

## Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **MAY 11, 2015 at 6:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

MEMBERS PRESENT: T.J. CHESTER, MARY SMITH, TERESA BUCK, AARON MCLEROY AND TODD LITTLETON

MEMBERS ABSENT: NONE

STAFF PRESENT: TIM YOUNG, DAVID PERRYMAN, WENDY MARBLE, DON CLUCK, BRUCE ANTHONY, SEAN DOUGLAS, AARON SLATTERY, NATASHA SAPP, ANDREW GRAHAM AND JEFF ALTHOFF

OTHERS PRESENT: JIM DUNCAN, MELVIN CARPENTER, DAVID SINNING, REX MARTIN, BARBARA FLOYD, TREVA WHEELER, KRISTY ROSE, PAT COX, DAVID CUDE, RHONDA CHESTER, JAYSON KNIGHT AND OTHERS THAT DID NOT SIGN IN

**SWEARING IN OF COUNCIL MEMBERS FOR WARD 1 AND WARD 2** Honorable Judge Steve Hendrickson read the oath of office as Aaron McLeroy raised his right hand and repeated the oath for the official swearing in process for Ward 1 Council position.

Honorable Judge Steve Hendrickson read the oath of office as Mary Smith raised her right hand and repeated the oath for the official swearing in process for the Ward 2 Council position.

**CALL TO ORDER** Mayor Chester called the meeting to order at 6:10 p.m.

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

**PLEDGE OF ALLEGIANCE** Mayor Chester led the pledge

**INVOCATION** Neal Davis gave the invocation

Mayor Chester skipped to Item 11a

### 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.)

**Mr. Carpenter of Silver Ridge addition presented concerns about drainage. Young presented a new gas line is being installed in order to remove the line in the center of the drainage ditch. The city will then be able to grade the ditch.**

**Mrs. Floyd discussed storm damage in the Silver Ridge addition road ways.**

### 2. PRESENTATIONS, PROCLAMATIONS AND RECOGNITION

a. Proclamation declaring Water's Worth It Month for July 2015

**Mayor Chester read the proclamation.**

### 3. Discussion and questions regarding items on the consent docket

**Young asked to strike Item M and Item N from the consent docket**

**Buck asked to remove Item C from 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 April 13, 2015
- b. APPROVAL minutes for Special City Council meeting April 21, 2015
- c. ACKNOWLEDGMENT receipt of payroll and claims for April 2015
- d. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for April 2015
- e. TABLING regarding the development of User Agreements for Tuttle Parks for Silver City Tractor Club
- f. APPROVAL appointment of Billy Clapper to serve Position 3 on the Board of Adjustment for a term expiring June 30, 2015
- g. APPROVAL reappointment of Billy Clapper to Position 3 on the Board of Adjustment for a term ending June 30, 2018
- h. APPROVAL reappointment of Tiffany Lyon to Position 5 on the Planning Commission for a term ending June 30, 2018
- i. APPROVAL reappointment of Les McDermott to Position 4 on the Planning Commission for a term ending June 30, 2018
- j. APPROVAL of Tuttle Housing Authority Environmental Review paperwork for CFP 2015
- k. APPROVAL Public Works Project contract between Oklahoma Department of Corrections and the City of Tuttle for Fiscal Year 2016
- l. APPROVAL Grady County Criminal Justice Authority Jail Service Agreement for July 1, 2015 through June 30, 2016
- m. AWARD of Proposal for Two-tone Voice Pagers
- n. AWARD of Proposal for Self Contained Breathing Apparatus Compressor Fill Station
- o. APPROVAL Resolution 2015-11 amending the Tuttle Public Tornado Shelter Operations Plan
- p. APPROVAL to surplus Police Department used equipment
- q. APPROVAL Emergency Management Performance Grant signature requirement

**Motion was made by Littleton, seconded by Smith to approve Consent Docket Items a,b,d,e,f,g,h,i,j,k,l,o,p and q. Motion carried as follows:**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**

**Nay: None**

5. CONSIDERATION of Items Removed from Consent Docket

6. GENERAL GOVERNMENT

- a. DISCUSSION and related CONSIDERATION regarding short term and long term needs and community planning

**Motion was made by Smith, seconded by Buck to TABLE Items 6a until the next meeting. Motion carried as follows:**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**

**Nay: None**

- b. DISCUSSION and related CONSIDERATION of Election of Trustees for Oklahoma Municipal Assurance Group Board of Trustees  
  
**Motion was made by Smith, seconded by Littleton to approve Item 6b to elect Shlite and Stephenson for trustees. Motion carried as follows:  
Aye: Buck, Littleton, McLeroy, Smith and Chester  
Nay: None**
  - c. DISCUSSION and related CONSIDERATION **Resolution 2015-07** adding training, educational assistance, and expense reimbursement policies in the Employee Handbook  
  
**Young presented this applies to all employees except Police Department. Motion was made by Littleton, seconded by Smith to approve Item 6c. Motion carried as follows:  
Aye: Buck, Littleton, McLeroy, Smith and Chester  
Nay: None**
  - d. DISCUSSION and related CONSIDERATION **Resolution 2015-08** amending the safety policy in the Employee Handbook and creating an employee health and safety committee  
  
**Young presented the committee will be formed to meet quarterly to create a safety manual. Motion was made by Smith, seconded by Littleton to approve Item 6d adopting the Resolution. Motion carried as follows:  
Aye: Buck, Littleton, McLeroy, Smith and Chester  
Nay: None**
  - e. DISCUSSION and related CONSIDERATION **Resolution 2015-09** amending the compensatory time policy in the Employee Handbook and adding an administrative time policy  
  
**Motion was made by Littleton, seconded by Smith to approve Item 6e adopting the Resolution. Motion carried as follows:  
Aye: Buck, Littleton, McLeroy, Smith and Chester  
Nay: None**
  - f. DISCUSSION and related CONSIDERATION **Resolution 2015-10** amending the probationary employment period policy in the Employee Handbook  
  
**Motion was made by Smith, seconded by Buck to approve Item 6f adopting the Resolution. Motion carried as follows:  
Aye: Buck, Littleton, McLeroy, Smith and Chester  
Nay: None**
  - g. DISCUSSION regarding rate increase of health care premiums paid by the City of Tuttle for city employees  
  
**Jim Duncan presented information regarding the health insurance renewal rates. The increase is 16% to begin in July 2015. He recommended continuing with the current insurance carrier. The Council agreed with his recommendation.**
  - h. DISCUSSION potentially leasing office space on the second floor of Tuttle City Hall  
  
**Young presented a tenant is interested in leasing office space. The council presented interest.**
7. PARKS AND CEMETERY
- a. No New Business
8. COMMUNITY DEVELOPMENT
- a. DISCUSSION and related CONSIDERATION **Ordinance 2015-08** (PC 2015-19) request of Tuttle Public Schools to rezone land in the 300 block of N. Cimarron Rd. from R-M to R-2

Young presented this zoning is for the new high school. Planning Commission passed this 5-0.

**Motion was made by Smith, seconded by Chester to approve Item 8a adopting Ordinance 2015-08. Motion carried as follows:**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**

**Nay: None**

- b. DISCUSSION and related CONSIDERATION **Ordinance 2015-XX** (PC 2015-12) amending the Tuttle Zoning Code regarding home-based business and occupations

**Motion was made by Littleton, seconded by Smith to TABLE Items 8b until the next meeting. Motion carried as follows:**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**

**Nay: None**

9. PUBLIC SAFETY

- a. DISCUSSION and related CONSIDERATION authorization of emergency expenditures requiring City Council approval regarding storm damage, recovery, and cleanup

**Motion was made by Smith, seconded by Littleton to approve Item 9a.**

**Motion carried as follows:**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**

**Nay: None**

10. STREETS AND ALLEYS

- a. REQUEST of the residents of Cedar Creek Addition to address the Tuttle City Council regarding the condition of the streets in their subdivision

**Treva Wheeler presented request to repair streets in Cedar Springs Addition.**

- b. DISCUSSION and related CONSIDERATION of selection of street or streets for overlaying or other street projects

**No Action**

- c. DISCUSSION and related CONSIDERATION creation of a citizen streets committee to study street and drainage needs and make a report to the

**No Action**

**Council agreed to set up a special meeting to discuss on Wednesday, May 20, 2015 at 7:00 p.m.**

11. UTILITIES

- a. DISCUSSION regarding water rights and water well permit applications with the Oklahoma Water Resources Board

**Mr. Barnett presented information regarding Tuttle water rights.**

12. COMMUNICATIONS

- a. DISCUSSION and related CONSIDERATION creation of a public trust of the City of Tuttle, Oklahoma for broadband and communications

**Perryman presented the trust agreement is not ready.**

**Motion was made by Littleton, seconded by Buck to TABLE Items 12a until the next meeting. Motion carried as follows:**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**

**Nay: None**

13. INFORMATION AND REPORTS

- a. City Manager and Department Reports
- b. Councilmember Reports

**Young presented the Ice Cream Festival is Saturday, May 16, 2015.**

**No other reports presented.**

**NEW BUSINESS**

**ANNOUNCEMENTS**

**ADJOURNMENT**

**Motion was made by Littleton, seconded by Smith to adjourn the City Council Meeting at 9:04 p.m.**

**Motion carried as follows:**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**

**Nay: None**

Attest:

\_\_\_\_\_  
Wendy Marble, City Clerk

\_\_\_\_\_  
Tommy Joe Chester, Mayor