

Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **OCTOBER 14, 2013 at 6:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

MEMBERS PRESENT: BOBBY WILLIAMS, MARY SMITH, BILLY CLAPPER, AND TODD LITTLETON

MEMBERS ABSENT: TERESA BUCK

STAFF PRESENT: TIM YOUNG, DAVID PERRYMAN, WENDY MARBLE, BRUCE ANTHONY, DON CLUCK, SEAN DOUGLAS, JULIUS CONLEY, JEFF COWAN AND JEFF ALTHOFF

OTHERS PRESENT: BILLY GRIFFING, LISA GRIFFIN, ROY SAMPLEY, SHAWN AND ANGIE FROST, REBECCA BARNEY, BARRY WATSON, MELISSA WATSON, JEFF TINDER, BECKY BLEVINS, LISA SELF, DANNY SELF, JO BAZHAW, TONY LAZZARO, RUSTIN WALKER, BRIAN MCENTIRE, JEFF HARRISON, AND OTHERS THAT DID NOT SIGN IN

CALL TO ORDER Mayor Bobby Williams called the meeting to order at 6:00 p.m.

ROLL CALL Wendy Marble called the roll and declared a quorum present

PLEDGE OF ALLEGIANCE Bobby Williams led the pledge

INVOCATION Todd Littleton 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.)

No Citizen's request to speak or introduction of guests

2. PRESENTATIONS & PROCLAMATIONS

a. Presentation of POW and MIA Flag by VFW Post 3608

Roy Sampley of Blanchard VFW presented a scholarship program is available for high school students. He introduced Barry and Melissa Watson. Ms. Watson presented a brief history of the POW and MIA flag. Mr. Sampley presented the flag to the council.

3. Discussion and questions regarding items on the consent docket

Per Item g Clapper presented he would like the City to follow the ODOC contract regulations more closely than has previously been done. Young presented anyone interacting with inmates will be required to attend a training course.

Per Item j Clapper asked if a resolution is necessary for every election. Perryman explained the legal requirements of an election.

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)

- a. APPROVAL minutes for City Council meeting September 9, 2013
- b. APPROVAL minutes for Special City Council meeting September 26, 2013
- c. ACKNOWLEDGMENT receipt of payroll and claims for September 2013
- d. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for September 2013
- e. APPROVAL Final Plat of Hill's Whispering Lakes IV
- f. APPROVAL **Ordinance 2013-21** ending OMRF retirement plan
- g. APPROVAL accepting agreement between Oklahoma Department of Corrections and City of Tuttle
- h. APPROVAL accepting agreement between Vista COM and City of Tuttle
- i. APPROVAL of acceptance of Tuttle Housing Authority Audit
- j. APPROVAL **Resolution 2013-22** authorizing municipal elections to elect Mayor and Council member to Ward 3 for terms ending May 2018
- k. APPROVAL **Budget Amendment 2013-09** regarding salary line balance between Fire Department and EMS

Motion was made by Williams, seconded by Smith to adopt the consent agenda items 4a through k. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

5. CONSIDERATION of Items Removed from Consent Docket

6. GENERAL GOVERNMENT

- a. DISCUSSION and related CONSIDERATION regarding pay scale for City of Tuttle and Tuttle Public Works Authority employees

Young presented the pay scale document. This is adopting a grade step plan like most government agencies have. Based on January 1st employee evaluations and COLA raise.

Motion was made by Clapper, seconded by Williams to table agenda item 6a. Mayor Williams asked for a workshop meeting. The council chose Wednesday, October 23 at 7:00 am for the workshop. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

- b. DISCUSSION and APPOINTMENT to the Board of Commissions for the Tuttle Housing Authority for a term ending June 30, 2016 (tabled from September 9, 2013 meeting)

The Board member position has not been filled.

**Motion was made by Williams, seconded by Clapper to table items 6b.
Motion carried as follows:**

Aye: Littleton, Clapper, Smith and Williams

Nay: None

- c. DISCUSSION and CONSIDERATION of Downtown Coalition regarding Landscaping

Clapper presented this item and asked Justin Koch to discuss this. Koch asked that a council member become part of the coalition. Clapper volunteered.

- d. DISCUSSION and CONSIDERATION of possible four way stop sign located at the intersection of Richland Road and Tyler Road

Clapper presented this item as a citizen request.

Motion was made by Clapper, seconded by Littleton to approve Item 6d and install a four way stop sign. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

- e. DISCUSSION and related CONSIDERATION of contract for City Hall 2nd floor walls and ceilings

Young presented one bid was received for \$34,800. Clapper would like three bids on these two projects.

- f. DISCUSSION and related CONSIDERATION of contract for City Hall 2nd floor duct work

**Motion was made by Williams, seconded by Clapper to table items 6e & f.
Motion carried as follows:**

Aye: Littleton, Clapper, Smith and Williams

Nay: None

DISCUSSION and related CONSIDERATION

7. COMMUNITY DEVELOPMENT

- a. PUBLIC HEARING proposed annexation of all or part of the following described real property into the municipal limits of the City of Tuttle, Oklahoma, to-wit: Lots 19 and 20 and the North 96.19 feet of Lot 21, all in Block 1, Cedar Springs Addition, being as subdivision of a part of the East Half of the West Half of Section 3, Township Nine North, Range Five West, I.M., Grady County, Oklahoma, to the extent that said lands are not currently located within the municipal limits of the City of Tuttle.

Mayor Williams opened the Public Hearing at 6:25 pm. No discussion from public.

Motion was made by Smith to close the Public Hearing at 6:25 and take action on proposed annexation of described property per Item 7a, seconded by Clapper. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

Motion was made by Smith, seconded by Williams declaring an emergency clause for Item 7a. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

8. STREETS

- a. DISCUSSION and related CONSIDERATION Approval of a Resolution No. of the Mayor and Council of the City of Tuttle, Oklahoma, determining in response to receipt of materials submitted by the City Engineer that a street improvement district for Waldon Drive should be created and instructing the City Clerk and City Engineer to give notice of a hearing on the proposed district pursuant to 11 O.S. Section 39-106(F) and that said notice shall comply with the provisions of 11 O.S. Section 39-107

Perryman presented Road Improvement District Resolution No. 2013- 23 information. A copy of resolution needs to be presented to all property owners giving 15 days to protest the assessment and adoption of the Resolution.

Motion was made by Williams, seconded by Smith to approve item 8a Resolution No. 2013-23. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

9. CEMETERY, PARKS AND RECREATION

- a. DISCUSSION and related CONSIDERATION of long term planning for Fairview Cemetery

Mayor Williams presented possibly selling the cemetery and looking at what options are available. Williams would like information presented at the next council meeting. Smith asked if this has been presented to Cemetery board. Williams said it has not, that this is the first discussion. Perryman presented a private non-profit entity would have to be formed that has no connection to the city. It would be a public entity but not owned by the city. Examples were provided of cemeteries that are not owned by the municipality.

Clapper asked about rest of year care for cemetery. Anthony presented use of inmates and plan for the rest of the year. Staff/inmates will mow with bagger to pick up burrs. Two tin horns were replaced.

Cemetery board members Jo Bazhaw and Brian McEntire presented their concerns and questions to the council. They also discussed preparing new road around section J for gravel and moving trees for road. A possible double gate entrance was discussed and engineering help will be required. McEntire discussed the asphalt bids. No decision was made by cemetery board about asphalt. Asked about funds budgeted for roads. Young presented there is some unspent money in cemetery operations fund from previous year. Cemetery budget is just breaking even for

operations. The \$28,000 of previously approved road improvements is to come out of cemetery funds account.

Anthony presented we need the county road grader to spread the gravel. Bazhaw presented Linn Energy has volunteered to provide gravel. Proceed with grading the roads around Section J and place gravel and remove trees.

Motion was made by Smith, seconded by Clapper to approve Item 9a and direct the city to proceed with road improvements, working with the county commissioner and the Cemetery Board to get the roads graveled as requested. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

McEntire, Bazhaw and Young discussed repair of monuments at Silver City Cemetery.

10. INFORMATION AND REPORTS

a. City Manager and Department Reports

Young introduced Jeff Althoff, new City gas superintendent.

Chief Anthony presented Public works report. Working on internal maintenance, almost caught up on service work orders, suspended inmate use temporarily, and spent time capping unused water wells.

Chief Anthony presented Fire and EMS report. Fire runs are slow. One opening at Fire Department and three intern openings available.

Chief Cluck presented working on seatbelt grant. One officer recruit did not accept offer due to cost of family insurance. There are two new officers in training. Dispatcher position is full.

Douglas presented report of grants received and grants in progress. Storm shelter meetings were held this month.

Young presented Cimarron Road project to start next year in two phases.

Chief Anthony asked that a special meeting be held at time of workshop meeting to purchase and surplus several items.

Mayor Williams announced a special council meeting will be held Wednesday, October 23, 2013 at 7:00 am with workshop to follow. This will be to address purchase and surplus of property.

b. Councilmember Reports

No reports by Council.

Billy Griffin has asked to speak about plans for new event center and winery. Griffin presented plans. Griffin asked City Manager what is required for City building permit.

Young presented a full set of plans stamped by architect are required for permit processing by City.

Mayor and council thanked the Griffins for bringing their business to Tuttle.

Young presented due to government shut down the clean-up on the gas station property is on hold by EPA.

Motion was made by Smith, seconded by Williams to recess the City side at 7:50 P.M. and begin TPWA agenda. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

11. 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)

Motion was made by Williams, seconded by Smith to enter into Executive Session with the City Attorney at 7:58 p.m. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

- a. CONSIDERATION of adopted Resolution 2012-17 authorizing legal action against Jimmy Thunderbird (a.k.a. John Edwards Timmons) in District Court for the abatement of a nuisance at 5318 E. SH-37 in Tuttle, Oklahoma. Pursuant to 25 O.S. Section 307(B)(4).
 1. CONSIDERATION action related to Executive Session Item 11a
- b. Negotiation of amendment to the 2013-2014 collective bargaining agreement between the City of Tuttle and the Fraternal Order of Police representative regarding the employees of the Tuttle Police Department and take appropriate action. Proposed executive session pursuant to 25 O.S. Section 307(B)(2).
 1. CONSIDERATION action related to Executive Session Item 11b
- c. Confidential communications between the City Council and a current business requesting incentives for expansion, pursuant to 25 O.S. Section 307(C)(10).
 1. CONSIDERATION action related to Executive Session Item 11c

Mayor Williams reconvened the meeting at 8:25 p.m.

David Perryman announced for the record that no other items were discussed in executive session except for what was stated on the agenda.

No action was taken

12. GENERAL

- ~~a. DISCUSSION and REPORT related to engineering services for the City of Tuttle~~

NEW BUSINESS
ANNOUNCEMENTS
ADJOURNMENT

Motion was made by Littleton seconded by Smith to adjourn the meeting at 8:26 p.m. Motion carried as follows:

Aye: Littleton, Clapper, Smith and Williams

Nay: None

Attest:

Mayor, Bobby Williams

City Clerk