

Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR WORKSHOP SESSION ON **MARCH 28, 2022, AT 6:00 P.M.** IN THE TUTTLE CITY HALL BUILDING LOCATED AT 221 W. MAIN STREET

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

MEMBERS ABSENT: MARY SMITH

STAFF PRESENT: LARRY MITCHELL, DAVID PERRYMAN, WENDY MARBLE, AARON SLATTERY, DON CLUCK, JULIE MOWDY AND SEAN FAIRBAIRN

OTHERS PRESENT: LESLIE WALKER AND OTHERS WHO DID NOT SIGN IN

CALL TO ORDER McLeroy called the meeting to order at 6:01 p.m.

ROLL CALL Marble called roll and declared a quorum present

ORDER OF BUSINESS

1. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding **PC 2022-07** petition of Johnny Scott for Deer Ridge Run Phase 3 Final Plat and Acceptance of Infrastructure **(tabled 3/14/22)**

Perryman presented the city has been waiting on Homeowner's Association (HOA) document that allows the property owners to take over the HOA. The developer has presented the Homeowner's Association (HOA) document. This document has been recorded with the Secretary of State and will need to be recorded with the County Clerk's office. This will clear up the HOA issue for all three phases of development. This filing needs to be completed before the developer can sell lots in Phase 3. Perryman stated the developer will need to provide the city a certified copy after it is filed with the county.

Motion was made by Hughes, seconded by Littleton to approve petition of Johnny Scott for Deer Ridge Run Phase 3 Final Plat and Acceptance of Infrastructure. Motion carried as follows:

Aye: Dickson, Littleton, Hughes and McLeroy

Nay: None

2. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding 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 **(removed from consent docket 3/14/22)**

Mitchell presented the City Clerk researched and submitted documentation showing the city has previous maintenance agreements with contractor and they made repairs in the last five years. Mitchell stated he does not know why this has not made it on council agendas in the past. He stated this is a standard renewal of their maintenance agreement with the city.

McLeroy asked if we have a maintenance agreement why would we be paying for work. Littleton stated the difference between a maintenance agreement is servicing the equipment and repairs would not be included in that agreement.

Motion was made by Dickson, seconded by Hughes to approve 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.

Motion carried as follows:

Aye: Dickson, Littleton, Hughes and McLeroy

Nay: None

3. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding **PC-2015-29** petition of Charles Bingham for The Montford Phase 2 Final Plat

Mitchell presented the developer called and wanted to know if the two-year limit has expired. He stated he does not know what the policy or past practice is. Perryman stated if there has been a substantial change in the regulations and developers have not pursued developing, suggestion would be to start over. He also stated that if there have been changes and the developers pursue during the two-year period, they do not have to start over. McLeroy stated there have been substantial changes to the minimum lot size to 10,000 sq ft.

Fairbairn presented there are two separate projects and the plan that was approved in May of 2020 is the one that is expiring, and it is the plat that is expiring. Perryman stated the expiration does not affect the Planned Unit Development (PUD).

No Action Taken

4. UPDATES, DISCUSSION, and QUESTIONS regarding:

- a. American Rescue Plan Act (ARPA) Funds – project priorities

Mitchell presented memo for project list and asked for councilmembers priorities. He stated on the next agenda there will be a Resolution to approve with a list of projects. He stated wastewater treatment system should be the first project. Hughes asked about lift station. Slattery stated that is the one close to town that has probably never been improved. McLeroy asked if gas improvement projects and WWTP water and gas improvements were in the 2021 utility note. Mitchell stated he has reviewed this and there are general capital improvements in that note. He has discussed this with our accountant and thinks it is for water, sewer and gas. McLeroy stated we borrowed an extra million dollars to do those improvements and \$400,000 for broadband.

Motion was made by Littleton, seconded by Hughes to extend the meeting to 7:30 p.m. Motion carried as follows:

Aye: Dickson, Hughes, Smith and McLeroy

Nay: None

McLeroy stated if those items were part of the financing that will leave more of the ARPA funds for sewer pipe bursting. Mitchell stated there are other grants that can be used for this too. McLeroy asked about sewer to Schrock Park. Mitchell stated this could be an option for a block grant and could use ARPA.

Staff discussed urgency of projects. McLeroy asked if we could approve items one and two only. Mitchell stated you could add more to the list and pass a Resolution whenever you want to. Fairbairn stated we are on schedule for the lagoon project to begin. Littleton asked if having more items may show a need, if that is part of the evaluation. Mitchell stated if projects are under \$1M there is no narrative required in the application. Staff agreed the list is good.

- b. City Hall Second Floor project

Mitchell presented proposal to move forward with project, the City acting as the general contractor, Tony Blatt to prepare a schedule of materials, and the city will buy the materials and pay for the labor. Mitchell recommended proceeding and spending \$250,000. He stated that may not get the entire project done but we will have a portion of the second floor completed. Perryman stated there is nothing

wrong with this contracting method. Dickson asked questions about the design. Blatt stated some items were in the original plan that do not need to be completed. He stated that the open space is for cubicle offices. Blatt stated the city should get a lot of the second floor complete for the amount of \$250,000. He stated every dollar you have is losing buying power. He stated you need to leverage that money and get done what you can. Littleton stated if we get a few offices this year then budget for more in the coming years until it is complete.

- c. Storm Siren System

Mitchell stated \$100,000 is budgeted. Quote from vendor stating this is sole source. Mitchell stated we need to discuss and move forward. He stated the Fire Chief recommends replacement.

- d. SH-76 Gas Line project

Perryman presented details of last meeting with ONG. McLeroy stated we need to contact Newcastle providing new developments information that Tuttle gas is available. Perryman stated the city should identify property owners that our gas system is available.

- e. Financials – Monthly Report/Audit

Mitchell presented a report that he is working with the accountant on to create a financial report that provides better data.

- f. Department Reports

No reports

- g. Councilmember Reports

Littleton presented Hartwell property at Sara and Tyler and asked about vacating easement in order to build a shop. Littleton stated he would give information to Perryman. Perryman stated he will review options.

Hughes stated 5 people have reached out to him about the position on the Planning Commission.

ANNOUNCEMENTS

ADJOURNMENT

Motion was made by Dickson, seconded by Littleton to adjourn the Workshop Meeting at 7:23 p.m. Motion carried as follows:

Aye: Dickson, Littleton, Hughes and McLeroy

Nay: None

Attest:

Wendy Marble, City Clerk

Aaron McLeroy, Mayor