

Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **MARCH 10, 2014 at 6:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

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

MEMBERS ABSENT: NONE

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

OTHERS PRESENT: JUDY MARLOW, TOMMY KOELTZOW, TELINA EVERETT, DENNIS
LEHMAN, TOMMY JOE CHESTER, LES MCDERMOTT, ROSCOE
DORSEY AND BRANDON BERRY

CALL TO ORDER Mayor Bobby Williams called the meeting to order at 6:03 p.m.

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

PLEDGE OF ALLEGIANCE Bobby Williams led the pledge

INVOCATION Billy Clapper 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.)

2. PRESENTATIONS, PROCLAMATIONS & RECOGNITION

No Action

3. Discussion and questions regarding items on the consent docket

No Action

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 February 10, 2014
- b. APPROVAL minutes for Special City Council meeting February 27, 2014
- c. ACKNOWLEDGMENT receipt of payroll and claims for February 2014
- d. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for February 2014
- e. APPROVAL contract with Pitney Bowes for 60 month lease of postage equipment at \$47.07 per month payment

- f. APPROVAL of Audit Engagement Letter for yearly audit by Angel, Johnston & Blasingame, P.C.
 - g. APPROVAL of Tuttle Housing Authority Environmental Review paperwork for CFP 2014
 - h. APPROVAL **Budget Amendment 2014-3.1** abatement of a nuisance
 - i. APPROVAL **Budget Amendment 2014-3.3** Cimarron Road
 - j. APPROVAL **Resolution 2014-07** declaring April 2014 as Fair Housing Month
 - k. DISCUSSION to table to May meeting **Ordinance 2014-09** (PC Petition 2014-03) request of Richard Shuck to rezone property at 4006 E. SH-37 from C-1 to C-5 (Item tabled from 2/10/2014 meeting)
 - l. APPROVAL scope change for FY2011 LWCF Lighting up the Night at Schrock Park II to install softball and tee-ball fields at Schrock Park.
 - m. DENIAL Tort Claim filed by Chad Givens
- Motion was made by Williams, seconded by Smith to adopt the consent agenda items 4a through k. Motion carried as follows:**
Aye: Buck, Littleton, Clapper, Smith and Williams
Nay: None

5. CONSIDERATION of Items Removed from Consent Docket

- l. APPROVAL scope change for FY2011 LWCF Lighting up the Night at Schrock Park II to install softball and tee-ball fields at Schrock Park.
Smith requested additional information to review before a decision is made.
Motion was made by Smith, seconded by Williams to table Item 7e. Motion carried as follows:
Aye: Buck, Littleton, Clapper, Smith and Williams
Nay: None
- m. DENIAL Tort Claim filed by Chad Givens
Motion was made by Clapper, seconded by Smith to strike Item l from the agenda. Motion carried as follows:
Aye: Buck, Littleton, Clapper, Smith and Williams
Nay: None

6. GENERAL GOVERNMENT

- a. DISCUSSION and related CONSIDERATION regarding contract with Schindler Elevator for service and maintenance on City Hall elevator
Marlow presented information regarding the service agreement. Elevator companies are union so they negotiate a five year agreement that includes a 3% pay raise every year. This will be a five year agreement which is basically an insurance policy for the elevator at a cost of \$180 per month. Young stated if building another building the maintenance agreement should be included in the bidding process. Young stated the address is incorrect on the contract and the City attorney will need to add language that complies with the state constitution in regard to incurring fiscal year debt.
Buck asked about the 3% increase and Marlow stated she will put in the contract

that it will never go over 3%. If the stipulation is not in the contract it could go up over 3%.

Clapper stated all Council Members and city Staff researched and this was the least expensive service contract available.

Motion was made by Smith to enter into the contract with Schindler Elevator for service including amendments of City Hall address correction, language added by the City Attorney to meet compliance with the State constitution and cap of 3% increase per year, seconded by Williams. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Williams

Nay: None

- b. APPROVAL purchase of Tyler Technologies court software

Cluck presented software will save time and prevent errors. Young presented the payments will be made by using funds from the staff position that was cut last year. Buck asked if other software options had been reviewed. Cluck presented other software is not compatible with Tyler. Clapper asked if this will save administrative time and money. Cluck and Young agreed it will. Buck asked if the software is difficult and has City staff tried it. Cluck presented it is identical to what we use now and we will have 52 hours of training included. Marble presented the support we have from Tyler is excellent.

Motion was made by Clapper, seconded by Smith to approve Item 6b. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Williams

Nay: None

- c. APPROVAL financing/lease purchase of Tyler Technologies court software

Conley presented information on financing and lease purchase agreement. Only two bids to finance were received; Chickasha Bank & Trust and Diversified Finance Group.

Motion was made by Williams to accept financing from Chickasha Bank & Trust; seconded by Smith. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Williams

Nay: None

7. COMMUNITY DEVELOPMENT

- a. APPROVAL request of Deer Ridge Run, LLC to amend the phasing plan for Deer Ridge Run
- b. APPROVAL request of Deer Ridge Run, LLC for a street lighting plan for Deer Ridge Run
- c. APPROVAL request of Deer Ridge Run, LLC for acceptance of the infrastructure in and approval of the final plat for Deer Ridge Run Phase 1

Young presented the information.

Motion was made by Williams, seconded by Littleton to adopt the items 7a, b and c. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Williams
Nay: None

- d DISCUSSION and related CONSIDERATION development of an ordinance regulating and licensing roofing contractors (Item tabled from 2/10/2014 meeting)

Council discussed options. Motion was made by Williams, seconded by Clapper to table items 7d. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Williams
Nay: None

8. INFORMATION AND REPORTS

- a. City Manager and Department Reports

Cluck presented Police Department report. A new officer will be hired in the next month. He provided update on abatement of property at 5308 Highway 37.

Anthony presented EMS and Fire report. He presented update of intern program.

Douglas presented 4th Street sewer project has begun, library retrofit is almost complete, 36 shelters are closed out and 82 applications for second round of shelter rebate program.

Althoff presented Public works update and work on gas main for Whispering Lakes phase 4 is continuing

Young presented 40 acre park is being mowed, spraying at both cemeteries, and the water main break was PSO doing a bore to fix street lamp.

- b. Councilmember Reports

Clapper commended Public Works for their performance during the water line break near the lumber store.

Williams encouraged citizens to attend council meetings.

Motion was made by Williams, seconded by Smith to recess the City side at 6:50 P.M. and begin TPWA agenda.

Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Williams
Nay: None

9. 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 going into Executive Session regarding possible litigation of Silver Ridge drainage issues. Pursuant to 25 O.S. Section 307(B)(4).

1. CONSIDERATION action related to Executive Session Item 9a

- b. CONSIDERATION going into Executive Session regarding Tort Claims that may be removed from the consent docket Pursuant to 25 O.S. Section 307(B)(4).

1. CONSIDERATION action related to Executive Session Item 9b

David Perryman announced for the record that no other items were discussed in the meeting except for what was stated on the agendas.

No action taken

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

NEW BUSINESS
ANNOUNCEMENTS
ADJOURNMENT

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

Aye: Buck, Littleton, Clapper, Smith and Williams

Nay: None

Attest:

City Clerk

Mayor, Bobby Williams