

## Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **MARCH 12, 2018 at 7:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

MEMBERS PRESENT: SCOTT DICKSON, TODD LITTLETON, AARON MCLEROY, MARY SMITH AND TOMMY JOE CHESTER

MEMBERS ABSENT: NONE

STAFF PRESENT: TIM YOUNG, DAVID PERRYMAN, WENDY MARBLE, DON CLUCK, SEAN DOUGLAS, BRUCE ANTHONY, AARON SLATTERY, TIM EDWARDS, JACQUELYN PORTER AND SEAN FAIRBAIRN

OTHERS PRESENT: JAMES COBBLE, LESLIE WALKER, JASON KNIGHT AND OTHERS THAT DID NOT SIGN IN

**CALL TO ORDER Mayor Chester called the meeting to order at 7:04 p.m.**

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

**PLEDGE OF ALLEGIANCE Chester led the pledge of allegiance**

**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.)

2. PRESENTATIONS, PROCLAMATIONS AND RECOGNITION

**Strike**

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 February 12, 2018
- b. APPROVAL minutes for City Council Workshop meeting February 12, 2018
- c. APPROVAL minutes for City Council Workshop meeting February 26, 2018
- d. ACKNOWLEDGMENT receipt of payroll and claims for February 2018
- e. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for February 2018
- f. APPROVAL and RATIFICATION all action taken by the Tuttle Development Authority for February 2018

- g. APPROVAL **Resolution 2018-04** directing notice of the adoption of the 2018 Code of Ordinances for the City of Tuttle, Oklahoma
- h. APPROVAL **Ordinance 2018-09** adopting and enacting the 2018 Tuttle Code of Ordinances
- i. APPROVAL of River Ridge drainage project not to exceed \$30,000
- j. APPROVAL for Fire Department to Surplus 2007 Ford Expedition
- k. APPROVAL for Cemetery, Parks and Street Departments to surplus lawn mowers and dump truck
- l. APPROVAL for Police Department to surplus guns
- m. APPROVAL for emergency equipment and installation costs for two new Tahoe Fire vehicles not to exceed \$21,000
- n. APPROVAL **Budget Amendment 2018-09** adjusting budget for expenditures and receipts related to Hospital Preparedness Program Grant received in FY 2017
- o. APPROVAL **Budget Amendment 2018-10** adjusting budget for expenditures and receipts related to Oklahoma Forestry Services Operational Assistance Grant received in FY 2017
- p. APPROVAL contract between Oklahoma Emergency Management and the City of Tuttle for 2017 Individual Safe Room Rebate project to provide safe-room rebates to qualifying applicants
- q. APPROVAL **Resolution 2018-03** submission of application to 2017 Assistance to Firefighters Grant program
- r. APPROVAL request of Emergency Management Department to declare obsolete printer equipment as surplus
- s. TABLE **Ordinance 2018-04** amending the Tuttle Zoning Code regarding oil & gas site setbacks until the April 9, 2018 meeting (**Tabled 2/12/18**)
- t. APPROVAL **Budget Amendment 2018-08** adjusting budget for expenditures and receipts related to the repair of window at Tuttle Library and installation of cameras

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

5. CONSIDERATION of Items Removed from Consent Docket

**Strike**

6. COMMUNITY DEVELOPMENT

- a. DISCUSSION and related CONSIDERATION **Ordinance 2018-08** (PC 2018-10) amending the Tuttle Zoning Code regarding signage regulations

**Porter presented the request for sign from Coal Creek Winery prompted this amendment. She presented the measurement for height will begin at the road elevation. If the size needs to be bigger than the code allows they will need to ask for a variance from the Board of Adjustment.**

**Motion was made by McLeroy, seconded by Littleton to adopt Ordinance 2018-08 amending the Tuttle Zoning Code regarding signage regulations. Motion carried as follows:**

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

**Nay: None**

- b. **DISCUSSION and related CONSIDERATION to refund \$10,000 of Linn Energy's \$15,000 drilling permit fee for their withdrawn drilling application (PC 2018-04)**

**Young presented expenses and costs. He stated it is the Council's decision on how much to return.**

**Motion was made by Dickson, seconded by Smith to approve an amended refund amount of \$7,500 to Linn Energy. Motion carried as follows:**

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

**Nay: None**

**7. GENERAL GOVERNMENT**

- a. **DISCUSSION and related CONSIDERATION of Ward 1 Council position upcoming vacancy**

**James Coble spoke to the Council about his desire to be a member. Young stated the vacancy occurs May 1, 2018 and appointment is at the May meeting.**

**Motion was made by Smith, seconded by Littleton to recess the City Council Meeting at 7:26 p.m. and begin the Tuttle Public Works Meeting.**

**Motion carried as follows:**

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

**Nay: None**

**Motion was made by Littleton seconded by Dickson to reconvene the City Council Meeting at 7:55 p.m.**

**Motion carried as follows:**

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

**Nay: None**

**Motion was made by Smith seconded by McLeroy to enter Executive Session at 7:56 p.m.**

**Motion carried as follows:**

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

**Nay: None**

**David Perryman arrived at the meeting at 8:00 p.m.**

**Smith announced for the record that only items on the agenda were discussed in Executive Session and no action was taken in Executive Session.**

**Motion was made by McLeroy seconded by Smith to reconvene the City Council Meeting at 8:01 p.m.**

**Motion carried as follows:**

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

**Nay: None**

**Motion was made by Dickson seconded by McLeroy to enter Executive Session at 8:01 p.m.**

**Motion carried as follows:**

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

**Nay: None**

**Motion was made by Smith seconded by Littleton to reconvene the City Council Meeting at 9:26 p.m.**

**Motion carried as follows:**

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

**Nay: None**

**Perryman announced for the record that only items on the agenda were discussed in Executive Session and no action was taken in Executive Session.**

## 8. 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 conduct an EXECUTIVE SESSION and take appropriate action regarding a potential legal claim the City of Tuttle may have against @link Services, LLC.** (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. The Governing Body 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 8a**

### **Strike**

- b. **CONSIDERATION to conduct an EXECUTIVE SESSION regarding the annual job performance review of the City Manager.** Proposed Executive Session pursuant to 25 O.S. Section 307(B)(1). 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 8b**

2. **CONSIDERATION approve of annual pay raise for the City Manager**

**Motion was made by McLeroy seconded by Littleton to approve annual pay raise for the City Manager to be the same 3% increase as all other employees.**

**Motion carried as follows:**

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

**Nay: None**

- c. **CONSIDERATION to conduct an EXECUTIVE SESSION regarding the annual job performance review of the Municipal Judge.** Proposed Executive Session pursuant to 25 O.S. Section 307(B)(1). 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 8c
2. CONSIDERATION approve of annual pay raise for the Municipal Judge

**Motion was made by Littleton seconded by McLeroy to approve annual pay raise for the Municipal Judge to \$900 per month.**

**Motion carried as follows:**

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

**Nay: None**

9. INFORMATION AND REPORTS

- a. City Manager and Department Reports

**Slattery reported on the opening of the bids for Rock Creek Addition, and Fairview Cemetery. He stated the Cemetery bid was under budget.**

- b. Councilmember Reports

**McLeroy asked about the Police Officer at the school. Cluck presented the school resource officer is paid by the City. Chester stated he is impressed the City did this.**

**NEW BUSINESS**

**ANNOUNCEMENTS**

1. City Council Workshop Meeting Monday, March 26, 2018 at 6:00 pm
2. City Council Meeting on Monday, April 9, 2018 at 7:00 pm (workshop at 6:00 pm)

**ADJOURNMENT**

**Motion was made by Smith, seconded by Dickson to adjourn the City Council Meeting at 9:47 p.m.**

**Motion carried as follows:**

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

**Nay: None**

Attest:

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

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