

**Minutes**

THE CITY OF TUTTLE COUNCIL MEMBERS MET IN REGULAR SESSION ON **AUGUST 14, 2023, at 7:00 P.M.** IN THE TUTTLE CITY HALL BUILDING LOCATED AT 221 W. MAIN STREET

MEMBERS PRESENT: SCOTT DICKSON, TREY BUCK, LARRY WATSON AND AUSTIN HUGHES

MEMBERS ABSENT: AARON MCLEROY

STAFF PRESENT: DANA SCHOENING, DAVID PERRYMAN, WENDY MARBLE, AARON SLATTERY, DON CLUCK, AMBER RILEY, LAURIE KOELSCH, BRYAN BALENSEIFEN, JULIE MOWDY, WILL SMITH, MIKE FAY AND SEAN FAIRBAIRN

OTHERS PRESENT: JOHNNY SCOTT, LESLIE WALKER, JAYSON KNIGHT AND OTHERS WHO DID NOT SIGN IN

**CALL TO ORDER** Hughes called the meeting to order at 7:07 p.m.

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

**PLEDGE OF ALLEGIANCE** Hughes led the pledge

**INVOCATION** Dickson 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.)

**None**

2. PRESENTATIONS, PROCLAMATIONS AND RECOGNITION

a. INTRODUCTION of new employees

**None**

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. In reviewing and responding to any agenda item, the Council may, in whole or in part, adopt, approve, conditionally approve, ratify, deny, defer, amend, strike or continue any item.)

a. APPROVAL minutes for City Council meeting July 10, 2023

b. APPROVAL minutes for City Council workshop meeting July 10, 2023

c. APPROVAL minutes for City Council workshop meeting July 24, 2023

d. APPROVAL minutes for Special City Council workshop meeting July 24, 2023

e. ACKNOWLEDGMENT receipt of payroll and claims for July 2023

- f. APPROVAL and RATIFICATION all action taken by the Tuttle Public Works Authority for July 2023
- g. APPROVAL and RATIFICATION all action taken by the Tuttle Development Authority for July 2023
- h. APPROVAL **Budget Amendment 2023-07** regarding ODOT MRDAF (Municipal Roads Drilling Activity Fund) grant of \$280,000 received for N. Richland Road repairs
- i. APPROVAL for purchase of extrication tools not to exceed \$44,000 to be reimbursed by Grady County 522 EMS Board
- j. APPROVAL for purchase of Ambulance not to exceed \$380,000 to be reimbursed by Grady County 522 EMS Board
- k. APPROVAL for purchase of Squad Truck not to exceed \$120,000 to be reimbursed by Grady County 522 EMS Board
- l. APPROVAL for purchase of radios not to exceed \$40,000 to be reimbursed by Grady County 522 EMS Board

**Motion was made by Dickson, seconded by Buck to approve consent items 4a-l.**

**Motion carried as follows:**

**Aye: Dickson, Buck, Watson and Hughes**

**Nay: None**

- 5. CONSIDERATION of Items Removed from Consent Docket

**Strike**

- 6. INFORMATION AND REPORTS

- a. City Manager and Department Reports
- b. Council Member Reports

- 7. COMMUNITY DEVELOPMENT

- a. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of **PC 2023-23** request of Bryan Hogland for a Final Plat to be called BH Estates

**Balenseifen stated this lot split requires new plat. He stated the Planning commission voted 4-0 to approve.**

**Motion was made by Dickson, seconded by Buck to approve PC Petition 2023-23 request of Bryan Hogland for a Final Plat to be called BH Estates. Motion carries as follows:**

**Aye: Dickson, Buck, Watson and Hughes**

**Nay: None**

- b. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of **PC 2023-20** acceptance of public streets located in Deer Ridge Run Phase I and II (tabled July 10, 2023)

**Balenseifen presented concerns about the repairs, the plat language and what to file. Hughes asked about the cracks in the repairs and how long repairs will last. Fairbairn presented this was inspected in 2016 and repairs were completed in 2018. The streets have five years' worth of wear. The original streets are ten years old. He stated reinforcing steel was not used on the repairs. Schoening stated if we accept the roads there is a warranty or maintenance bond. Perryman stated a**

condition of acceptance and City could be assuming something that needs immediate repair. Watson asked if core testing was done and Fairbairn stated no, not on this size of repair. Johnny Scott, developer, residing 1211 N Morgan Rd presented after 75% of homes were sold the city said they would accept the streets. He stated Fairbairn asked for the repairs. Scott stated he gave the city a 50ft easement and stated Tim Young (former city manager) said he would accept the streets. Scott stated he did not know that this was not approved at that time. Fairbairn stated he does not know if the recommendation was brought to the city council, but he stated Johnny Scott is correct and it was discussed that the streets would be accepted. Balenseifen stated Phase three has been accepted as public. Perryman stated the document will need to be filed with the plat at Grady County. He stated this document will do what was anticipated. Perryman asked if repairs/patches met the standard and Fairbairn stated yes.

Motion was made by Watson, seconded by Dickson to approve PC Petition 2023-20 acceptance of public streets located in Deer Ridge Run Phase I and II (tabled July 10, 2023). Motion carries as follows:

Aye: Dickson, Buck, Watson and Hughes

Nay: None

8. GENERAL GOVERNMENT

- a. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of OMMS (Oklahoma Municipal Management Services) Contract Agreement for Fire Chief recruitment

**Schoening stated this is the same contract as used 2 years ago. He stated this will be funded from the 09 and 01 accounts to manage the payments.**

**Motion was made by Dickson, seconded by Buck to approve OMMS Contract Agreement for Fire Chief recruitment. Motion carries as follows:**

**Aye: Dickson, Buck, Watson and Hughes**

**Nay: None**

- b. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part regarding Water Service Agreement with the City of Newcastle and Newcastle Public Works Authority

**Slattery asked if there were any questions. Hughes asked the date of the contract and Schoening stated the effective date is September 1, 2023. Hughes asked who monitors the use and Slattery stated both cities have meters, and we match the meter readings to their invoice. Slattery stated he will work with Fairbairn to make the conversion at the water plant as quick as possible. Schoening stated if we approve this tonight, we can look at the budget for water improvements and the savings can be used for the conversion cost. Buck asked if they are still planning to cut us off after 5 years and Schoening stated yes, we can plan on that to happen. Watson asked if the contract addresses water quality and Slattery stated yes. Perryman stated quality with Newcastle has been an issue and with this contract they have to supply us with OKC water not from Newcastle plant. Schoening stated Newcastle informed us that they have improved their system and quality is not an issue. Hughes asked if we need to increase water rates and Slattery stated we need to study this more, but this is an increase in expense, so we need to really look at this.**

**Motion was made by Dickson, seconded by Watson to approve Water Service Agreement with the City of Newcastle and Newcastle Public Works Authority. Motion carries as follows:**

**Aye: Dickson, Buck, Watson and Hughes  
Nay: None**

- c. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part **Resolution 2023-08** regarding Employee Handbook changes

**Mowdy stated an update was made to the packet and an update today. She presented a paper copy of the recent update and discussed the changes to the handbook.**

**Motion was made by Dickson, seconded by Buck to approve Resolution 2023-08 regarding Employee Handbook changes. Motion carries as follows:**

**Aye: Dickson, Buck, Watson and Hughes  
Nay: None**

9. STREETS

- a. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of 2024 application for MRDAF (Municipal Roads Drilling Activity Fund)

**Slattery presented the city applied for this for the last two years. He stated the deadline to apply for 2024 is September 30<sup>th</sup>. He presented the following options.**

**Cimarron Rd to Richland Rd on Tyler Dr as option 1**

**Gravel portion of Tyler Dr as options 2 and 3**

**Silver Ridge entrance to Cemetery Rd as option 4**

**Motion was made by Dickson, seconded by Watson to approve 2024 application for MRDAF (Municipal Roads Drilling Activity Fund) choosing option 1 of Tyler Dr from Cimarron Rd to Richland Rd. Motion carries as follows:**

**Aye: Dickson, Buck, Watson and Hughes  
Nay: None**

10. PUBLIC SAFETY

- a. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of creating a new part-time Emergency Management Specialist position

**Mowdy presented fire chief position is vacant, department is shuffling duties and they need to fill the Emergency Management role. This request is for a part-time manager. This will be funded from the fire chief's pay. Mowdy stated Mike Fay has worked as a volunteer. Schoening stated this will be interim or temporary initially but will revisit to see how it fits when a new chief is hired. He stated this is a key position and takes a lot of time and will give the chief some flexibility. There may be a need for a part-time permanent position. Mowdy stated this position will dedicate time to grants. Smith stated denied EMPG grant due to inactivity with the state. Fay stated he has worked on this, and a \$10,000 grant will be funded.**

**Motion was made by Watson, seconded by Buck to approve creating a new part-time Emergency Management Specialist position. Motion carries as follows:**

**Aye: Dickson, Buck, Watson and Hughes  
Nay: None**

**NEW BUSINESS**  
**ANNOUNCEMENTS**

1. City Council Workshop Meeting on Monday, August 28, 2023 at 6:00 p.m.
2. City Council Meeting on Monday, September 11, 2023 at 7:00 p.m. (workshop at 6:00 p.m.)

**ADJOURNMENT**

**Motion was made by Dickson, seconded by Buck to adjourn the meeting at 8:29 p.m.**

**Motion carried as follows:**

**Aye: Dickson, Buck, Watson and Hughes**

**Nay: None**

Attest:

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Wendy Marble, City Clerk

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Aaron McLeroy, Mayor