

**MINUTES OF THE REGULAR MEETING OF
OF THE MOORE CITY COUNCIL
THE MOORE PUBLIC WORKS AUTHORITY
AND THE MOORE RISK MANAGEMENT BOARD
DECEMBER 5, 2016 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on December 5, 2016 at 6:30 p.m. with Mayor Glenn Lewis presiding.

Adam Webb
Councilman, Ward I

Danielle McKenzie
Councilwoman, Ward I

Melissa Hunt
Councilwoman, Ward II

Mark Hamm
Councilman, Ward II

Jason Blair
Councilman, Ward III

Terry Cavnar
Councilman, Ward III

PRESENT: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis

ABSENT: None

STAFF MEMBERS PRESENT: Interim City Manager, Brooks Mitchell; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jenson; City Attorney, Randy Brink; Community Development Director, Elizabeth Jones; Associate Planner/Grants Manager, Jared Jakubowski; Economic Development Director, Deidre Ebrey; Emergency Management Director, Gayland Kitch; Fire Chief, Gary Bird; Manager of Information Technology, David Thompson; Police Chief, Jerry Stillings; Detective Jason Sparks; Sgt. Rebecca Miller; Public Safety Dispatcher Supervisor, Tammy Koehn; Public Works Director, Richard Sandefur; Risk Manager, Gary Benefield; Veolia Water Project Manager, Robert Pistole; Administrative Assistant, Katie Berhalter; and Deputy City Clerk, Linda Stewart.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD NOVEMBER 21, 2016.
- B) APPROVE A CONTRACT WITH AGING SERVICES TO PROVIDE HOME DELIVERED MEALS TO HOMEBOUND SENIOR ADULTS IN MOORE, USING CDBG FUNDS.
- C) APPROVE A CONTRACT WITH MOORE YOUTH AND FAMILY SERVICES COMMUNITY TO PROVIDE A YOUTH COUNSELING PROGRAM TO RESIDENTS OF MOORE, USING CDBG FUNDS.
- D) APPROVE A CONTRACT WITH MOORE YOUTH AND FAMILY SERVICES SCHOOL TO PROVIDE AN EARLY INTERVENTION PROGRAM FOR SECONDARY STUDENTS IN MOORE SCHOOLS, USING CDBG FUNDS.
- E) APPROVE A CONTRACT WITH METROPOLITAN FAIR HOUSING COUNCIL TO PROVIDE FAIR HOUSING SERVICES TO RESIDENTS OF MOORE, USING CDBG FUNDS.
- F) APPROVE A CONTRACT WITH BETHESDA TO PROVIDE COUNSELING FOR SEXUALLY ABUSED CHILDREN IN MOORE, USING CDBG FUNDS.
- G) APPROVE THE ISSUANCE OF A \$50 CHRISTMAS STIPEND TO EMPLOYEES PER COUNCIL RESOLUTION.

- H) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$5,240,327.10.

Councilman Blair moved to approve the Consent Docket in its entirety, second by Councilman Webb. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis
Nays: None

Agenda Item Number 3 being:

CONSIDER APPROVAL OF RESOLUTION NO. 871(16) PROGRAMMING THE WIDENING OF BRYANT AVENUE BETWEEN NE 12TH STREET AND SE 4TH STREET FROM TWO-LANES TO THREE-LANES AS A SURFACE TRANSPORTATION PROGRAM URBANIZED AREA ("STP-UZA") PROJECT AND REQUEST CONCURRENCE FROM THE OKLAHOMA DEPARTMENT OF TRANSPORTATION ("ODOT").

Elizabeth Jones, Community Development Director, stated that the adoption of Resolution No. 871(16) was the first step in getting the proposed street project programmed with ACOG for federal funding. The project was the reconstruction of Bryant Avenue from SE 4th to NE 12th Street from the existing two lane roadway with no curb and gutter to a three lane boulevard with a landscaped median and turn lanes. Ms. Jones indicated that the project would include a 10-foot multi-use trail along the west side of the road to provide safe access to those residents wishing to visit Veterans Park. She indicated that project also included drainage improvements since the area was prone to flooding problems.

Ms. Jones advised that ACOG funding would provide 80% of the project cost in federal funds with 20% required in matching local funds. She stated that the estimated cost for the project was \$6.7 million. The City's portion would be \$1.3 million. Since the process involved in programming the project with ACOG was quite lengthy, the project was not anticipated to start until 2019 to 2020. Ms. Jones stated that CDBG-DR funds were used for engineering of the project which were in the final stages.

Councilman Hamm asked what drainage improvements were expected for the project and if they involved the creek located there. Ms. Jones advised that the City would be working on improving the channel along with a culvert located under Bryant. She stated that residents in the area should see a significant improvement in drainage issues following completion of the project.

Councilman Blair moved to adopt Resolution No. 871(16) programming the widening of Bryant Avenue between NE 12th Street and SE 4th Street from two-lanes to three-lanes as a Surface Transportation Program Urbanized Area ("STP-UZA") Project and requesting concurrence from the Oklahoma Department of Transportation, second by Councilman Cavnar. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis
Nays: None

Agenda Item Number 4 being:

CONSIDER ADOPTION OF RESOLUTION NO. 872(16) ASSIGNING 9-1-1 FEES TO 9-1-1 ACOG.

Brooks Mitchell, Interim City Manager, advised that Resolution No. 872(16) incorporated recent statutory changes made during the last legislative session.

Councilman Cavnar moved to adopt Resolution No. 872(16) assigning 9-1-1 fees to 9-1-1 ACOG, second by Councilman Hamm. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis
Nays: None

Agenda Item Number 5 being:

DISCUSS AND CONSIDER APPROVAL OF THE FISCAL YEAR 2015-2016 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT ("CAPER") AND ADOPT RESOLUTION NO. 869(16) SUBMITTING SAID REPORT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

Jared Jakubowski, Associate Planner/Grants Manager, stated the FY 2015-2016 Consolidated Annual Performance Evaluation Report ("CAPER") was the end-of-year report for the Community Development Block Grant Entitlement Program. Projects for the 2015-2016 project year included water line replacement in the Armstrong Addition, with additional water line installation and roadways within the Armstrong Addition using both CDBG and Street Department funds. Public service contracts were entered into with Aging Services, Moore Youth and Family, Bethesda, Crimestoppers, Among Friends, and Metro Fair Housing, which allowed the City to serve around 1,500 citizens. Mr. Jakubowski noted that approximately \$51,000 in unexpended funds would be utilized on the sewer line project in the Crestmoore Addition.

Councilman Cavnar moved to approve Fiscal Year 2015-2016 Consolidated Annual Performance Evaluation Report ("CAPER") and adopt Resolution No. 869(16) submitting said report to the U.S. Department of Housing and Urban Development (HUD), second by Councilman Blair. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis
Nays: None

Agenda Item Number 6 being:

DISCUSS AND CONSIDER GIVING EMPLOYEES AN ADDITIONAL HOLIDAY FOR CHRISTMAS EVE, ON EITHER FRIDAY, DECEMBER 23RD OR TUESDAY, DECEMBER 27TH.

Councilman Webb advised that other cities were polled regarding holiday leave for their employees and discovered that the cities of Oklahoma City, Midwest City, Yukon, Mustang, Edmond, and Norman were allowing an extra day off for Christmas Eve. He indicated that the State of Oklahoma, Oklahoma County, and Cleveland County employees were also receiving an extra day off, and hoped that the City of Moore could too. Councilman Webb suggested that that in the future holiday schedules be discussed during the budgeting process.

Councilman Cavnar concurred with Councilman Webb stating that Council should discuss the budgetary impact in allowing the employees an extra day off during the budget process. He added that making the determination earlier in the year would also give employees notice of the holiday schedule so they can make plans.

Councilman Blair asked if there was a preference in giving the employees off Friday, December 23rd or Tuesday, December 27th for Christmas Eve. Councilman Webb stated that most cities were giving their employees December 27th off; however, after asking employees in attendance at the meeting their preference it was decided that December 23rd would be considered by Council.

Councilman Cavnar asked the hours of operation for The Station and advised that employees required to work during the scheduled holiday would receive overtime compensation. Councilwoman McKenzie indicated that The Station was only closed for five days during the year to compete with private facilities. Councilman Cavnar felt that the citizens would expect the facility to remain open as much as possible.

Councilman Blair moved to add Friday, December 23rd as an additional holiday for Christmas Eve, second by Councilman Webb. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis
Nays: None

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:42 P.M.

Agenda Item Number 7 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD NOVEMBER 21, 2016.
- B) APPROVE THE ISSUANCE OF A \$50 CHRISTMAS STIPEND TO EMPLOYEES PER COUNCIL RESOLUTION.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$1,023,092.24.

Trustee Blair moved to approve the consent docket in its entirety, second by Trustee McKenzie. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis
Nays: None

Agenda Item Number 8 being:

CONSIDER APPROVAL OF AN EXCESS PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY POLICY WITH WESTERN WORLD INSURANCE COMPANY, AN ADMITTED INSURANCE COMPANY WITH AN A+ BEST RATING, FOR \$27,700.00 AND GLENN HARRIS & ASSOCIATES AS AGENT.

Gary Benefield, Risk Manager, commented that the cost of the Excess Public Officials and Employment Practices Liability policy went down by \$1,700. Staff recommended approving the policy with Western World Insurance Company for one year in the amount of \$27,700, with Glenn Harris & Associates as agent.

Trustee Cavnar moved to approve an Excess Public Officials and Employment Practices Liability Policy with Western World Insurance Company, an admitted insurance company with an A+ Best Rating, for \$27,700.00 and Glenn Harris & Associates as agent, second by Trustee Webb. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis
Nays: None

Agenda Item Number 9 being:

RECEIVE A RECOMMENDATION FROM GALLAGHER BENEFIT SERVICES AND APPROVE THE CITY'S EXCESS HEALTH INSURANCE POLICY FOR CALENDAR YEAR 2017.

Gary Benefield, Risk Manager, stated that staff reviewed quotes for the City's Excess Health Insurance Policy for 2017. Staff recommended Option 5 with U.S. Fire Insurance Company with a specific deductible of \$125,000. Mr. Benefield advised that David Fleet with Gallagher Benefit Services was in attendance at the meeting to answer any questions.

Mr. Benefield indicated that he had spoken with Councilman Cavnar and Councilman Blair regarding the options. Councilman Cavnar indicated that he agreed that Option 5 appeared to be the best choice.

Trustee Cavnar moved to approve U.S. Fire Insurance Company for the City's Excess Health Insurance Policy for calendar year 2017 with a specific deductible of \$125,000 (Option 5), second by Trustee Blair. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis

Nays: None

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:46 P.M.

Agenda Item Number 10 being:

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD NOVEMBER 21, 2016.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$195,004.54.

Trustee Blair moved to approve the consent docket in its entirety, second by Trustee Hunt. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis

Nays: None

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:47 P.M.

Agenda Item Number 11 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.

Mayor Lewis commented on the good job staff did erecting the beautiful Christmas tree located in front of City Hall. Councilman Cavnar thanked everyone who worked on the retirement reception for City Manager Steve Eddy.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Interim City Manager Brooks Mitchell stated that he appreciated the opportunity to serve as City Manager, looked forward to working with the Mayor, City Council, and staff, and to continuing with the momentum that the City has experienced so far.

Agenda Item Number 12 being:

ADJOURNMENT

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

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis
Nays: None

The City Council, Moore Public Works Authority, and Moore Risk Management meetings were adjourned at 6:48 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

RECORDED BY:

KATIE BERHALTER, Administrative Assistant

FOR:

ADAM WEBB, MPWA Secretary

These minutes passed and approved as noted this ____ day of _____, 2016.

ATTEST:

BROOKS MITCHELL, City Clerk