

Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **MARCH 14, 2022**, at **7:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

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

MEMBERS ABSENT: TODD LITTLETON

STAFF PRESENT: LARRY MITCHELL, DAVID PERRYMAN, WENDY MARBLE, AARON SLATTERY, RYAN ALLEN, ANDREW GRAHAM, LAURIE KOELSCH, AMBER RILEY, JULIE MOWDY, BRYAN BALENSEIFEN AND SEAN FAIRBAIRN

OTHERS PRESENT: TOMMY JOE CHESTER, WILLIAN SPARKS, MICHAEL HIXSON, JOHNNY SCOTT, ALAN DOUGLAS, DONNA BITSCHKE, CHARLES GUTHERY, MACKENZIE HAFF, JUDY PRESTON, LESLIE WALKER AND OTHERS WHO DID NOT SIGN IN

CALL TO ORDER McLeroy called the meeting to order at 7:03 p.m.

ROLL CALL Marble called the roll and declared a quorum present

PLEDGE OF ALLEGIANCE McLeroy led the pledge

INVOCATION Hughes 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.)

Tommy Joe Chester spoke about his love for the city, he thanked staff for doing a good job without much appreciation and thanked those that make the city a better place. He asked that staff be friendly to all that come through the city hall doors. He wishes that the city grows, prospers and we do our best to keep the hometown atmosphere.

2. PRESENTATIONS, PROCLAMATIONS AND RECOGNITION

- a. Presentation of check from the OWRB (Oklahoma Water Resources Board) for CWSRF (Clean Water State Revolving Fund) low interest loan in the amount of \$6,390,000 for construction of the Wastewater Treatment Plant

Donna Bitsche from OWRB presented the council with a replica check for the WWTP loan.

Chief Allen presented new Firefighter employee recognition for Will Sparks, Cooper Benton, Cole Battles and Drake Rumbaugh. Council congratulated and photos were taken.

3. Discussion and questions regarding items on the consent docket

Smith requested that Item 4q be pulled from the consent docket.

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. In reviewing and responding to any agenda item, the Council may, in whole or in part, adopt, approve, conditionally approve, ratify, deny, defer, amend, strike or continue any item.)

- a. APPROVAL minutes for City Council meeting February 14, 2022
- b. APPROVAL minutes for City Council workshop meeting February 14, 2022
- c. APPROVAL minutes for City Council workshop meeting February 28, 2022
- d. ACKNOWLEDGMENT receipt of payroll and claims for February 2022
- e. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for February 2022
- f. APPROVAL and RATIFICATION all action taken by the Tuttle Development Authority for February 2022
- g. APPROVAL Adoption of **Resolution 2022-04** regarding the hiring process for a City Manager for the City of Tuttle
- h. APPROVAL Approve Professional Services Contract between the City of Tuttle and OMMS regarding City Manager Executive Search
- i. Acceptance of a Real Estate Donation regarding land within the Hollow Brook Subdivision per the terms of a Real Estate Donation Agreement
- j. APPROVAL **Budget Amendment 2022-04** regarding purchase of gas supplies for line extension to Montford Phase II
- k. APPROVAL **Budget Amendment 2022-05** regarding body worn video cameras for Police funded by Oklahoma Municipal Assurance Group grant
- l. APPROVAL **Budget Amendment 2022-06** regarding purchase of gas supplies to extend lines to Hollow Brook Phase I and II
- m. APPROVAL **Budget Amendment 2022-07** regarding purchase of supplies to extend gas lines to new Wastewater Treatment Plant
- n. APPROVAL of Memorandum of Understanding with the Oklahoma Internet Crimes Against Children (ICAC) Task Force and Police Department
- o. APPROVAL purchase of WatchGuard Software & Server for the Police Department in an amount not to exceed \$22,000
- p. APPROVAL award of Daily Rate bid for asphalt repairs to SWH Construction in the amounts of \$4,000 for daily rate fee, \$13.00 per ton transportation fee, 70 cents per square yard for tack oil, \$150 per load for transportation fee for spoils, 25 cents per linear foot for weed killer, \$1.25 per line foot for crack sealing, 25 cents per square foot for seal coating and 50 cents per line foot for paint striping
- q. APPROVAL of one year Planned Services Maintenance Agreement with Hunter Mechanical for City Hall HVACR (heating, ventilation, air conditioning and refrigeration) in the amount of \$7,313.07
- r. APPROVAL **PC 2022-08** petition of Bryan and Amanda Bagby for Rhea's Subdivision Final Plat
- s. APPROVAL to use Grady County Fire Tax funding for purchase of Dual Purpose Turn Out Gear for the Fire Department in an amount not to exceed \$35,000

Motion was made by Hughes, seconded by Smith to approve Items 4a through 4p and 4r and s. on consent docket. Motion carried as follows:

Aye: Dickson, Hughes, Smith and McLeroy
Nay: None

- 5. CONSIDERATION of Items Removed from Consent Docket

Strike

6. COMMUNITY DEVELOPMENT

- a. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of **PC 2022-07** petition of Johnny Scott for Deer Ridge Run Phase 3 Final Plat and Acceptance of Infrastructure

Johnny Scott and Tom Koeltzow presented request for final plat. Balenseifen presented he has received all the required documents for final plat for phase 3. McLeroy asked if engineering was to satisfaction and Fairbairn stated yes. Perryman asked if HOA documents have been recorded at the County Clerks office. Koeltzow stated this will be filed with the final plat. Perryman stated Tuttle does not have the HOA document required. He stated this documentation should be filed prior to homeowner taking deed. McLeroy moved to the next item.

****Balenseifen and Perryman researched the HOA documents and concluded that they have not been filed at Grady County.**

- b. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding **Ordinance 2021-12 (PC 2021-40)** request of Shadow Valley Development for approval to amend an already approved Planned Development (PUD-006) in the area bounded by N Mustang Rd/SH-4, E Tyler Dr, N Sara Rd and E SH-37 (**tabled 12/13/2021, 1/10/2022, 2/14/2022 and 2/28/2022**)

Blake McDowel, land developer, presented request to approve the amended PUD. McLeroy asked when the parks will be complete. McDowell stated prior to Taber accepting the lots and building homes. Zac Roach from Taber Homes stated they want amenities complete before home construction.

**Motion was made by Hughes, seconded by Dickson to approve Ordinance 2021-12 (PC 2021-40) request of Shadow Valley Development for approval to amend an already approved Planned Development (PUD-006) in the area bounded by N Mustang Rd/SH-4, E Tyler Dr, N Sara Rd and E SH-37. Motion carried as follows:
Aye: Dickson, Hughes, Smith and McLeroy
Nay: None**

7. GENERAL GOVERNMENT

- a. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding appointment to Position 1 of the Tuttle Planning Commission for a term ending June 30, 2022

McLeroy stated no response from the one applicant. Marble state no other applicants at this time.

- b. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part relating to:

1. The adoption of an Ordinance granting to American Electric Power/Public Service Company of Oklahoma (AEP/PSO) a non-exclusive franchise to build, equip, maintain, extend, own and operate a system for the manufacture, transmission, distribution, sale and control of electricity and information distribution in and to the City and the public generally, subject to approval by the Qualified Electors of the City of Tuttle, Oklahoma.
2. The adoption of an Emergency Provision making the forgoing Ordinance effective immediately upon its passage.
3. The adoption of a Resolution authorizing the Mayor of the City of Tuttle to proclaim a Special Election to be held on June 28, 2022 to submit the foregoing

Ordinance for approval or disapproval by the Qualified Electors of the City of Tuttle, Oklahoma.

4. The Approval of the form of the Special Election Proclamation and Notice to be issued by the Mayor immediately after the Adoption of the foregoing Ordinance, Emergency Provision and Resolution.

Mike Hixson presented PSO is asking for approval to get on the ballot for June 28, 2022, special election.

Motion was made by Smith, seconded by Dickson to adopt Ordinance 2022-05 a non-exclusive franchise to build, equip, maintain, extend, own and operate a system for the manufacture, transmission, distribution, sale and control of electricity and information distribution in and to the City and the public generally, subject to approval by the Qualified Electors of the City of Tuttle, Oklahoma.

Motion carried as follows:

Aye: Dickson, Hughes, Smith and McLeroy

Nay: None

Motion was made by Smith, seconded by Dickson to approve Emergency Clause making Ordinance 2022-05 effective immediately. Motion carried as follows:

Aye: Dickson, Hughes, Smith and McLeroy

Nay: None

Perryman asked if Hixson will be providing the document to the election board and filing the notices and he stated yes.

Motion was made by Smith, seconded by Hughes to approve Resolution 2022-05 authorizing the Mayor of the City of Tuttle to proclaim a Special Election to be held on June 28, 2022 to submit the foregoing Ordinance for approval or disapproval by the Qualified Electors of the City of Tuttle, Oklahoma. Motion carried as follows:

Aye: Dickson, Hughes, Smith and McLeroy

Nay: None

Motion was made by Smith, seconded by Hughes to approve the Special Election Proclamation and Notice. Motion carried as follows:

Aye: Dickson, Hughes, Smith and McLeroy

Nay: None

Motion was made by Hughes, seconded by McLeroy to recess the City Council Meeting and begin Tuttle Public Works Authority meeting at 7:41 p.m.

Motion carried as follows:

Aye: Dickson, Hughes, Smith and McLeroy

Nay: None

Motion was made by Smith, seconded by Dickson to reconvene the City Council Meeting at 7:55 p.m.

Motion carried as follows:

Aye: Dickson, Hughes, Smith and McLeroy

Nay: None

****Continued with Item 6a**

Perryman presented the missing document is the LLC for the HOA that should have been recorded already. This document gives notice that all lots are subject to \$200 per year HOA fee. Perryman noted that the LLC should have been collecting fees all along or as soon as the lots are sold. Perryman stated developer should get the document approved by Balenseifen before filing with county.

Motion was made by Smith, seconded by Dickson to TABLE items 6a until the March 28, 2022, workshop meeting. Motion carried as follows:
Aye: Dickson, Hughes, Smith and McLeroy
Nay: None

8. INFORMATION AND REPORTS

a. City Manager and Department Reports

Riley presented city wide garage sale is next month and a blood drive is April 1st. She stated baseball games have not been played due to cold weather conditions.

Hughes asked about the ballpark restrooms and Riley stated they are bad. Slattery suggested ARPA funds or a grant for the restroom improvements.

Slattery presented FEMA funding for the 2020 ice storm in the amount of \$240,000 will be funded soon.

Allen stated nothing that is not in the report.

Graham stated he has nothing to report.

Koelsch presented 800 routers are ordered and shipped. She stated cost of modems has increased by \$30 from what was quoted. Koelsch state she is working on a better price. She stated there have been no issues with installs.

Mowdy stated she will start providing an HR monthly report. She stated the health & Safety committee is started, working on job descriptions and 75% of evaluations are complete.

Dickson asked what do you expect to accomplish with the Health and Safety committee? Mowdy presented to discuss and provide input for resolving issues and to facilitate training.

Marble stated monthly monitoring of bank collateral is ongoing with the amount of loan proceeds that we have received and ARPA funding.

Balenseifen stated none.

Perryman stated nothing further.

Mitchell presented the annual OML dinner is March 30 if anyone wants to attend.

b. Council Member Reports

Hughes asked about pipe bursting project location. Slattery stated it is in the alley behind the police station. Fairbairn stated the police department was the alternate on the bid.

McLeroy stated that Hughes, Fairbairn, Balenseifen and Mitchell met with Home Creations last week about a new development.

Dickson stated he spoke with school superintendent about finding ways to get more business for sales tax.

NEW BUSINESS

None

ANNOUNCEMENTS

None

1. City Council Workshop Meeting on Monday, March 28, 2022 at 6:00 p.m.
2. City Council Meeting on Monday, April 11, 2022 at 7:00 pm (workshop at 6:00 pm)

ADJOURNMENT

Motion was made by Hughes and seconded by Dickson to adjourn City Council meeting at 8:35 p.m. Motion carries as follows:

Aye: Dickson, Hughes, Smith and McLeroy

Nay: None

Attest:

Wendy Marble, City Clerk

Aaron McLeroy, Mayor