

Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR WORKSHOP SESSION ON **AUGUST 24, 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, AMBER RILEY AND SEAN FAIRBAIRN

OTHERS PRESENT: LESLIE WALKER, BILLY JACK TRAXLER, WILLARD BARNETT, BARRY SWITZER AND OTHERS THAT DID NOT SIGN IN

CALL TO ORDER McLeroy called the meeting to order at 6:00 p.m.

ROLL CALL Marble called the roll and declared a quorum present

ORDER OF BUSINESS

1. DISCUSSION and related CONSIDERATION request of Casey's Marketing Company for an Easement Agreement for the easement in Block 34, Original Town of Tuttle

Perryman discussed a meeting that was held today with representatives from Casey's, stating they have not provided all the required information. He stated they had a discussion about utilities in the easement and they want an easement agreement from the City stating City will maintain hard surface in the alley. The City would allow the parking to extend over the utilities in the alley if Casey's is open to improving the utilities to be sustainable for many years. The drainage plan was reviewed and a small berm will be required on the north side of alley to prevent water drainage on homeowners. The City will submit plans for utilities identifying the sewer line and other utilities. There will need to be two agreements, one for what Casey's will do and one for what the City will do to maintain the utilities.

Littleton asked about the fiber in the alley. Young stated that pavement is best for protecting fiber but other utilities may be a problem. Slattery stated there are two water lines, but not sure which one is connected to which residence. He stated they will start investigating tomorrow. McLeroy asked if an agreement is common. Perryman stated it is not a common practice but understands due to the investment that Casey's is making.

No Action Taken

2. DISCUSSION and related CONSIDERATION of goals and guiding principles for the sanitary sewer line extension program for new developments

Perryman presented he needs guidance from the City Council for new developments and wants to treat all the developers the equally. Young asked how to pay for sewer expansion and presented options. He presented the policy that was adopted in March to raise the fee from \$750 to \$2000 and raised commercial fee to \$10,000. He presented the revenue from Jaden court and Warm Springs to be used to pay for future expansion. He presented the project costs, the council concerns, presented his thoughts and presented the money is already borrowed. Young presented power point with the future revenue for future development and different options to choose from.

Perryman presented looking at commercial versus residential, the goal is to figure out how to handle this for developers. Young presented what are we wanting to achieve? What are the wishes of the City Council? Littleton presented if it takes 25 years to recoup that is a concern. Smith stated providing services to residents is the city's obligation. Dickson stated this seems like offering interest free loans and how do we minimize the risk. Perryman explained a need for investment from the developers. McLeroy discussed wanting to build the trunk lines but don't want City paying for work inside the additions. Fairbairn presented examples of other trunk lines that will benefit other developments. Perryman stated the City has the ability to require upsize of lines. McLeroy stated three developers had agreed to pay until one backed out. Traxler stated that is not correct, he does not agree and stated a sewer district was his understanding. Perryman stated that has to include all that benefit and it could not meet the statute. Barnett stated he thought the City was going to do a sewer district when he attended the meetings and thought it was resolved. He stated he paid for engineering and thought he would be paid back.

Motion was made by Smith, seconded by Littleton at 6:59 p.m. to extend the meeting by one hour to 8:00 p.m. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

Barnett presented as developers how do we make it work with the City. He stated he is willing to have skin in the game to get this project to move forward. Littleton stated this should have been in writing to avoid confusion. Hughes asked about possibility for payback to developers. Perryman stated money is never the city's it goes back to the developers. Littleton liked option 6 of the presentation. Perryman stated he will work on an agreement to bring back to the City Council. Littleton stated the residential and commercial should be separate MOUs. Staff and developers discussed fees.

No Action Taken

Skip to Item 4 then back to 3

3. DISCUSSION and related CONSIDERATION regarding Memorandum of Understanding(s) with Tuttle Home Development, LLC ("Warm Springs") and/or Jaden Court, LLC regarding the upsizing and extension of sanitary sewer infrastructure

Perryman presented Traxler certified the amounts as correct for payment of \$94,500 from City and \$94,500 from Warm Springs development for the sewer infrastructure. Young stated a formal agreement will be presented in two weeks on TPWA agenda but Council can approve this tonight. Young made some grammatical corrections to the MOU. McLeroy asked about #5 on page 3 stating all developments subject to \$2000 fee at time of tap or fee at that time. Perryman verified that is correct, fee would be the current fee at time of application.

Motion was made by Littleton, seconded by Smith to approve Memorandum of Understanding(s) with Tuttle Home Development, LLC (“Warm Springs”) and/or Jaden Court, LLC regarding the upsizing and extension of sanitary sewer infrastructure per the agreement as presented. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: Nay

4. DISCUSSION and related CONSIDERATION regarding Memorandum of Understanding(s) with First National Bank & Trust and/or Frisco Land & Property regarding the extension of sanitary sewer infrastructure

Young asked if Council is agreeable with MOU. McLeroy explained the sewer plan path for the area. Fairbairn stated the cost of the gravity line is \$250,000 and lift station is \$200,000. Young stated some businesses don’t want to connect. Walker presented she spoke to all and two owners are not agreeable. Staff and Council discussed what fee to charge. Young presented the MOU will be brought back to the Council in two weeks for consideration.

No Action Taken

5. UPDATES, DISCUSSION, and QUESTIONS regarding:

- a. COVID-19 response and issues

Young presented the State will reimburse for 100% of Public safety payroll expenses. McLeroy asked about number of COVID 19 cases. Cluck stated 13 inside city limits

- b. New Police Station

Young presented the building was to go out for bid but some changes need to be made so the bid date will be pushed back. He stated have not seen the final prints and have not been approved by the Council. September 23 is the new proposed bid date.

Motion was made by Smith, seconded by Littleton at 7:59 p.m. to extend the meeting by thirty minutes to 8:00 p.m. after a three-minute break. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

Motion was made by McLeroy, seconded by Littleton to reconvene the meeting at 8:03 p.m. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

- c. FY 2021 Budget Prep

Young presented list of requests for 2021 budget. Most critical request is PPE equipment for Fire Department. Dickson asked if mowers are regular plan and McLeroy stated yes.

McLeroy asked about section line road repair. Slattery discussed various road improvements to make in 2021. Use the current contractor to make improvements dependent on the budget. North Cimarron Road improvement was discussed. Slattery stated once budget is set he can bring plan to Council for approval.

Marble stated her requests for paving back parking and clean up area, upgrade the payroll system and utility system to get away from printing everything.

Council and Staff discussed trencher needed for fiber department. McLeroy asked about request for splice trailer and truck for fiber department. Young stated this would replace the van. Slattery stated they are driving the bucket truck as a regular truck and that is adding miles to an expensive truck.

d Employee Pay Study

Riley presented the pay information she has gathered from other cities and OML. She asked the Council what information they would like to see and what is the goal of the pay study. Smith stated she would like to know if we are paying comparable wages with other cities our size. Dickson would like to see all benefits included. Hughes asked if other cities have the automatic built in step raises that we currently use. Young asked if that is the 3% increase and Hughes said yes. McLeroy stated he asked back in December to take the automatic part out. He stated not that anyone does not want to give raises but does not want hands forced to give raises specifically in a situation like this year. He stated when we met last year that department heads were in favor of merit based raises, not just automatic because you show up for work. Marble stated this is not an automatic raise. She stated this is based on an evaluation and if you do your job well you receive a pay increase. This is not just because you show up. Littleton asked in the last 3-5 years how many times have we told someone no raise. He stated that sounds good that it is based on merit but if we always give a raise then it is automatic. He stated he would like to see how many times in the last 3-5 years we did not give a step raise. Slattery stated you should also factor in those that have been let go for poor performance. Those that are on probation and don't make it one year. Littleton stated he is pretty sure that there were employees that received a step raise more that once even if their performance did not merit the step raise. He asked that he be proved wrong. Perryman presented staffing based on population has to be considered and that Tuttle has more services that most cities. McLeroy stated every year we are told that departments are understaffed. 20 employees short of a city our size. If one year we did not give raises we could add three or four employees. Dickson asked do you want more employees or to give raises. Slattery stated what he said last year, I need a little of both. He stated his guys work harder than most people realize and we are reaching a breaking point because there is more out there than they can do. He stated more expertise in these departments with specialized knowledge. We have some key positions that if they leave there will be problems. Not enough people to develop and train for key positions. Stretching people thin now.

Motion was made by Littleton, seconded by Hughes at 8.28 p.m. to extend the meeting by fifteen minutes to 8:15 p.m. Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

McLeroy stated we are told every year that budgets are flat so how do we increase pay? Slattery stated it still needs to be a little of both. McLeroy wants the 3%

language taken out so that it could maybe be 1.5% and add new employees. Slattery stated he does not have enough people to rotate through to keep them safe especially during the summer months. Littleton stated this particular year is the worst year ever with revenues down, don't want to be cast as the bad guys stating this is all we can do. He stated millions of people have lost jobs that aren't coming back and our employees are working and have jobs, we are just looking for how to balance that. Would love to give raises and increase personnel, but that is just not possible. He stated he does not want anyone leaving the room tonight thinking this council has just decided the heck with you. That is not the case.

Riley stated she has what the Council requested and work on this.

e. City Manager and Department Reports

Cluck stated one officer hired and is attending virtual academy and will have another hired shortly. AS far as hiring he stated he would rather have more people. The hiring of the extra dispatcher has really help cut back with overtime. Cluck stated three officers down and it will take a year to get hired and trained and then it that time frame we will lose someone. Should look at five officers will be gone in five years is they retire at 20 years. Dispatchers salaries will need to be raised if they are to be jailers in the new building.

Slattery provided update of road repair project. It is about 50% complete. Complaints from two neighborhoods that have city and county-maintained streets.

McLeroy asked about Gregory bridge completion. Slattery stated County should be finished soon. McLeroy asked if anyone is using the property that we are mowing at Cottonwood? Young stated no one has been using but this has been a strange year.

Slattery presented railroad ahead signs will be added at railroad crossing. Cluck stated the railroad added signs and trimmed trees.

f. Councilmember Reports

None

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