

## Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **DECEMBER 14, 2015 at 7:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

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

MEMBERS ABSENT: NONE

STAFF PRESENT: TIM YOUNG, WENDY MARBLE, DON CLUCK, BRUCE ANTHONY, AARON SLATTERY, SEAN DOUGLAS, DENNIS WALL, ASHLYN TRUELOVE, ANDREW GRAHAM AND LEISA HAYNES

OTHERS PRESENT: DARREL SINCLAIR, TOBY WILLIAMS, STEVE KILIAN, STEVEN KILIAN, DAVID KOELSCH JAYSON KNIGHT AND OTHERS THAT DID NOT SIGN IN

**CALL TO ORDER Mayor Chester called the meeting to order at 7:10 p.m.**

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

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

**INVOCATION 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.)

**Steve Killian addressed the City Council regarding his property at 605 W Main Street. The roof has been replaced and he presented a letter of inspection from a local builder. Contractor Toby Williams verified and approved the footing.**

### 2. PRESENTATIONS, PROCLAMATIONS AND RECOGNITION

a. Swearing in of new police officer Ashlyn Truelove

**Mayor Chester presented the swearing in of the new officer. Council members and staff congratulated Officer Truelove.**

b. Recognition of 10 years of employment for Towana Smith

**Smith was not available. Mayor Chester said he wants all employee to know they are valuable and he really wanted to present the plaque to Smith to show appreciation.**

3. Discussion and questions regarding items on the consent docket

**Buck asked about Item K and if the budget will allow. Young presented this was budgeted in 2015.**

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 9, 2015
- b. APPROVAL minutes for Special City Council Workshop meeting November 9, 2015
- c. APPROVAL minutes for Special City Council meeting November 13, 2015
- d. APPROVAL minutes for Special City Council meeting November 20, 2015
- e. APPROVAL minutes for Special City Council meeting November 30, 2015
- f. ACKNOWLEDGMENT receipt of payroll and claims for November 2015
- g. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for November 2015
- h. APPROVAL and RATIFICATION all action taken by the Tuttle Development Authority for November 2015
- i. TABLING regarding the development of User Agreements for Tuttle Parks for Silver City Tractor Club
- j. APPROVAL award of bid for lease/purchase of a 1 ton pick-up for Streets Department
- k. APPROVAL Christmas Bonuses for Employees for 2015
- l. APPROVAL **Resolution 2015-30** amending employee handbook moving the beginning and ending of employee work weeks and pay periods
- m. APPROVAL **Resolution 2015-31** amending employee handbook regarding salaried employees
- n. APPROVAL **Budget Amendment 2015-542** addressing parking lot improvements at Silver City Cemetery
- o. APPROVAL **Budget Amendment 2015-557** addressing grant funding for the Tuttle Fire Department
- p. APPROVAL Purchase of recording logger for the Public Safety Department from Lawton Communications for \$12,115
- q. APPROVAL Emergency Management Performance Grant 4th quarter 2015 report
- r. APPROVAL Emergency Management Performance Grant contract for 2016.

- s. APPROVAL **Budget Amendment 2015-558**, making Emergency Management Performance Grant 3rd quarter payment available for use by the Emergency Management Department.
- t. APPROVAL **Resolution 2015-28**, directing staff to submit an application to the Assistance to Firefighters Grant program.
- u. APPROVAL **Resolution 2015-29**, directing staff to submit an application to the Association of Central Oklahoma Governments to list a Safety project on the Oklahoma City Area Regional Transportation System Transportation Improvement Plan and to be considered for Surface Transportation Program - Urbanized Area funding
- v. APPROVAL **Resolution 2015-32** amending rates and fees for the Fire and EMS Departments
- w. APPROVAL acceptance of City Attorney's recommendation to approve two oil & gas lease proposals with Lynn Energy Holdings, LLC for lands located in Section 36-T10N-R6W
- x. APPROVAL Oklahoma City Area Regional Transportation System Transportation Improvement Plan and to submit a grant application to the Surface Transportation Program-Urbanized Area program

**Motion was made by Smith, seconded by McLeroy to approve Consent Docket Items a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r,s,t,u,v,w and x. Motion carried as follows:  
 Aye: Buck, Littleton, McLeroy, Smith and Chester  
 Nay: None**

5. CONSIDERATION of Items Removed from Consent Docket

**strike**

6. GENERAL GOVERNMENT

- a. DISCUSSION and related CONSIDERATION regarding granting of raises for salaried personnel beyond annual step increase

**McLeroy presented he has no problem granting compensation but prefers it be done through policy change. This request, if approved will open a can of worms regarding compensation. Young presented City accounting firm advises the additional compensation and additional hours may change classification of salaried employees. Chester presented request for extra money could be never ending. Buck presented a salaried employee accepts the position knowing what the pay is and is not paid as hourly. She presented being a team player to better the City rather than for personal gain.**

**No Action Taken**

- b. PUBLIC HEARING, DISCUSSION, and related CONSIDERATION of **Resolution 2015-27** adopting the City of Tuttle Budget for FY 2016

**Mayor Chester called the Public Hearing to order at 7:27 p.m. Mayor Chester closed the Public Hearing at 7:28 p.m.**

**Young presented the library budget misprint has been corrected to \$1500 in and**

**\$1500 out. McLeroy presented his opinion that Public Works should not be supporting all departments.**

**Motion was made by Smith, seconded by Littleton to approve Resolution 2015-27 adopting the City Budget for FY 2016 as presented with amendment of library budget. Motion carried as follows:**

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

**Nay: None**

- c. DISCUSSION and related CONSIDERATION of new city logo

**Haynes presented logo samples and asked for input from the City Council.**

- d. DISCUSSION and related CONSIDERATION award of bid for former Lumber Store building roof replacement

**Chester asked if this is for roof only. Slattery said bids are for roof only. Slattery presented the damage on the outside of building will be repaired. Not sure what the building will be used for as there are no current plans. Young presented there is no money for improvements.**

**Motion was made by Smith, seconded by Littleton to approve and accept the lowest bid from Guardian Construction to replace the roof.**

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

**Nay: None**

## 7. COMMUNITY DEVELOPMENT

- a. DISCUSSION and related CONSIDERATION declaring structure and property at 605 W. Main Street to be a public nuisance, structure as dilapidated, and other related action thereto (tabled from November 9, 2015 meeting)

**Smith presented the property owner provided information that the house has a new roof and the foundation is sound. Chester asked what length of time it will take to complete the renovation. Killian hopes to have the outside complete in the spring and then complete interior after that.**

**Motion was made by Smith, seconded by Littleton to not declare the structure a nuisance.**

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

**Nay: None**

## 8. PUBLIC SAFETY

- a. DISCUSSION and related CONSIDERATION **Ordinance 2015-22** amending Sections 16-140 and 16-141 of the Tuttle Code of Ordinances regarding EMS rates and fees

**Young presented this cleans up the Ordinance from six years ago when it was last amended.**

**Motion was made by Littleton, seconded by Smith to approve and adopt Ordinance 2015-22 regarding EMS rates and fees.**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**  
**Nay: None**

9. INFORMATION AND REPORTS

a. City Manager and Department Reports

**Young presented the Tuttle Development Authority contract is not ready for consideration. Young presented City Hall will close front offices at 1:00 p.m. on New Year's Eve in order to complete end of year processes. Two plats are in the process of coming before council for approval.**

b. Councilmember Reports

**Chester presented he thought the Home for the Holidays event was a great success.**

**Smith presented the new parking at Silver City Cemetery looks good, and she acknowledged what a good job the Fire and Police departments did working the fire at Tuttle accounting.**

**Littleton inquired about ongoing recruiting for Firefighter/Paramedic. Anthony presented one hired and three positions open.**

**Chester inquired about Hoppis property. Wall presented waiting on engineered plans as required by Planning Commission. Young presented they are now in violation and will discuss with staff what steps to take next.**

**Motion was made by Smith, seconded by Littleton to recess at 7:55 p.m. and begin the Tuttle Public Works Authority Meeting after a ten minute break.**

**Motion carried as follows:**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**  
**Nay: None**

**Mayor Chester reconvened the City Council meeting at 8:32 p.m.**

**Motion was made by McLeroy, seconded by Smith to enter Executive Session at 8:32 p.m.**

**Motion carried as follows:**

**Aye: Buck, Littleton, McLeroy, Smith and Chester**  
**Nay: None**

10. 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. **CONSIDER and take appropriate action regarding Zola Porter Tort Claim in the amount of \$1,034.88 and allegedly occurring on the 29th day of August, 2015. (OMAG investigated and recommended denial) (Proposed Executive Session pursuant to 25 O.S. Section 307(B)(4) for confidential communications between the City Council and its attorney concerning a pending claim, if the City Council, with the advice of its attorney, determines**

that disclosure will seriously impair the ability of the City Council to process the claim in the public interest.)

1. CONSIDERATION action related to Executive Session Item 10a
- b. CONSIDER and take action regarding matters pertaining to economic development, including the study of existing and contemplation of future sales tax incentive programs relating to retail sales within the City of Tuttle and enticements for businesses to remain in or to locate to the City of Tuttle. (Proposed Executive Session pursuant to 25 O.S. Section 307(B)(10) to protect the confidentiality of businesses that may be affected by said discussion and consideration.)
1. CONSIDERATION action related to Executive Session Item 10b

**Mayor Chester reconvened the Council meeting at 9:07 p.m.**

**Young presented Item 10a could not be discussed due to the absence of the City Attorney.**

**Mayor Chester announced for the record that no other items were discussed in Executive Session except for what was stated on the agenda and no action was taken in Executive Session.**

**NEW BUSINESS**

**ANNOUNCEMENTS**

**ADJOURNMENT**

**Motion was made by Littleton, seconded by McLeroy to adjourn the City Council Meeting at 9:10 p.m.**

**Motion carried as follows:**

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

**Nay: None**

Attest:

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

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