

Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR WORKSHOP SESSION ON **JULY 27, 2020 at 6:00 p.m.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

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

MEMBERS ABSENT: NONE

STAFF PRESENT: TIM YOUNG, DAVID PERRYMAN, WENDY MARBLE, AARON SLATTERY, DON CLUCK, BRUCE ANTHONY AND SEAN FAIRBAIRN

OTHERS PRESENT: LESLIE WALKER, BILLY JACK TRAXLER, MATT HOLLAND, PHILLIP HAGEN, AND TONY BLATT

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

ROLL CALL Marble called the roll and declared a quorum present

ORDER OF BUSINESS

1. DISCUSSION and related CONSIDERATION regarding the design for the new Tuttle Police Station

Blatt presented they are wrapping up the bid packages today and working on getting metal building shop drawings from the contractor. Young presented the internal plans have changed some, extending the parking into the alley to get everything to fit on the lot. The alley will need to be closed and parking will be fenced. Young stated the sewer on the property needs to be pipe burst. Blatt stated he is coordinating with the City Engineer. He stated the plans will be delivered to the City when they are delivered to Flintco.

2. DISCUSSION and related CONSIDERATION award of contract to improve the Silver Ridge Drainage Channel

Young presented the City has received all the executed licenses. The license states all work will be completed by the end of August and that 2 weeks-notice shall be given before work is to begin. He stated Billy Jack Traxler provided a quote for the work. Smith asked if the license provides for an extension of the deadline. Young stated no. Fairbairn presented quote is based on cubic yards to reshape and remove the dirt. Slattery advised cleaning out the River Ridge portion at the same time. Fairbairn presented sodding quotes received from Traxler and Allen Farms. He stated Allen Farms was lower. Slattery stated when dirt work was done 2 years ago, no sod was put down and there was lots of erosion and silting. Fairbairn stated without sod it will silt in. Dickson stated the cost is higher than expected, but it needs to be resolved. He stated it is up to the residents to take care of the sod. Young stated there is money in street and alley fund to help pay for this. Smith asked what is the total cost? Young stated \$57,900. Perryman stated there is no penalty if sod is not completed at the end of August, since it is

not part of the license agreement. McLeroy stated 2 weeks will be August 11th and he does not think it can be completed by August 30th. Perryman suggested documenting by video that this work was completed for any future complaints.

Motion was made by Smith, seconded by Dickson to award contract to M&T Construction in the amount of \$43,740 to improve the Silver Ridge Drainage Channel. Motion carried as follows:

Aye: Dickson, Littleton, Hughes and Smith

Nay: McLeroy

Motion was made by Smith, seconded by Dickson to award contract to Allen Farms in the amount of \$14,160 to sod the Silver Ridge Drainage Channel contingent on consent of residents to allow sod. Motion carried as follows:

Aye: Dickson, Littleton, Hughes and Smith

Nay: McLeroy

Dickson asked if no consent then no sod and Perryman stated yes.

3. DISCUSSION and related CONSIDERATION of **PC Petition 2020-23** request of Shadow Valley Development, LLC, for approval of a final plat and acceptance of dedicated infrastructure for Hollow Brook Phase 1 to the July 27, 2020 City Council Workshop Meeting

Phil Hagen presented on behalf of developer, a minor change in the plat related to the gas line in the common area, which caused the need to eliminate one lot. Perryman presented the covenants can be amended with City Council approval. Hagen presented DCP Gas has agreed to the easement and we are just waiting on a signature.

Motion was made by Smith, seconded by Dickson to approve PC Petition 2020-23 request of Shadow Valley Development, LLC, for approval of a final plat and acceptance of dedicated infrastructure for Hollow Brook Phase 1, contingent on City Attorney approval of language. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: Aye

City Attorney Perryman announced the language changes are acceptable.

4. DISCUSSION and related CONSIDERATION appointment of Position 2 on the Planning Commission for a term ending June 30, 2023

Littleton stated he knows Mr. Kincannon and spoke with him before he applied for the position. McLeroy stated he spoke with Kincannon today. Hughes stated he spoke to him also.

Motion was made by McLeroy, seconded by Littleton to appoint Tyler Kincannon to Position 2 on the Planning Commission for a term ending June 30, 2023. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

5. DISCUSSION and related CONSIDERATION appointment of Position 2 & 3 on the Board of Adjustment for a term ending June 30, 2023

McLeroy asked when is the next meeting? Young stated the next meeting is August 4, 2020. Dickson presented the members should have board of adjustment education/training and reminder of expectations. McLeroy asked how we make sure they get the training? Perryman stated a requirement can be added to an ordinance or resolution, appoint conditionally upon complying with the training ordinance and put the approval on the next agenda. Dickson asked if the handout from the training would have the information they need? Perryman stated yes, it would have information regarding the role of BOA member.

Motion was made by Dickson, seconded by Smith to appoint Vickie Southard to Position 3 on the Board of Adjustment for a term ending June 30, 2023, conditional on member completing the training. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

6. UPDATES, DISCUSSION, and QUESTIONS regarding:

- a. COVID-19 response and issues

Young presented the City had some exposure in the fiber department, but not from City employee activities.

- b. Sanitary sewer projects

Young presented the next agenda will address SH-4 and SH-37. He stated the easement forms were presented to businesses and staff is working on this. He presented to move the lift station to city owned property is an option. He stated it is all coming together. Perryman stated an owner does not want it on his property.

Motion was made by Littleton, seconded by Smith to recess the Workshop Meeting at 7:01 p.m. and move to Tuttle Public Works Authority meeting. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

Motion was made by Dickson, seconded by Littleton at 7:49 p.m. to reconvene the City Council Workshop meeting and to extend the meeting to 9:00 p.m. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

Item 6b discussion continued.

Perryman discussed wastewater treatment plant property easement and will have title commitment in 7-8 days with the closing in 3-4 weeks.

Perryman presented Casey's has requested to extend pavement into the alley of the proposed site. The alley has utility lines. They are asking for a commitment from the City that we will repair concrete over alley for any utility repairs.

Dickson exited the room at 7:57 p.m.

Fairbairn stated the drainage will be the most difficult for this site. Slattery stated the utilities in the alley will be difficult.

Dickson returned to the meeting at 8:00 p.m.

Slattery stated there are gas lines, two water lines and fiber lines in the alley. Some of these utility lines would need to be updated before concreting the alley

Littleton exited the room at 8:00 p.m.

Dickson stated he doesn't see how they can build this in such a small space. Smith stated it would make more sense if they had the entire block.

Littleton returned to the meeting at 8:04 p.m.

Perryman stated there will need to be some discussion. McLeroy stated Casey's should have to pay to upgrade utilities before they are paved over. McLeroy asked about the sewer at the new Police Station site. Slattery stated this is #2 as far as worst sewer line. He stated the manhole is in the middle of SH-92. He stated this is a prime candidate for pipe bursting, there is 450 feet of line and it will cost approximately \$80,000 for project. Littleton stated this is a City infrastructure issue and not a police department building issue. Slattery state the City can get more than one stretch of line done for a better price. Young presented City will resubmit for REAP grant for pipe bursting and there are some funds in WWTP financing or other city funds to pay for this

c. Oklahoma Legislature

Young discussed submitting to Oklahoma Municipal League for amending competitive bidding act. He stated needing regulations for oil and gas safety procedures and the City having access to their safety plans. McLeroy stated ad valorem tax. Perryman stated a possible interim study to create an entity to fund municipalities to repair road damages by oil and gas industry.

d. City Manager and Department Reports

Cluck reported there was a car/train accident and he is reviewing what action the City can take to make the crossing safer. He stated he has spoken with the corporation commission and they will examine if all is correct at the crossing. He stated it would require a DOT grant for crossing arms. He suggested installing lighted signs to warn about the crossing. Slattery stated those signs cost approximately \$3000. McLeroy asked about a stop sign with a flashing light. Cluck stated he will ask Corporation Commission about that type of sign.

e. Councilmember Reports

Smith requested that the City have signage about Tuttle Fiber in and out of the town for advertising.

Littleton stated citizens are excited about the new roads.

McLeroy stated he received a complaint about bulk trash not getting picked up. Marble stated she would look into the complaint.

Young presented Republic Services has asked to raise fees for trash contract. Young stated we may look at cancelling the contract and going out for bid.

Motion was made by Littleton, seconded by Hughes to recess the Workshop Meeting at 8:37 p.m. and enter Executive Session. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

Mayor McLeroy reconvened the City Council Workshop meeting at 10:28 p.m.

Perryman announced for the record that only items on the agenda were discussed in Executive Session and no action was taken in Executive Session.

7. EXECUTIVE SESSIONS

(Section 307, Title 25, Oklahoma Statutes permits the public body to meet in executive session for certain specified reasons under certain specified conditions. Any formal action will occur in regular session)

a. CONSIDERATION to conduct an EXECUTIVE SESSION regarding annual job performance review of the City Manager. Proposed Executive Session pursuant to 25 O.S. Section 307(B)(1).

1. CONSIDERATION action related to Executive Session Item 7a

ANNOUNCEMENTS

ADJOURNMENT

Motion was made by Littleton, seconded by Smith to adjourn the Workshop Meeting at 10:28 p.m. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

Attest:

Wendy Marble, City Clerk

Aaron McLeroy, Mayor