MEARS, BRYAN BALENSEIFEN AND SEAN FAIRBAIRN

OTHERS PRESENT: LESLIE WALKER AND TONY BLATT

CALL TO ORDER Mayor McLeroy called the meeting to order at 7:04 p.m.

ROLL CALL Marble called the roll and declared a quorum present

PLEDGE OF ALLEGIANCE McLeroy led the pledge of allegiance

INVOCATION Littleton gave the invocation

ORDER OF BUSINESS

1. INTRODUCTION OF GUESTS / HEARING OF CITIZENS OR DELEGATES

(This is an opportunity for citizens to address the City Council. If you wish to speak at this evening's meeting, please fill out a "Request to Speak" form. The forms are available from the City Clerk's table or at the entrance door. Please turn in your form prior to the start of the meeting. City Council rules and regulations limit visitor comments to a maximum of three minutes should be directed to the City Council as a whole. The Oklahoma Open Meeting Act prohibits the City Council from taking official action on requests made during this portion of the agenda unless otherwise noted on this agenda.)

None

2. PRESENTATIONS, PROCLAMATIONS AND RECOGNITION

None

3. Discussion and questions regarding items on the consent docket

None

4. CONSENT DOCKET

(This item is placed on the agenda so that the City Council, by unanimous consent, can designate routine items and those items requiring minimum discussion to be approved or acknowledged in one motion. If any item does not meet with approval of all Councilmembers, that item will be removed from the consent docket and considered in regular order)

- a. APPROVAL minutes for City Council meeting December 9, 2019
- b. APPROVAL minutes for City Council Workshop meeting December 9, 2019
- c. APPROVAL minutes for Special City Council meeting December 2, 2019
- d. ACKNOWLEDGMENT receipt of payroll and claims for December 2019

- e. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for December 2019
- f. APPROVAL and RATIFICATION all action taken by the Tuttle Development Authority for December 2019
- g. APPROVAL Budget Amendment 2020-001 adding new police officer position, correcting fire department budgeting mistake, and adjusting for fund balances
- h. APPROVAL agreement with Hornbeek Blatt Architects, PC to provide architectural services for design of the new Tuttle Police Station

Motion was made by Smith, seconded by Dickson to approve consent docket items 4a-h Motion carried as follows:

Aye: Littleton, Dickson, Hughes, Smith and McLeroy

Nay: None

5. CONSIDERATION of Items Removed from Consent Docket

Strike

6. GENERAL GOVERNMENT

- a. DISCUSSION and related CONSIDERATION formation of a work group to study the needs of various city facilities.

Young stated that Mayor and I have been discussing where and how we plan. The possibility of two Council members working with department heads for long term planning. McLeroy mentioned needing master plan and long term goals would be wise to discuss. Dickson asked if this could be a 25 year plan? Young stated yes. McLeroy said need a plan before first building is built, also volunteered to be a member. Dickson said he could volunteer as well if meetings could be in the evening. Young stated there will need to be more than one group such as finance committee, can be several sub-committees. McLeroy stated setting weekly meetings for Police Department project and City Council meeting will be attended by Construction Manager. Littleton suggested Hughes and Dickson for Finance on next agenda.

Motion was made by Dickson, seconded by Smith to approve Council member Littleton and McLeroy to be on building committee study group.

Motion carried as follows:

Aye: Littleton, Dickson, Hughes, Smith and McLeroy

Nay: None

- b. DISCUSSION regarding additional positions to create for FY2020 budget year

Young mentioned other positions at last meeting and need specifics for what positions to create. Public Works dept is maybe next, with a mowing position? Slattery stated this position is needed. Anthony stated EMS Supervisor is needed. McLeroy stated EMS supervisor would be new position. McLeroy asked to provide Slattery with laborer. Littleton requested City Manager come back with numbers proving we can do this.

7. STREETS

- a. DISCUSSION and related CONSIDERATION regarding Farm Credit Drainage proposal costs

Fairbairn stated having material cost for storm sewer \$5000 said he will talk with Brian at Bank to provide funding. Hughes asked if Public Works could do this. Slattery stated yes Public Works can do this project.

No Action Taken

- b. DISCUSSION project update regarding the neighborhood streets tax

Young said Slattery is working on this and will present at workshop in two weeks. Littleton stated 1st funding check should be received midyear, asked if still consider financing? Young said yes interested in financing.

8. COMMUNITY DEVELOPMENT

- a. DISCUSSION and related CONSIDERATION of **Ordinance 2019-21** (PC Petition 2019-36) regarding amending the Tuttle Code of Ordinances, Tuttle Subdivision Regulations, and the Tuttle Zoning Code updating landscaping regulations (Tabled 11/12/19 and 12/9/2019)

Hughes stated he would prefer not passing ordinances that we can't enforce; how can we enforce tree planting? Littleton stated Code Enforcement, standard expectations, do we want code enforcement doing this? Dickson agreed for new construction, after this what happens? Littleton stated replace next planting season. McLeroy asked what Balenseifen thought. Balenseifen mentioned enforcing upon building final approval, forever keeping up with would be more difficult. McLeroy said HOA to have/adopt these standards. Dickson asked if rebuilding would be included? Young responded yes. Dickson stated a passive ordinance on as needed basis – not actively enforced.

**Motion was made by Dickson, seconded by Smith to adopt Ordinance 2019-21 (PC 2019-36) regarding amending the Tuttle Code of Ordinances, Tuttle Subdivision Regulations, and the Tuttle Zoning Code updating landscaping regulations
Motion carried as follows:**

Aye: Littleton, Dickson, Hughes, Smith and McLeroy

Nay: None

- b. DISCUSSION and related CONSIDERATION creation of a Sewer Improvement District for a sewer line to be located on E. Tyler Dr. approximately 0.5 miles West of N. Mustang Rd.

Young stated this is the sewer line South of Jaden Court to Warm Springs

Perryman showed the draft that was created for Improvement District, Jaden upsizing lines for 3 tracts South to have sewer, trying to figure way for assessment to be fair, sent to City and 1 property owner. McLeroy stated he sees a huge problem, 20 acres Dwight property providing easement free of charge but assessing Landy and Dwight \$65,000.00 for improvements. Perryman said one proposal was Dwight may not be assessed. McLeroy asked about possible \$65,000.00 lien on both properties to be collected if developed? Perryman stated Dwight property may be sold and new developer may be interested in paying for upsize of for Jaden Court. He stated each owner is responsible for base cost.

No Action taken

9. PUBLIC SAFETY

a. DISCUSSION project update regarding the new Police Station Bond

Tony Blatt – Interviews with 4 Construction Managers, Construction Manager becomes team member with architects. McLeroy stated he spoke with Flintco and they want to interview, two employees also live in Tuttle. Perryman asked if contract would be same if we bid or use Construction Manager? Blatt stated yes but would need to review cost would be the same standard bid. 8-10 months for architect to develop contingency used for gaps in scope – intent is to spend less.

Young asked where Police Department should be located, Lumber Store? McLeroy not until we have a master plan. Young mentioned loan from 2013 – Owing \$276,000 in name of Authority, transfer from TPWA to City. Perryman said all is doable. Young mentioned Sooner State Bank stated payoff and appraisal required. Smith mentioned touring PD buildings and stated new building would be better. Littleton asked if there is a goal date for the decision? McLeroy said by 1/27/2020 decide on Construction Manager and location.

10. INFORMATION AND REPORTS

a. City Manager and Department Reports

Anthony stated ISO evaluations are almost complete and then get rating in 30 days. Cluck presented he hired Kortney Terrell back today, applicants are being reviewed. Slattery stated nothing to add.

Mears presented FEMA approval for purchase of gravel/barricades. Silver City Road not approved or Czech Hall. Mears stated working on Gregory. Dickson asked month out or when will it start? Mears stated as soon as approved it'll go for bid. Mears stated he's started Safety Committee with each Department head. OMAG did safety report. Mears presented IOOF building – Working on Memorandum of Understanding with Tuttle Historical Society and Christian Church. This will need David's review for property change. Soccer Restrooms – Out for bid for building project. Community dev. – fee schedule – working on this. Emergency Management taking basic class 1 week in January, Feb & March.

Balenseifen presented he is working on Com. Dev. Fee updating.

Fairbairn presented surveying WWTP site. – Ready by end of month.

Mears presented Silver Ridge Drainage – still in Mr. Zerby court with no response from November.

Koelsch stated releasing CSA. Dickson mentioned help desk, Koelsch said speed related complaints, adding 20 devices and not getting speed, offer more education. Gordon presented preparing for next month – sent notices for Hollowbrook and Montford.

Young presented financial documents start with project report in written form, evaluations – wrap up report next month.

Dickson mentioned clearing on Tyler. Slattery stated PSO is cleaning their utility right-of-ways.

b. Council Members Reports

Littleton mentioned Sales Tax - Young said Mid Nov to Mid Dec. was down.

NEW BUSINESS

ANNOUNCEMENTS

1. City Council Workshop Meeting on Monday, January 27, 2020 at 6:00 p.m.
2. City Council Meeting on Monday, February 10, 2020 at 7:00 pm (workshop at 6:00 pm)

ADJOURNMENT

Motion was made by Littleton, seconded by Dickson to adjourn the City Council Meeting at 9:05 p.m.

Motion carried as follows:

Aye: Littleton, Dickson, Hughes, Smith and McLeroy

Nay: None

Attest:

Wendy Marble, City Clerk

Aaron McLeroy, Mayor