

Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **DECEMBER 8, 2014 at 6:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

MEMBERS PRESENT: T.J. CHESTER, MARY SMITH, BILLY CLAPPER, TODD LITTLETON AND TERESA BUCK

MEMBERS ABSENT: NONE

STAFF PRESENT: DAVID PERRYMAN, JEFF COWAN, WENDY MARBLE, DON CLUCK, SEAN DOUGLAS, JULIUS CONLEY, AARON SLATTERY, NATASHA SAPP, WJ MORGAN, CALEB FIRESTONE, ANDREW GRAHAM, RAY HATCHER, DANNY WALKER, ANDREW LINGLE, DALE CAREY AND OTHERS THAT DID NOT SIGN IN

OTHERS PRESENT: JAMES BURNEY, LES MCDERMOTT, BOBBY WILLIAMS, KRISTI HUGHES, AARON MCLEROY, JAYSON KNIGHT, SHAWN HURST, CARRIE AUTRY, DENNIS THOMAS AND OTHERS THAT DID NOT SIGN IN

CALL TO ORDER Mayor Chester called the meeting to order at 6:06 p.m.

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

PLEDGE OF ALLEGIANCE Mayor Chester led the pledge

INVOCATION Todd Littleton gave the invocation

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

- a. Recognition of Don Cluck for 25 years of service

Mayor Chester presented Chief Cluck with a plaque recognizing his service.

- b. Recognition of Caleb Firestone for completion of the Fire Intern program

Mayor Chester presented Caleb Firestone with a plaque recognizing his completion of the intern program.

- c. Recognition of 10 years of employment – Sean Douglas and Danny Walker

Mayor Chester presented Sean Douglas and Danny Walker with plaques recognizing 10 years of employment.

- d. Recognition of 5 years of employment – Ray Hatcher and Andrew Lingle

Mayor Chester presented Ray Hatcher and Andy Lingle with plaques recognizing 5 years of employment.

Council members congratulated each recipient for their service to the City of Tuttle.

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 November 10, 2014
- b. APPROVAL minutes for Special City Council meeting November 5, 2014
- c. APPROVAL minutes for Special City Council meeting November 20, 2014
- d. APPROVAL minutes for Special City Council meeting December 1, 2014
- e. ACKNOWLEDGMENT receipt of payroll and claims for November 2014
- f. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for November 2014
- g. APPROVAL of agreement continuing accounting and consulting services of Crawford & Associates, P.C.
- h. APPROVAL completion of 4th Street Sewer project
- i. APPROVAL **Budget Amendment 2014-12.2** Sewer funds
- j. APPROVAL **Budget Amendment 2014-12.3** transfer Fire salary monies to EMS to balance the budget
- k. APPROVAL Christmas Bonuses for Employees for 2014
- l. TABLING regarding the development of User Agreements for Tuttle Parks
- m. APPROVAL of Peak Performers Program Agreement with Public Service Company of Oklahoma (PSO)
- n. APPROVAL of **Resolution 2014-30** amending the Employee Handbook revising the probationary employment period policy
- o. APPROVAL of **Resolution 2014-31** amending the Employee Handbook revising the employee pay scale policy
- p. APPROVAL Emergency Management Performance Grant Contract Summary for Fiscal Year 2015
- q. APPROVAL **Resolution 2014-32** submission of application to 2015 Emergency Management Performance Grant program
- r. APPROVAL **Resolution 2014-33** submission of application to 2014 Assistance to Firefighters Grant program
- s. APPROVAL agreement with Stericycle for hazardous and bio-waste disposal for the Tuttle Fire and EMS departments

Motion was made by Smith, seconded by Clapper to approve Consent Docket

Items a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r and s. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

5. CONSIDERATION of Items Removed from Consent Docket

Strike

6. GENERAL GOVERNMENT

- a. Public Hearing regarding proposed budget for Fiscal Year 2015 for the City of Tuttle
Mayor Chester opened the Public Hearing at 6:14 pm. No discussion. Mayor Chester closed the Public Hearing at 6:15 pm.
- b. DISCUSSION and related CONSIDERATION adoption **Resolution 2014-28** approving budget for Fiscal Year 2015 for the City of Tuttle
Smith and Chester thanked the City Staff for their time working on the budget.
Motion was made by Clapper, seconded by Smith to approve Item 6b. Motion carried as follows:
Aye: Buck, Littleton, Clapper, Smith and Chester
Nay: None
- c. DISCUSSION and related CONSIDERATION amending the Employee Handbook adding a section addressing when criminal charges are filed against an employee
Perryman presented the changes allow the City to accelerate personnel decisions pertaining to criminal charges. The Resolution to amend the handbook is not ready for adoption.
Motion was made by Littleton, seconded by Buck to TABLE item 6c to the next meeting. Motion carried as follows:
Aye: Buck, Littleton, Clapper, Smith and Chester
Nay: None

7. COMMUNITY DEVELOPMENT

- a. DISCUSSION and related CONSIDERATION of **Resolution 2014-29** authorizing a Specific Use Permit in the C-5 district for an approximate parcel of land located at 6011 SH-37 for a Contractor Yard business (**PC 2014-29**)
Clapper presented this property was a similar business previously. Marble presented this is Arrow Fence & Shelter business. The Planning Commission voted 5-0 in favor of the Resolution.
Motion was made by Littleton, seconded by Clapper to approve Item 7a, granting the Specific Use Permit and adopting Resolution 2014-29.
Motion carried as follows:
Aye: Buck, Littleton, Clapper, Smith and Chester
Nay: None
- b. DISCUSSION and related CONSIDERATION regarding request to install additional street lights in Chickasaw Springs Addition (request originally approved at 9/8/2014 meeting) and regarding installation of solar-powered street lights
Carrie Autry, the resident who the requested the street light presented her information to the council and the need for a street light. Clapper presented the City would require the neighborhood to cost share the debt in order to get a light. Autry said she doubted the neighbors are interested in paying for the light. Council asked about a neighborhood association in order to cost share with the city.
Motion was made by Smith, seconded by Littleton to TABLE Item 7b until the next meeting. Motion carried as follows:
Aye: Buck, Littleton, Clapper, Smith and Chester
Nay: None

- c. DISCUSSION and related CONSIDERATION appointment to serve Position 3 on the Board of Adjustment for a term expiring June 30, 2015

Marble presented the position vacated by Justin Koch is open and no applications have been received.

Motion was made by Smith, seconded by Buck to TABLE Item 7c until the next meeting. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

8. PUBLIC SAFETY

- a. DISCUSSION and related CONSIDERATION regarding creation of rules and regulations to allow or disallow the driving of golf carts and/or all terrain vehicles on public streets

Council members discussed the regulations they want such as handicap usage, licensed drivers, adding utility vehicles and various restrictions. Perryman presented the state statutes in regard to council questions and requests.

Motion was made by Smith, seconded by Littleton to TABLE Item 8a, directing City Attorney to prepare a draft Ordinance and present at the January council meeting.

Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

- b. DISCUSSION and related CONSIDERATION to amend regulations regarding wrecker services and the wrecker rotation list

Cluck presented the draft Ordinance. Smith asked why the changes are necessary and Perryman explained the state statutes language regarding wrecker service, distance and rotation list does not meet what the City has requested.

Motion was made by Smith, seconded by Clapper to TABLE Item 8b, to present Ordinance at the January council meeting. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

- c. DISCUSSION and related CONSIDERATION Interlocal agreement between the City of Tuttle, the District Judge of the 6th Judicial District and the District Attorney of the 6th District creating a municipal juvenile court

Perryman presented the agreement is ready to adopt, no Resolution is required for this. He discussed the type of cases the juvenile court will address. Council members discussed the need for creating the court.

Motion was made by Clapper, seconded by Smith to approve Item 8c.

Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

- d. DISCUSSION and related CONSIDERATION adoption of **Ordinance 2014-22** amending the leadership hierarchy for the Tuttle Fire Department

Staff presented this item is not ready for approval.

Motion was made by Smith, seconded by Clapper to TABLE Item 8d, until the January council meeting. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

- e. DISCUSSION and related CONSIDERATION regarding creation of Drug Prevention Program

Clapper presented he requested this item on the agenda. He asked if the DARE program is being used in school. Cluck presented Bill Boyd is still teaching the program in Tuttle schools. Smith asked if there is anything available that is more effective or up to date.

James Burney addressed the council with his concerns of a drug problem in Tuttle. He asked the following: Does law enforcement have any plans to combat drugs in our community? Does Tuttle have a drug dog? What relationship does law enforcement have with the school system? Are resources available? What can citizens do?

Clapper asked City Staff to respond to Mr. Burney's questions.

No action taken

- f. DISCUSSION and related CONSIDERATION regarding cooperation with the Tuttle Public Schools regarding School Resource Officer

Cluck presented a grant was previously used for a resource officer. A drug dog can be used. Not enough staff to have an officer in the schools full time but can make random visits. Citizens can provide the Police Department with any knowledge of suspicious activity. Chief is communicating with the school superintendent about what can be done.

No action taken

- g. DISCUSSION and related CONSIDERATION regarding issue of school pick-up and drop off in the Castle Heights Addition

Clapper received complaint about the traffic and speeding in this neighborhood. Cluck presented this is a public street and the only thing the City can do is put up signs for no stopping, parking or standing. Perryman presented legal options that City can regulate the traffic but not restrict traffic. Smith requested City staff to study and present more information. Cluck will set traffic counters.

Motion was made by Smith, seconded by Chester to TABLE Item 8g, until the January council meeting. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

9. PARKS AND CEMETERY

- a. DISCUSSION and related CONSIDERATION rejection of Cemetery Road Park and Trail bids

Staff presented bids were over budget. Jeff Cowan presented he recommended this for approval and would the council consider tabling this until he can speak with the City Manager. Council discussed the project, bidders and possibly re-bidding.

Motion was made by Littleton, seconded by Chester to approve Item 9a rejecting the bids and requesting staff to re-work and re-bid the project. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

- b. DISCUSSION and related CONSIDERATION appointment to position 1 on the Cemetery Advisory Committee for a term ending June 30, 2016

Smith was impressed with all three applicant qualifications.

Motion was made by Smith, seconded by Clapper to approve Item 8d accepting the application of Roberta Hinkle, upon review of applications and in consideration of the Cemetery Advisory Board's recommendation. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

10. STREETS AND ALLEYS

- a. DISCUSSION and related CONSIDERATION **Resolution 2014-34** programming of Surface Transportation Program Urbanized (STP-UZA) resurfacing project for North Cemetery Road from East Silver City Ridge Road to East Tyler Drive
- b. DISCUSSION and related CONSIDERATION **Resolution 2014-35** programming of Surface Transportation Program Urbanized (STP-UZA) resurfacing project for North Cemetery Road from East Tyler Drive to East State Highway 37
- c. DISCUSSION and related CONSIDERATION **Resolution 2014-36** programming of Surface Transportation Program Urbanized (STP-UZA) resurfacing project for South Frisco Road from East State Highway 37 to the south City limit.
- d. DISCUSSION and related CONSIDERATION **Resolution 2014-37** programming of Surface Transportation Program Urbanized (STP-UZA) resurfacing project for North Morgan Road from East Tyler Drive to East State Highway 37.
- e. DISCUSSION and related CONSIDERATION **Resolution 2014-38** programming of Surface Transportation Program Urbanized (STP-UZA) resurfacing project for South Morgan Road from East State Highway 37 to the south City limit.
- f. DISCUSSION and related CONSIDERATION **Resolution 2014-39** programming of Surface Transportation Program Urbanized (STP-UZA) intersection project for North Cemetery Road at East State Highway 37.
- g. DISCUSSION and related CONSIDERATION **Resolution 2014-40** programming of Surface Transportation Program Urbanized (STP-UZA) intersection project for South Frisco Road at East State Highway 37.
- h. DISCUSSION and related CONSIDERATION **Resolution 2014-41** programming of Surface Transportation Program Urbanized (STP-UZA) intersection project for North Morgan Road at East State Highway 37.
- i. DISCUSSION and related CONSIDERATION **Resolution 2014-42** programming of Surface Transportation Program Urbanized (STP-UZA) intersection project for South Morgan Road at East State Highway 37.

Douglas presented these projects are the scaled back version leaving roads the current width rather than the more costly version to widen existing roads. This may help get the grant money quicker. This is an 80-20 percent grant match.

Motion was made by Clapper, seconded by Littleton to approve Items 10a through i. Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

11. INFORMATION AND REPORTS

- a. City Manager and Department Reports

Slattery presented OU Archeology will be returning to Silver City Cemetery this Thursday to mark the 14 unmarked graves they located.

- b. Councilmember Reports

Smith acknowledged the Home for the Holidays was well attended and thanked City staff for their work organizing the event. Chester acknowledged he was impressed with the event.

12. 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 hold an EXECUTIVE SESSION Formal Request to Negotiate received from received from the International Association of Firefighters Local #5017 (Proposed Executive Session pursuant to 25 O.S. Section 307 (B)(2) to discuss negotiations between the City of Tuttle and representatives of an employee group. The City Council shall make a determination as to its intent to enter into executive session in open session. No action shall be taken in executive session and any action taken at the conclusion of the executive session must be taken in open session.

- 1. CONSIDERATION action related to Executive Session Item 12a
Perryman announced Executive Session is not necessary.

NEW BUSINESS

ANNOUNCEMENTS

ADJOURNMENT

Motion was made by Littleton, seconded by Smith to adjourn the City Council Meeting at 7:37 P.M. and immediately begin TPWA agenda.

Motion carried as follows:

Aye: Buck, Littleton, Clapper, Smith and Chester

Nay: None

Attest:

Wendy Marble, City Clerk

Tommy Joe Chester, Mayor