

**MINUTES OF THE REGULAR MEETING OF  
OF THE MOORE CITY COUNCIL  
THE MOORE PUBLIC WORKS AUTHORITY  
AND THE MOORE RISK MANAGEMENT BOARD  
APRIL 21, 2008 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on April 21, 2008 at 6:30 p.m. with Mayor Glenn Lewis presiding.

*David Roberts*  
*Councilman, Ward I*

*Robert Krows*  
*Councilman, Ward I*

*Kathy McMillan*  
*Councilwoman, Ward II*

*Janie Milum*  
*Councilwoman, Ward II*

*Shelia Haworth*  
*Councilwoman, Ward III*

*Terry Cavnar*  
*Councilman, Ward III*

PRESENT: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
ABSENT: Milum

STAFF MEMBERS PRESENT: City Manager, Steve Eddy; Assistant City Manager, Stan Drake; City Attorney, Randy Brink; Fire Chief, Charles Stephens; Economic Development Director, Deidre Ebrey; Community Development Director, Elizabeth Jones; Emergency Management Director, Gayland Kitch; Risk Manager, Gary Benefield; Finance Director/City Clerk, Jim Corbett; Parks and Recreation Director, Carson Lynch; Police Chief, Ted Williams; Public Works Director, Richard Sandefur; and Purchasing Agent, Carol Folsom.

**Agenda Item Number 2 being:**

**CONSENT DOCKET:**

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD APRIL 7, 2008.
- B) RECEIVE AND APPROVE THE MINUTES OF THE PARKS BOARD MEETINGS HELD MARCH 4, 2008, FEBRUARY 5, 2008, AND JANUARY 14, 2008.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2007-2008 IN THE AMOUNT OF \$1,311,964.20.

**Councilwoman Haworth moved to approve the consent docket in its entirety, second by Councilwoman McMillan. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

**Agenda Item Number 3 being:**

CONSIDER APPROVAL OF MATCHING FUNDS IN THE AMOUNT OF \$10,000 FOR PROPOSED FTA NEW FREEDOM GRANT THROUGH THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA) TO PROVIDE MEDICAL TRANSPORT SERVICES OUTSIDE THE CITY LIMITS FOR SENIOR CITIZENS.

Steve Eddy, City Manager, advised that COTPA was working toward acquiring a grant through the Federal Transit Administration to provide medical transport services for senior citizens outside of the city limits of Moore. Mr. Eddy stated that if COTPA was awarded the grant the City would be required to pay matching funds in the amount of \$10,000 for transportation services provided one day a week beginning in July.

**Councilman Roberts moved to approve matching funds in the amount of \$10,000 for proposed FTA New Freedom Grant through the Central Oklahoma Transportation and Parking Authority (COTPA) to provide medical transport services outside the City limits for senior citizens, second by Councilman Krows. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

**Agenda Item Number 4 being:**

CONSIDER APPROVAL OF A TEMPORARY POSITION ENTITLED "FARMERS MARKET MANAGER" AND APPROVE JOB DESCRIPTION FOR SAID POSITION.

Steve Eddy, City Manager, advised that the Farmers Market last year was very successful. City employees were paid overtime to manage the activities related to the market. However, this year staff was requesting authorization to hire a temporary position for a Farmers Market Manager to manage the market every Thursday evening and Saturday morning beginning May 22, 2008.

Mayor Lewis asked where the market would be located. Mr. Eddy indicated that it would be located on NW 2<sup>nd</sup> Street in the parking area between City Hall and the old school building. School would be closed for summer break; therefore, parking would be available to serve the market. He added that this year each vendor must provide their own tent or shelter subject to the approval of the Economic Development department.

Councilman Krows asked if the City would make money from the market in order to pay for the new position. Mr. Eddy stated that the City does not profit from the farmers market other than the benefit it provides to the community. He added that hiring a manager to oversee the market would still be significantly less expensive than last year because the City rented tents at \$2,000 a month plus paid overtime to staff.

**Councilman Krows moved to approve a temporary position entitled "Farmers Market Manager" and approve job description for said position, second by Councilman Cavnar. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

**Agenda Item Number 5 being:**

CONSIDER EXTENDING THE UNIFORM CLEANING SERVICE CONTRACT AWARDED TO SHARP CLEANERS & LAUNDRY FROM MAY 7, 2008 TO MAY 7, 2009, WITH NO INCREASE IN RATES.

Steve Eddy, City Manager, stated that the City bid the uniform cleaning service contract out last year and had experienced good service from Sharp Cleaners & Laundry. Staff would request that the contract be extended to May 7, 2009.

**Councilman Krows moved to extend the uniform cleaning service contract awarded to Sharp Cleaners & Laundry from May 7, 2008 to May 7, 2009 with no increase in rates, second by Councilwoman Haworth. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

**Agenda Item Number 6 being:**

CONSIDER APPROVAL OF THE RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR THE 2007 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

Elizabeth Jones, Community Development Director, advised that the Residential Anti-Displacement and Relocation Assistance Plan was a requirement for the 2007 Community Development Block Grant Program. The plan outlines steps the City would take to find persons displaced during the project new residences. Ms. Jones advised that the 2007 CDBG Project was for the replacement of sewer lines in the Regency Park Addition at an estimated cost of \$180,000. Although staff does not anticipate the displacement of residents during the project, approval of the document is still necessary under CDBG federal requirements.

**Councilwoman Haworth moved to approve the Residential Anti-Displacement and Relocation Assistance Plan for the 2007 Community Development Block Grant Program, second by Councilman Krows. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

**Agenda Item Number 7 being:**

CONSIDER A REQUEST FOR A REVOCABLE PERMIT FROM THE MOORE CHAMBER OF COMMERCE TO CONSTRUCT AN ADVERTISING SIGN WITHIN THE MAIN STREET RIGHT-OF-WAY AT 305 W. MAIN.

Craig Turner appeared on behalf of the Moore Chamber of Commerce. He explained that they would like to request a revocable permit in order to construct an LCD sign to be located in the utility easement on the south side of the Chamber. Mr. Turner stated that they understood that a revocable permit makes the Chamber responsible for moving the sign in the event utility maintenance needed to be performed.

Councilman Krows asked for the dimensions of the sign. Mr. Turner advised that it would be nine feet tall and fourteen feet wide. Councilman Roberts indicated that a mock sign was temporarily erected to give

them an idea of the sign's visibility. Steve Eddy, City Manager, added that the location of the sign would not cause any sight distance problems. Councilman Krows asked what types of things would be put on the sign. Mr. Turner advised that Chamber meetings and upcoming events would primarily be placed on the sign. Councilman Krows felt that an LCD sign would be a good idea for City Hall.

**Councilman Krows moved to approve a request for a revocable permit from the Moore Chamber of Commerce to construct an advertising sign within the Main Street right-of-way at 305 W. Main, second by Councilwoman McMillan. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

Councilman Roberts acknowledged Craig Turner's leadership in the community. He stated that Mr. Turner had steadily taken leadership roles in the business community and worked toward the development of Moore. Councilman Roberts advised that Mr. Turner was the first person to talk about his vision of the I-35 corridor someday looking like I-240. Mr. Turner stated that in those same meetings years ago Steve Eddy, Terry Cavnar, and Charles Stephens also shared that vision, and found it very exciting to see their vision materialize.

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING CONVENED AT 6:47 P.M.**

**Agenda Item Number 8 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD APRIL 7, 2008.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2007-2008 IN THE AMOUNT OF \$456,767.39.

**Trustee McMillan moved to approve the consent docket in its entirety, second by Trustee Haworth. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

**Agenda Item Number 9 being:**

CONSIDER APPROVAL OF A CHANGE ORDER IN THE AMOUNT OF \$6,500 ON THE 12" WATERLINE PROJECT ON NE 27<sup>TH</sup> STREET BETWEEN POLE ROAD AND EASTERN AVENUE FOR THE INSTALLATION OF ADDITIONAL VALVES AND BYPASS LINES.

Stan Drake, Assistant City Manager, stated that the proposed change order in the amount of \$6,500 was for an additional valve and three bypass lines to be installed at Easthills Drive, on the waterline project on NE 27<sup>th</sup> Street between Pole Road and Eastern Avenue.

**Trustee Haworth moved to approve a change order in the amount of \$6,500 on the 12" waterline project on NE 27<sup>th</sup> Street between Pole Road and Eastern Avenue for the installation of additional valves and bypass lines, second by Trustee Krows. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

Steve Eddy, City Manager, advised that the water line project should be complete sometime this week and will supply additional water pressure on the north system.

**Agenda Item Number 10 being:**

CONSIDER APPROVAL OF A CHANGE ORDER IN THE AMOUNT OF \$5,500 TO INSTALL A 30" MANWAY AT THE WATER STORAGE TANK ON NE 27<sup>TH</sup> STREET AT THE PUBLIC WORKS FACILITY.

Stan Drake, Assistant City Manager, advised that the proposed change order in the amount of \$5,500 was for the installation of a 30" manway at the water storage tank on NW 27<sup>th</sup> Street in order to meet the regulations for the American Waterworks Association and OSHA requirements. The manway would be located on the south side of the tower and would provide two points of access to the water tower.

**Trustee McMillan moved to approve a change order in the amount of \$5,500 to install a 30" manway at the water storage tank on NE 27<sup>th</sup> Street at the public works facility, second by Trustee Haworth. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

**THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING CONVENED AT 6:51 P.M.**

**Agenda Item Number 11 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD APRIL 7, 2008.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 07-08 IN THE AMOUNT OF \$144,167.53.

**Trustee Haworth moved to approve the consent docket in its entirety, second by Trustee Roberts. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH VICE-CHAIRWOMAN HAWORTH PRESIDING AT 6:52 P.M.**

**Agenda Item Number 12 being:**

ROLL CALL

PRESENT: Krows, McMillan, Lewis, Cavnar, Roberts, Haworth  
ABSENT: Milum

**Agenda Item Number 13 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD MARCH 17, 2008.

**Trustee Roberts moved to approve the consent docket in its entirety, second by Trustee Cavnar. Motion carried unanimously.**

Ayes: Krows, McMillan, Lewis, Cavnar, Roberts, Haworth  
Nays: None  
Absent: Milum

**Agenda Item Number 14 being:**

DIRECTOR'S REPORT

Deidre Ebrey, Economic Development Director, advised of the following items:

- Cleveland County Workforce Investment Board was a local county board that works to place employers with employees seeking employment. Next week a summit will be held to organize into a 501C3. This means the Board can be an employee of record and hire an employee to manage board proceedings. Hopefully this will mean more marketing on how to assist the unemployed in Moore and to ascertain what skills are needed within the workforce.
- Moore Business and Economic Journal article written by Ms. Ebrey discusses landing the Hyatt Shared Services Center. The Hyatt chose Moore through a national search. Moore was the only community within the State of Oklahoma that was considered out of the nine locations being considered. One of the reasons Moore won was the availability of skilled workers in the Accounting area. Application can be made on-line at [www.moorehyatt.jobs](http://www.moorehyatt.jobs). When they are fully staffed they will have approximately 300 employees at a starting wage from \$37,000 to \$42,000 annually. The announcement will be made on April 28, 2008.
- Through our affiliation with the Greater Oklahoma City Partnership they are strongly endorsing the passage of the Oklahoma County Bond Election that will allow the County to purchase the former General Motors facility to be used for the creation of the Tinker Aerospace Complex. Included in the information given to the City Council was an informational piece entitled "Friends of Tinker." There are 1,100 plus employees who commute daily from Moore to Tinker Air Force Base.
- Warren Theatre's grand opening held April 4, 2008. "The Sub-Woofers" is an employee newsletter that goes out to the Warren Theatres' employees. The newsletter contains great comments received on their website. They are already working on their next phase of development.
- Chamber of Commerce and City of Moore ran a beautiful Outlook ad in the Sunday Oklahoman.
- Farmers Market will also have bands and live music.

- Every Friday night in June will begin Summer Nite Concert Series which will lead up to the Art in the Park/Fourth of July Celebration July 3, 2008 from 5-10 pm and all day on July 4, 2008. Full-sized carnival will be at the Art in the Park event with a price for admission; all other events are free.

Mayor Lewis asked if the City would be applying for a state program through the Department of Commerce where trainees receive certification cards. Ms. Ebrey stated that Moore, as part of a coalition, will be piloted in every high school in the Moore School District contingent upon the terms of the grant. Students who go through the certification process would be able to show their career readiness based on a certificate. Ms. Ebrey advised that they will know within the next few weeks if we are awarded the grant.

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 7:07 P.M.**

**Agenda Item Number 15 being:**

NEW BUSINESS:

A) CITIZENS' FORUM FOR ITEMS NOT ON THE AGENDA.

There were no citizens to speak.

B) ITEMS FROM THE CITY COUNCIL/MPWA TRUSTEES.

Councilwoman McMillan commented that there has been a substantial improvement in the odors emanating from Vaughn Foods and wanted to thank those involved in the implementation of the new scrubber system. She added that in response to National Earth Day she had received calls from citizens requesting that the City make the option to recycle available to the citizens. Steve Eddy, City Manager, advised that the issue of recycling would be discussed during the upcoming budget study session. He related that more and more people were calling regarding their desire to recycle, particularly from citizens moving here from other communities who offer recycling. There is now more of an expectation for a recycle program. Mr. Eddy indicated that a recycling program would not pay for itself in the City of Moore and there would be costs involved.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Steve Eddy, City Manager, advised the City Council of the following items:

- Budget Study Session posted for April 22, 2008 at 6:30 p.m. in the upstairs conference room. He presented a memo that has the highlights of the items to be discussed at the meeting.
- Beginning April 24, 2008 a contractor will begin work re-stripping at 19<sup>th</sup> and I-35 intersection to make a dual left turn lane for the northbound traffic on the east service road.
- The Ambulance Review Committee will meet April 23, 2008 at 8:00 a.m.
- Transportation Committee will meet April 24, 2008 at 3:00 p.m.
- Conference call involving himself, Jim Corbett, Paul Smith, and Jim Tchou with Standard and Poors will be held April 24, 2008. Every few years Standard and Poor updates the City's financial outlook and prospects for purposes of bond ratings.
- Distributed the monthly financial report for March.

- Attending meetings on the Canadian River Wasteload Allocation Study at ACOG mandated by the Department of Environmental Quality. May require contributing to the cost of the study in order to protect our new allocation on the river.
- Several metro cities will hire a consultant to perform a study on the water availability in southeast Oklahoma, transportation of the water, distribution, and costs involved.

**Agenda Item Number 16 being:**

ADJOURNMENT

**Councilwoman Haworth moved to adjourn the City Council meeting, second by Councilman Cavnar. Motion carried unanimously.**

Ayes: Krows, McMillan, Haworth, Cavnar, Roberts, Lewis  
Nays: None  
Absent: Milum

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:13 p.m.**

TRANSCRIBED BY:

\_\_\_\_\_  
RHONDA BAXTER, Executive Assistant

RECORDED BY:

\_\_\_\_\_  
CAROL FOLSOM, Purchasing Agent

FOR:

\_\_\_\_\_  
SHELIA HAWORTH, MPWA Secretary

FOR:

\_\_\_\_\_  
ROBERT KROWS, MEDA Secretary

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2008.

ATTEST:

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JIM CORBETT, JR., City Clerk