

## Minutes

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **MARCH 8, 2021 at 7:00 P.M.** IN THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

MEMBERS PRESENT: SCOTT DICKSON, AUSTIN HUGHES, MARY SMITH, TODD LITTLETON, AND AARON MCLEROY

MEMBERS ABSENT: NONE

STAFF PRESENT: TIM YOUNG, DAVID PERRYMAN, WENDY MARBLE, DON CLUCK, AARON SLATTERY, WILL SMITH, KAYLEY GORDON, BRYAN BALENSEIFEN, LAURIE KOELSCH, WJ MORGAN, AMBER RILEY, RYAN ALLEN AND SEAN FAIRBAIRN

OTHERS PRESENT: LESLIE WALKER, CHERYL MCCRACKEN, JEREMY SHAMBLES, KELLY SHAMBLES, JERRY MAYNARD, JAYSON KNIGHT, RAY HATCHER, DEBRA HATCHER, AND OTHERS WHO DID NOT SIGN IN.

**CALL TO ORDER** Mayor McLeroy called the meeting to order at 7:00 p.m.

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

**PLEDGE OF ALLEGIANCE**

**INVOCATION** Littleton 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.)

**Strike**

2. PRESENTATIONS, PROCLAMATIONS AND RECOGNITION

a. PRESENTATION to the City from Ron Black of Oklahoma Blood Institute

**Ron Black presented plaque, and stated City has been leading in blood drives – Tuttle has reached the 50 Gallon mark and has impacted 1200 lives. He congratulated Amber Riley for her dedication working the blood drives.**

b. RECOGNITION of Jerrell Ray Hatcher for 30 years of service to the City of Tuttle EMS

**Members presented Ray with plaque and congratulated him for his service.**

c. INTRODUCTION of new employees

**Young presented he will be introducing all new employees at each Council meeting. He stated Ryan Allen accepted Fire Chief position starting at beginning of April.**

- d. SWEARING IN of new Police Officer Jose Hernandez by Judge Hendrickson  
**Judge Hendrickson presented swearing in of new officer Jose Hernandez. Council members congratulated Hernandez.**

3. Discussion and questions regarding items on the consent docket

**None**

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 8, 2021
- b. APPROVAL minutes for City Council Workshop meeting February 8, 2021
- c. APPROVAL minutes for City Council Workshop meeting February 22, 2021
- d. ACKNOWLEDGMENT receipt of payroll and claims for February 2021
- e. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for February 2021
- f. APPROVAL and RATIFICATION all action taken by the Tuttle Development Authority for February 2021
- g. APPROVAL Budget Amendment 2021-004 regarding carryover for skid steer purchase approved last fiscal year
- h. APPROVAL Budget Amendment 2021-005 funding custodial services contract
- i. APPROVAL purchase of two 2021 Dodge Chargers for the Police Department not to exceed \$97,344.46
- j. APPROVAL purchase of five Scag Cheetah zero turn mowers for Parks, Streets and Cemetery Departments not to exceed \$29,800 after the trade in of old mowers

**Motion was made by Hughes, seconded by Smith to approve Items 4a through 4j on consent docket. Motion carried as follows:**

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

**Nay: None**

5. CONSIDERATION of Items Removed from Consent Docket

**Strike**

6. GENERAL GOVERNMENT

- a. DISCUSSION and related CONSIDERATION regarding the anticipation vacancy of the City Council Ward 3 position on May 1, 2021

**Young said all applicant's information is in the agenda packet, recommended to conduct interviews at Workshop meeting at the end of March.**

**No Action**

- b. DISCUSSION and related CONSIDERATION regarding creation and adoption of formal policy requiring sealed bids for general construction projects

McLeroy talked about not receiving bids, stating contractor's reason is they don't trust our process, accused of leaking bids, need policy to insure open and fair bids. Requesting a process for sealed bid with date and time for opening. Slattery expressed concern with extending timelines for bids. Perryman said we have ability to do this, our code is more restrictive than state law. City can amend ordinance or adopt written policy, stating sealed bids must be open and tabulated in public, quotes should never be shared, could address quotes in policies. May not have to do a formal publication.

McLeroy stated need to adopt policy to ensure trust with contractors. Perryman said could make requirements for quotes to be dropped off sealed. From a legal standpoint quotations are sometimes too relaxed. Will need certain criteria. Goes to adequate number of bidders and tight specifications.

Littleton said we do not see quotes or bids as the City Council. He stated a procedure would be good thing. Young stated welcome to work on policy and look at overall policy for purchasing. Perryman said state contract may not always be the best. Littleton said come back with policy at next meeting. Young said staff will work on policy.

**No Action**

7. COMMUNITY DEVELOPMENT

- a. DISCUSSION and related CONSIDERATION of Ordinance 2021-01 (PC Petition 2020-34), amending the Tuttle Zoning Code regarding amendments to the residential district regulations (tabled 2/8/2021) (correction from agenda for Ordinance 2021-02 scrivener's error)

Young presented this item last month. Smith stated this was reviewed by all. The lot sizes difference jumped out, lot size could be changed by Specific Use Permit or Planned Unit Development. Littleton stated he has some concerns and agrees can be fixed with SUP.

Motion was made by Dickson, seconded by Hughes to approve Ordinance 2021-01 (PC Petition 2020-34, amending the Tuttle Zoning Code regarding amendments to the Residential District regulations. Motion carried as follows:

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

**Nay: None**

- b. DISCUSSION and related CONSIDERATION adopting a thoroughfare right-of-way needs map (PC 2021-09)

Young, stated request of building permit requires a grant of easement – section roads is 50 ft from center or 33 ft from roadway, do not need 100 ft in all cases. Adopting this could reduce ROW in certain areas.

McLeroy stated not a fan of changing ordinance for one homeowner. Young stated 50 ft goes close to the front of house. McLeroy asked would we ever move road? Perryman stated 33ft will always stand in tribal nations.

Dickson said person has no recourse to build shop and we are asking for easement in his front yard. Perryman said proposal is not just for one property, would change rule for all green lines on the map, applies in areas unlikely to have need for 4 lane

road. Young, stated example of S. Cimarron would wipe out most lots that front Cimarron. This is ROW preservation for future, ROW based on policy of City.

Motion was made by Dickson, seconded by Smith to approve adoption of a thoroughfare right-of-way needs map (PC 2021-09)

Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

Motion was made by Littleton and seconded by Dickson to recess City Council at 7:54 p.m. and enter Tuttle Development Authority meeting.

Motion carries as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

Motion was made by Littleton, seconded by Dickson reconvene City Council meeting at 8:30 pm.

Motion carried as follows:

Aye: Dickson, Littleton, Hughes, Smith and McLeroy

Nay: None

## 8. INFORMATION AND REPORTS

### a. City Manager and Department Reports

Slattery talked about ODOT SH-76 expansion – discussed transfer of customers to ONG rather than move gas lines, ONG would take 18 customers – high level of interest, how much of our system is in legal easement – ODOT may reimburse moving lines, ODOT has to pre-approve, if we do this gate/feed would need to be moved to 37 and they would upsize line and put in 3<sup>rd</sup> meter.

Fairbairn said it is 3 miles for this project. City has 2 ½ miles of gas line. The City would have to acquire additional Right-of-way. Slattery stated could share ROW with ONG and then go from there after meeting, will need valuation of line. Perryman said pressure has been reduced at times, moving the gate is valuable. Slattery said \$500,000 is cost for new gate. Perryman said even paying cost to move some of the line would be worth-while and no more maintenance responsibility on South gate. Would need to identify which lines are eligible for reimbursement. Will come back to council with plan to benefit customer.

Koelsch presented fiber update stating installs are less due to weather and currently working in Hollowbrook and Jaden Court. Smith asked how redundancy is. Koelsch said should be complete by the end of this month – waiting on AT&T.

McLeroy asked if there are any new customers in Jaden Court. Koelsch said 1 preinstalled and 4 more in progress. Morgan talked about 10 homes in Hollowbrook all have taken fiber.

Walker presented Easter Egg hunt April 3<sup>rd</sup> and April 28 Luncheon at Coal Creek, community guide coming out. Walker also mentioned Egg Stuffing from 9am-noon on Friday.

Young said congress will pass stimulus – money set aside for municipalities, money for low income with internet may not help our customers. Paying attention to these.

b. Council Member Reports

**None**

**Motion was made by Smith and seconded by Littleton to recess at 8:54 pm, take a 5-minute break and enter Executive Session. Motion carries as follows:**

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

**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. Discuss and Consideration of Annual Review of Performance of City Manager per Paragraph 3(a) of Current City Manager Contract mandating that such review occur between January 1 and March 31 of each year. Proposed Executive Session Pursuant to 25 O.S. Section 307(B)(1) for discussions. Any action taken on this item shall be taken in Open Session.

1. CONSIDERATION action related to Executive Session Item 9a

**Perryman 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 Dickson, seconded by Littleton reconvene City Council meeting at 10:59 pm.**

**Motion carried as follows:**

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

**Nay: None**

**NEW BUSINESS**

**ANNOUNCEMENTS**

1. City Council Workshop Meeting on Monday, March 22, 2021 at 6:00pm
2. City Council Workshop Meeting on Monday, April 12, 2021 at 7:00 pm (workshop at 6:00pm)

**ADJOURNMENT**

**Motion was made by Dickson, seconded by Littleton to adjourn the City Council Meeting at 11:00 p.m.**

**Motion carried as follows:**

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

**Nay: None**

Attest:

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Wendy Marble, City Clerk

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Aaron McLeroy, Mayor