

## Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **NOVEMBER 12, 2013 at 6:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

MEMBERS PRESENT: BOBBY WILLIAMS, MARY SMITH, TERESA BUCK AND TODD LITTLETON

MEMBERS ABSENT: BILLY CLAPPER

STAFF PRESENT: TIM YOUNG, DAVID PERRYMAN, WENDY MARBLE, BRUCE ANTHONY, DON CLUCK, SEAN DOUGLAS, JULIUS CONLEY, JEFF COWAN, STEVE WYLIE, STACY HUGHART-WYLIE AND ANDREW GRAHAM

OTHERS PRESENT: KENNETH BOMGARDNER, JANE BRYANT, LYLA PHELPS, LINDA CODY, CHARLA HAMILTON, RAY HATCHER, TY GORHAM, JO BAZHAW, SANDY WILLIAMS, 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.)

**This item was discussed after Item 2.**

#### 2. PRESENTATIONS, PROCLAMATIONS & RECOGNITION

- a. Lonnie Paxton will give an update regarding the status of the former Bank of Tuttle building at SW 3rd St and W. Main St

**Mr. Paxton was not available.**

- b. The Friends of the Tuttle Public Library will give an update regarding the status of the establishment of a volunteer library

**Jane Bryant presented update on Library progress including drawings of interior. Kenneth Bomgardner presented technology update.**

- c. Presentation of Winter Weather Preparedness Day Proclamation

**Sean Douglas requested the signing of the proclamation.**

- d. Recognition of Stacy Hughart-Wylie for completion of Fire Intern Program

**Chief Anthony presented plaque to Stacy for completing the 2 year fire intern program.**

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Linda Cody presented information to Council about a new product for extinguishing fires.

Charla Hamilton presented information regarding her former position with the city. She disclosed providing Sanitation Audit information to a Council member. She presented her request for an exit interview was not provided. Mayor Williams informed her that Council Members are not to be involved in staff personnel issues per direction of City legal counsel. Mr. Perryman explained there is no constitutional right to an exit interview. He also explained this is not the place to make allegations. Complaints about coworkers need to be in writing to the City Manager and complaints about the City Manager need to be in writing to the City Council and Mayor.

3. Discussion and questions regarding items on the consent docket

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 October 14, 2013
- b. APPROVAL minutes for Special City Council meeting October 23, 2013
- c. ACKNOWLEDGMENT receipt of payroll and claims for October 2013
- d. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for October 2013
- e. APPROVAL adopting meeting schedule for Calendar Year 2014.
- f. APPROVAL acceptance of new street name Morris Drive
- g. APPROVAL Energy-Smart Communities Grant Award
- h. APPROVAL **Resolution 2013-24** directing staff to apply for Firefighters Grant
- i. APPROVAL **Budget Amendment 2013-11** appropriating funds for Hospital Preparedness Program, Fire Donations by Fund Raiser, Fire Department Operational Grant, and funds from FMAG
- j. APPROVAL **Budget Amendment 2013-12** appropriating funds from Highway Safety grant
- k. APPROVAL **Budget Amendment 2013-13** transferring funds from Fire to EMS for salaries

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

**Aye: Buck, Littleton, Smith and Williams**

**Nay: None**

5. CONSIDERATION of Items Removed from Consent Docket

- i. APPROVAL **Budget Amendment 2013-11** appropriating funds for Hospital Preparedness Program, Fire Donations by Fund Raiser, Fire Department Operational Grant, and funds from FMAG
- j. APPROVAL **Budget Amendment 2013-12** appropriating funds from Highway Safety grant
- k. APPROVAL **Budget Amendment 2013-13** transferring funds from Fire to EMS for salaries

**Buck presented question as to why this needs to be done. Conley discussed each amendment and record keeping requirements. Chief Anthony presented explanation.**

**Motion was made by Williams, seconded by Littleton to adopt the consent agenda items 4i, j, k. Motion carried as follows:**

**Aye: Buck, Littleton, Smith and Williams**

**Nay: None**

6. GENERAL GOVERNMENT

- a. DISCUSSION and related CONSIDERATION naming the City Hall Training Room the Chincie Ross Meeting Room

**Mayor Williams discussed a dedication ceremony and presenting a plaque.**

**Motion was made by Williams, seconded by Smith to approve item 6a. Motion carried as follows:**

**Aye: Buck, Littleton, Smith and Williams**

**Nay: None**

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

**Young presented the pay scale is almost complete and it will be discussed as part of the budget workshop.**

- c. DISCUSSION and CONSIDERATION of the use of a professional billing service for EMS billing and other billing operations

**Anthony and Marble presented EMS billing is a full time job that needs to be a priority. Insurance is becoming increasingly more difficult and ambulance runs are continuing to increase. A billing company has the expertise to perform the duties and collect monies more efficiently. A fee is paid only on what is collected. No long term contract is required.**

**Young presented some software will need to be purchased to automate court clerk duties, which should cut down on processing time. The vacated clerk position will not be replaced. Utility billing will be absorbed by current employees. No contracts are ready for approval. A special meeting may be required to approve contracts with billing and software companies.**

**Mayor Williams recognized Natasha Sapp, Chamber Director, for her excellent work on the TACC Banquet.**

7. COMMUNITY DEVELOPMENT

- a. None

8. STREETS

- a. None

9. CEMETERY, PARKS AND RECREATION

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

**Sandy Williams, Parks Board Chairman presented the Parks and Recreation department needs a dedicated employee in order to move projects forward.**

10. INFORMATION AND REPORTS

- a. City Manager and Department Reports

**Anthony presented report on Public Works department progress. Working on trench for power at ballpark, mowing and cleaning, and pothole repair. 2 employees attended street repair training. A section of Worley Creek will be resurfaced.**

**Anthony presented Fire/EMS report. 522 audit will be next week.**

**Cluck presented report. Fully staffed, Impala to be equipped and go into service to replace 2007 Ford.**

**Douglas presented report and update on grants.**

**Williams recognized Douglas' work on grants. The city has received \$5 million since 2003.**

**Young presented Cimarron road project is to begin in 2014. The City Hall dedication plaques are now installed. Home for the Holidays event is December 5. The final water right's hearing is Friday. The asphalt in Hill's addition has not been resolved. The Public Works Director job listing has not generated many applicants.**

**Littleton presented a meeting with Waldon Drive residents will be next Monday at 5:45.**

**Buck presented the Silver Ridge median issues have not been resolved.**

**Young presented a crack sealing machine will be available in the next week to repair the concrete.**

- b. Councilmember Reports

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)

- 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

**NEW BUSINESS**

**ANNOUNCEMENTS**

**ADJOURNMENT**

**Motion was made by Smith, seconded by Williams to adjourn the City side at 7:15 P.M. and begin TPWA agenda after a five minute break.**

**Motion carried as follows:**

**Aye: Buck, Littleton, Smith and Williams**

**Nay: None**

Attest:

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Mayor, Bobby Williams

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City Clerk