

Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR WORKSHOP SESSION ON **APRIL 25, 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, MARY SMITH AND AARON MCLEROY

MEMBERS ABSENT: NONE

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

OTHERS PRESENT: JUDY HOGAN AND OTHERS WHO DID NOT SIGN IN

CALL TO ORDER McLeroy called the meeting to order at 6:02 p.m.

ROLL CALL Marble called roll and declared a quorum present

ORDER OF BUSINESS

1. 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 to direct City Staff to proceed with taking all necessary steps to allow the adoption of an Ordinance pursuant to 11 O.S. Section 42-110 closing that portion of the alley laying between Lot 3 and Lot 4 in in Block 4 of Parks Addition in the City of Tuttle.

Mitchell stated he recommends moving forward with vacating the alley at the request of the property owner. He stated it is a minimal amount of the alley running north and south that is not used. Slattery stated the city can maintain the utility easement.

Motion was made by Smith, seconded by Dickson to direct staff to proceed with taking all necessary steps to allow the adoption of an Ordinance pursuant to 11 O.S. Section 42-110 closing that portion of the alley laying between Lot 3 and Lot 4 in in Block 4 of Parks Addition in the City of Tuttle. Motion carried as follows:

Aye: Dickson, Buck, Hughes, Smith and McLeroy

Nay: None

Mayor discussed the intent of the workshop meeting was not to take action but to be used to have discussions and make plans.

Mayor asked to skip to Item 7.

2. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding **Ordinance 2022-09** providing for a Library Service to the City of Tuttle

Mitchell stated the ordinance is a standard from state director of libraries used to develop a library department for the city. He stated the budget has funds set aside for library. Hughes stated there was to be a funding source for the library. Mitchell stated it may take the rest of the year to put together a plan and maybe fund the library next year. Dickson asked if the city is ready from a financial position to fund the library. He stated he is fully in favor of the library. Mitchell stated the state awards grants per capita once the library is up and running. Smith stated the council was told we have funds from the general fund for the library. Hughes asked how much will the library cost to fund? Smith stated the library has an operating budget currently in place and the salary is the main cost. McLeroy asked for the financials and more

information about the cost. He stated there is a \$57,000 expense item in the budget. Dickson stated we should have a plan and not pass the ordinance without the information needed to understand what the city wants to provide. Smith presented public libraries still have the “friends” to donate to other services. Mitchell stated he will start pulling information together.

No Action Taken

3. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding **Ordinance 2022-10** Repealing Paragraphs 5(a), 5(b) and 5(c) of Section 4-21 of the Tuttle Code of Ordinances dealing with Escrow Accounts for Building Permit Inspections

Mitchell presented he had conversations about this item, and it has only been enforced this year.

**Motion was made by Dickson, seconded by Hughes to approve Ordinance 2022-10 Repealing Paragraphs 5(a), 5(b) and 5(c) of Section 4-21 of the Tuttle Code of Ordinances dealing with Escrow Accounts for Building Permit Inspections. Motion carried as follows:
Aye: Dickson, Buck, Hughes, Smith and McLeroy
Nay: None**

**Motion was made by Smith, seconded by Hughes to adopt emergency clause for Ordinance 2022-10 Repealing Paragraphs 5(a), 5(b) and 5(c) of Section 4-21 of the Tuttle Code of Ordinances dealing with Escrow Accounts for Building Permit Inspections. Motion carried as follows:
Aye: Dickson, Buck, Hughes, Smith and McLeroy
Nay: None**

4. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding granting an easement to PSO across the north half of the vacated alley in Block 42 of the Original Townsite of the City of Tuttle behind the new Police Department building

Perryman presented the portion of alley behind the Police Department was closed for security reasons. He stated the city owns the north half. PSO has asked for easement in north half to maintain their line.

**Motion was made by Dickson seconded by Hughes to approve granting an easement to PSO across the north half of the vacated alley in Block 42 of the Original Townsite of the City of Tuttle behind the new Police Department building. Motion carried as follows:
Aye: Dickson, Buck, Hughes, Smith and McLeroy
Nay: None**

5. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding **Memorandum of Understanding** between the Tuttle Historical Society and the City for use of City owned building located in the 400 block of W. Main Street

Marble presented the historical society has looked at the building and would like to renovate and use as a welcome center and a place to let citizens know that we plan to have a museum. THS is ready to begin taking in museum collections and artifacts and this location could serve that purpose. THS proposes that the agreement be similar to the other entities that use city owned buildings. THS would pay for the renovations, the electric bill and the city would pay all utility installation fees and waive the city owned utility charges. Smith asked that the plans for any renovations to the building be approved by the city. Perryman asked if THS is asking for the City to pay the connection fee for all utilities including electricity and Marble stated yes.

Motion was made by Hughes, seconded by Dickson to approve Memorandum of Understanding between the Tuttle Historical Society and the City for use of City owned building located in the 400 block of W. Main Street. Council amended the document to include city paying for all city owned utilities and paying for all utility connection fees. THS will pay the electric bill and city will approve all renovations to the building. Motion carried as follows:

Aye: Dickson, Buck, Hughes, Smith and McLeroy

Nay: None

Skip to Item 8

6. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding Street Improvement plan for FY2022

Slattery presented asphalt costs, discussed the budget and the repairs needed. He stated he will have the painting and striping costs at the 5/9/2022 meeting. Slattery presented maps and asked for input on which repairs to make this year.

Motion was made by Dickson, seconded by Smith at 7:58 to extend the meeting to 8:30 p.m. with a five-minute break. Motion carried as follows:

Aye: Dickson, Buck, Hughes, Smith and McLeroy

Nay: None

McLeroy asked where the funds are coming from. Slattery stated the oil and gas road fees.

Motion was made by Dickson, seconded by Hughes to approve Street Improvement plan for FY2022 authorizing SWH Construction to complete large patch repairs at a cost not to exceed \$49,500. Motion carried as follows:

Aye: Dickson, Buck, Hughes, Smith and McLeroy

Nay: None

7. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of Audit Engagement Letter for annual audit by HSPG & Associates for year ending December 31, 2021

Dickson stated he is familiar with this firm. Smith asked if this should be bid. Perryman stated no because it is professional services.

Motion was made by Smith, seconded by Hughes to approve Audit Engagement Letter for annual audit by HSPG & Associates for year ending December 31, 2021. Motion carried as follows:

Aye: Dickson, Buck, Hughes, Smith and McLeroy

Nay: None

Return to item 2

8. UPDATES, DISCUSSION, and QUESTIONS regarding:

- a. Annexation procedures as set forth in Title 11, Article 21-103 of Oklahoma State Statute

McLeroy stated citizen asked about de-annexation. Smith stated it is too hard to annex, why give land up. Dickson stated he is not a fan of this.

- b. Financials – First Quarter Report

Mitchell presented the first quarter financials.

Motion was made by Dickson, seconded by Hughes at 7:00 to extend the meeting to 7:30 p.m. Motion carried as follows:

Aye: Dickson, Buck, Hughes, Smith and McLeroy

Nay: None

c. Department Reports

Mowdy presented employee handbook changes with proposing to add Martin Luther King, jr. day and Juneteenth as holidays. She presented minor changes will be presented for sick and vacation leave.

d. Councilmember Reports

Smith presented the round up club septic has collapsed and will need upgrade. Slattery stated that a single lateral line may work, and he will look at this.

McLeroy discussed hiring a full-time engineer and asked if this might be an option. Hughes stated the City Manager always said it would cost more. McLeroy asked if this could save money. Mitchell stated the salary and benefits would be \$100,000 to \$120,000.

Motion was made by Dickson, seconded by Hughes at 7:25 to extend the meeting to 8:00 p.m. with a five-minute break. Motion carried as follows:

Aye: Dickson, Buck, Hughes, Smith and McLeroy

Nay: None

Skip to item 6

ANNOUNCEMENTS

ADJOURNMENT

Motion was made by Hughes, seconded by Smith to adjourn the Workshop Meeting at 8:16 p.m. Motion carried as follows:

Aye: Dickson, Buck, Hughes, Smith and McLeroy

Nay: None

Attest:

Wendy Marble, City Clerk

Aaron McLeroy, Mayor