

**MINUTES OF THE REGULAR MEETING OF  
OF THE MOORE CITY COUNCIL  
THE MOORE PUBLIC WORKS AUTHORITY  
THE MOORE RISK MANAGEMENT BOARD  
AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY  
MARCH 16, 2015 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on March 16, 2015 at 6:30 p.m. with Mayor Glenn Lewis presiding.

*David Roberts*  
*Councilman, Ward I*

*Robert Krows*  
*Councilman, Ward I*

*Melissa Hunt*  
*Councilwoman, Ward II*

*Mark Hamm*  
*Councilman, Ward II*

*Jason Blair*  
*Councilman, Ward III*

*Terry Cavnar*  
*Councilman, Ward III*

PRESENT: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
ABSENT: None

STAFF MEMBERS PRESENT: City Manager, Steve Eddy; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jenson; Finance Director, Jim Corbett; City Attorney, Randy Brink; Community Development Director, Elizabeth Jones; Assistant Planner/Grants Manager, Jared Jakubowski; Economic Development Director, Deidre Ebrey; Emergency Management Director, Gayland Kitch; Fire Chief, Gary Bird; Human Resources/Risk Management Director, Gary Benefield; Deputy Police Chief, Todd Strickland; Public Works Director, Richard Sandefur; and Veolia Water Project Manager, Robert Pistole.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD MARCH 2, 2015.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2014-2015 IN THE AMOUNT OF \$2,456,443.73.

**Councilman Hamm moved to approve the consent docket in its entirety, second by Councilman Blair. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**THE CITY COUNCIL MEETING WAS RECESSED AND A PUBLIC HEARING CONVENED AT 6:33 P.M.**

**Agenda Item Number 3 being:**

RECEIVE CITIZEN INPUT AND COMMENTS REGARDING THE CITY'S APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR COMMUNITY DEVELOPMENT BLOCK GRANT – NATIONAL DISASTER RESILIENCE COMPETITION (CDBG-NDRC) FUNDING.

Jared Jakubowski, Assistant Planner/Grants Manager, indicated that the City was requesting citizen input and comments regarding submittal of an application to the U.S. Department of Housing and Urban Development ("HUD") for Community Development Block Grant – National Disaster Resilience Competition funding. Mr. Jakubowski stated that Phase I of the application process addressed short-term vulnerabilities such as severe storms, ice storms, and tornadoes; along with long-term vulnerabilities such as water supply, rising temperatures, and droughts. He advised that the vulnerabilities would be used to build a case on water resiliency for the community. The City collaborated with multiple agencies on the application process, creating partnerships with the University of Oklahoma, the City of Oklahoma City, and the Oklahoma Water Resources Board. He indicated that the Phase I application is due March 26, 2015 and will include a broad description of what would be included in the Phase II application. Phase II would be submitted upon invitation by HUD and would include details of the proposed project(s). Mr. Jakubowski advised that HUD will notify applicants by June 2015 if they are invited to submit a Phase II application. He indicated that grant awards would be announced in December 2015.

There were no citizen comments.

**THE PUBLIC HEARING WAS RECESSED AND THE CITY COUNCIL MEETING WAS RECONVENED AT 6:37 P.M.**

**Agenda Item Number 4 being:**

CONSIDER ADOPTION OF RESOLUTION NO. 816(15) APPROVING SUBMISSION OF AN APPLICATION AND ALL REQUIRED CERTIFICATIONS TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") FOR COMMUNITY DEVELOPMENT BLOCK GRANT – NATIONAL DISASTER RESILIENCE ("CDBG-NDR") FUNDING.

**Councilman Hamm moved to adopt Resolution No. 816(15), second by Councilman Cavnar. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 5 being:**

CONSIDER ADOPTION OF RESOLUTION NO. 817(15) EXPRESSING INTENT TO ASSIST WITH FINANCING TO PROVIDE FUNDS FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, IMPROVING OR REPAIRING STREETS OR BRIDGES FOR USE BY THE CITY OF MOORE, OKLAHOMA, AND SEEK REIMBURSEMENT THROUGH ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$15,000,000.

Steve Eddy, City Manager, advised that the City Council previously approved an agreement with EST at the March 2, 2015 City Council meeting for engineering services for the I-35 and 34<sup>th</sup> Street bridge project. Mr. Eddy noted that engineering fees will be incurred before the issuance of the general obligation bonds that will be used to fund the project. After speaking with Terry Hawkins, the City's bond counsel, it was determined that the City could front the fees until the bond money becomes available. He stated that Resolution No. 817(15) provides for the City's reimbursement. Mr. Eddy indicated that the

bonds would be sold in phases to prevent a spike in millage levies. He anticipated the issuance of approximately \$5 million this summer. Councilman Roberts asked if \$5 million would allow for the necessary right-of-way acquisition. Mr. Eddy indicated that the first \$5 million would be used primarily for engineering fees, right-of-way acquisition, and utility relocates.

Mayor Lewis noted that the bonds for the 34<sup>th</sup> Street Bridge was approved by the voters in the November 2014 election.

**Councilman Krows moved to adopt Resolution No. 817(15), second by Councilman Roberts. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 6 being:**

CONSIDER APPROVAL OF PAYMENT TO CHURCH OF THE FIRSTBORN IN THE AMOUNT OF \$8,142.95 FOR THE CITY'S COST-SHARE OF A 12-INCH WATERLINE BORE LOCATED AT NE 27<sup>TH</sup> STREET AND WEST OF EASTERN AVENUE.

Stan Drake, Assistant City Manager, indicated that the Church of the Firstborn is a new church under construction on the south side of NE 27<sup>th</sup> and east of the railroad underpass. City water is not available from the railroad underpass to Eastern. However, a water line located on the north side of 27<sup>th</sup> Street could be extended. The proposed item is for a cost-share to increase the waterline bore from an 8-inch to a 12-inch at NE 27<sup>th</sup> to west of Eastern Avenue. This would allow the City to provide water from the existing line to Eastern Avenue.

**Councilman Krows moved to approve payment to Church of the Firstborn in the amount of \$8,142.95 for the City's cost-share of a 12-inch waterline bore located at NE 27<sup>th</sup> Street and west of Eastern Avenue, second by Councilman Blair. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 7 being:**

CONSIDER APPROVAL OF A CONTRACT WITH MESHEK & ASSOCIATES, PLC FOR DEVELOPMENT OF A CITY-WIDE DRAINAGE & STORMWATER MASTER PLAN, LAKE THUNDERBIRD TMDL COMPLIANCE PLAN, AND STORM WATER QUALITY MASTER PLAN, IN THE AMOUNT OF \$395,000.

Elizabeth Jones, Community Development Director, advised that the proposed contract with Meshek & Associates was for the development of the City's first Drainage and Stormwater Master Plan to be funded using CDBG-DR funds in the amount of \$395,000. Ms. Jones stated that Meshek & Associates specializes in this type of work. Brandon Claborn would address the City Council regarding the scope of the contract.

Mr. Claborn gave a short presentation on the proposed multi-phase contract. He indicated that the project would be divided into three parts. The first part is the development of a Master Drainage Plan which includes hydrology and hydraulic models to estimate rainfall runoff and water depth. The second part is preparation of an approved Compliance Monitoring Plan, the need for which resulted from the Lake Thunderbird TMDL study of the impaired waterbody. He advised that the City of Moore must be ready to submit the plan to ODEQ for review by September 14, 2015 in order meet the deadline for approval by

November 2015. The third phase would include the development of a Municipal Separate Storm Sewer System ("MS4") Program which is a water quality plan for storm water. Mr. Claborn advised that the EPA delegated the program to the ODEQ who had selection criteria to determine which communities would be involved in the program. The City of Moore was selected which necessitated certain requirements to be met. Those requirements include an updated Stormwater Management Plan, filing of a new ODEQ permit, and the development of Best Management Practices to help improve the City's stormwater quality. Mr. Claborn presented a map of the drainage areas within the City of Moore. He noted that some areas included in the study lie outside of the City limits. The reason for this is that a water source may be located outside of the City, but if the water runs through the City it must still be measured.

#### MASTER DRAINAGE PLAN

Mr. Claborn stated that the goal of the Master Drainage Plan is to evaluate existing and potential drainage and flooding problems within the City of Moore. Once analysis is complete they will compile and prioritize a Capital Improvement and Implementation Plan. It will include mitigating current problems and suggestions for reducing or preventing drainage problems with future development. A financial analysis will also be included to determine how to fund operations moving forward.

Mr. Claborn discussed how the City can meet the goals from the Master Drainage Plan. He advised that the first step would be to obtain all of the information they can gather from the City and the public regarding flooding problems. They may hold public meetings, request information through utility bills, or use public media sources to identify problem areas. They will use the information to develop hydrology and hydraulic models to analyze the specific problem areas. For each area identified they will develop options on how to reduce the flooding. Sometimes the solution may be too costly and a city may find it is cheaper to purchase the property, in which case federal grant programs may be available. Sometimes detention methods can reduce flow rates, or a larger channel or another storm sewer system are recommended. Mr. Claborn stated that they are careful to ensure that any suggestion made to correct one problem doesn't create another one in a different area. Once alternatives are identified they will work with City staff to determine which option is the best solution. They will then take all of the recommendations and develop a ranking system based on criteria the City believes is most important. That system will be used to score the recommended projects and prioritize the different capital improvements over a several year period.

#### COMPLIANCE MONITORING PLAN

Mr. Claborn mentioned that they will be evaluating the potential for a Stormwater Utility Fee. He stated that the final report will include cost estimates with an implementation plan. There are a lot of ways to approach a project such as this and how the City can comply with the TMDL Compliance Plan. Meshek will utilize methodologies that are cost effective and efficient for the City and that applies to what the City's contributions are. He felt that whatever types of best management practices the City can implement over time to help reduce the City's load or contributions to the water quality concerns at Lake Thunderbird are what should occur.

Mr. Claborn presented a map which shows sub-basins of the drainage area that drains into Lake Thunderbird. He stated that the City of Moore has a sizeable share of the amount of reductions that must be made in the pollutants entering the lake. He stated that the City has a high percentage of water quality problems assigned to it although a very small area drains into the lake. This is due to the primary pollutant sources coming from urbanized areas.

He stated that the Compliance Plan for the TMDL process is similar to what they do in a Master Drainage Plan. Mr. Claborn advised that targets and goals have already been set by a previous study and cannot be redone; however, any data collected can be used for a reassessment in the future. He believes it would

be advantageous to build partnerships with neighboring cities and work together to share the expense. Mr. Claborn noted that their priority is to ensure that the City is being represented fairly.

MS4

Mr. Claborn stated that the City of Moore is a Phase II MS4 community. The State issues a permit that states a plan is in place to educate the public and ensure storm water quality. The new permit should be out soon. The permit states that the City must develop a Stormwater Management Program. He indicated that they will look at the existing program to make sure it is in compliance with the new permit. There are six minimum control measures in the Stormwater Management Plan: Public Education and Outreach, Public Education Involvement, Illicit Discharge Detection and Elimination, Construction Site Storm Water Runoff Control, Post Construction Management, and Public Prevention and Good Housekeeping. Meshek will develop a program document in a format that staff feels comfortable using and the City can implement. There will be effective best management practices developed for each of the minimum control measures to ensure measurable progress.

Steve Eddy, City Manager, stated that he asked Mr. Claborn to give a more detailed description of the contract than is typically given because he felt it was important to understand what is included in the contract for expenditure of funds and the potential need for additional materials and employees in the future. He noted that some of the changes will affect local builders and developers and even some individuals.

Councilman Hamm asked if the Stormwater Utility Fee could be used as a funding source. Mr. Eddy stated that the City of Oklahoma City and other communities have added a Stormwater Utility Fee on their utility bills. He added that additional information on funding requirements would be necessary before staff can offer recommendations on the subject.

**Councilman Blair moved to approve a contract with Meshek & Associates, PLC for development of a City-Wide Drainage & Stormwater Master Plan, Lake Thunderbird TMDL Compliance Plan, and Storm Water Quality Master Plan, in the amount of \$395,000, second by Councilman Cavnar. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 8 being:**

CONSIDER APPROVAL OF AN AGREEMENT WITH RKG ASSOCIATES, INC. FOR ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE.

Jared Jakubowski, Assistant Planner/Grants Manager, stated that the preparation of an Analysis of Impediments to Fair Housing Choice is a requirement of the CDBG Entitlement Program. This document must be updated every five years through the Department of Housing and Urban Development to certify that the City is providing fair housing opportunities. Mr. Jakubowski advised that each year the City contracts with the Metro Fair Housing Council to act as the City's agent on any fair housing complaints. The new plan must be in effect by October 2015. The City solicited bids for preparation of the analysis and received three responses. He stated that RKG Associates, Inc. was the lowest bidder at \$20,500. Mr. Jakubowski noted that RKG was the company that prepared a Housing Market Analysis for the City approximately two years ago.

Councilman Hamm asked how the contract would be funded. Mr. Jakubowski indicated funding would be available through the CDBG Entitlement Program.

**Councilman Krows moved to approve an Agreement with RKG Associates, Inc. for Analysis of Impediments to Fair Housing Choice, second by Councilwoman Hunt. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 9 being:**

CONSIDER RESOLUTION NO. 814(15) ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY INFRASTRUCTURE AND PUBLIC FACILITIES POLICY AND PROCEDURES.

Jared Jakubowski, Assistant Planner/Grants Manager, stated that HUD and the Office of the Inspector General require that the City adopt an Infrastructure and Public Facilities Policy and Procedures manual as part of the CDBG-DR program. Assistant City Manager Stan Drake reviewed the policy and procedures manual and recommended approval of the item.

**Councilman Krows moved to adopt Resolution No. 814(15), second by Councilman Hamm. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 10 being:**

CONSIDER RESOLUTION NO. 815(15) ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY HOUSING REHABILITATION POLICY AND PROCEDURES.

Jared Jakubowski, Assistant Planner/Grants Manager, stated that HUD and the Office of the Inspector General require the City to adopt a Housing Rehabilitation Policy and Procedures manual that will be prepared using CDBG-DR funds. He noted that the City of Oklahoma City previously reviewed and approved the manual since they will be assisting the City with the rehabilitation program.

**Councilman Blair moved to adopt Resolution No. 815(15), second by Councilman Krows. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 7:08 P.M.**

**Agenda Item Number 11 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD MARCH 2, 2015.

- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2014-2015 IN THE AMOUNT OF \$1,661,341.92.

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

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 7:09 P.M.**

**Agenda Item Number 12 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD MARCH 2, 2015.  
B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2014-2015 IN THE AMOUNT OF \$190,750.06.

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

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH CHAIRMAN TERRY CAVNAR PRESIDING AT 7:10 P.M.**

**Agenda Item Number 13 being:**

ROLL CALL

PRESENT: Krows, Blair, Hunt, Lewis, Roberts, Hamm, Cavnar  
ABSENT: None

**Agenda Item Number 14 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD FEBRUARY 17, 2015.

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

Ayes: Krows, Blair, Hunt, Lewis, Roberts, Hamm, Cavnar  
Nays: None

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 7:11 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.

Councilman Hamm advised that he had an opportunity to tour the recreation center at Central Park that is currently under construction. He found it very interesting and suggested that the other council members take the opportunity to tour the facility. Councilman Hamm commented on a story on the City's webpage regarding Nextdoor which is a free and private social network for neighborhoods. Deidre Ebrey, Economic Development Director, stated that Nextdoor is a great tool for Moore residents to discuss local activities or issues specific to their neighborhood, and also allows the City to communicate with the residents to address concerns or give information regarding issues such as crime or park information.

Councilman Cavnar stated that he had the opportunity to visit Arbor Gardens Park on SW 34<sup>th</sup> Street. He commented that although it is a small park it appeared to be very busy and makes a great addition to the park system.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

There were no items from the City Manager.

**Agenda Item Number 16 being:**

EXECUTIVE SESSION:

- A) DISCUSS POTENTIAL ACQUISITION OF CERTAIN REAL PROPERTY IN THE CITY OF MOORE AND AUTHORIZE STAFF TO PROCEED AS APPROPRIATE AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(3).

- B) CONVENE INTO EXECUTIVE SESSION

**Councilman Krows moved to convene to executive session, second by Councilman Hamm. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis

Nays: None

**The City Council convened into executive session at 7:12 p.m.**

- C) RECONVENE FROM EXECUTIVE SESSION

PRESENT: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis

ABSENT: None



**The City Council reconvened from executive session at 7:29 p.m.**

D) ACTION.

A) DISCUSS POTENTIAL ACQUISITION OF CERTAIN REAL PROPERTY IN THE CITY OF MOORE AND AUTHORIZE STAFF TO PROCEED AS APPROPRIATE AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(3).

**Councilman Krows moved to authorize staff to proceed as directed in executive session, second by Councilwoman Hunt. Motion carried unanimously.**

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 17 being:**

ADJOURNMENT

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

Ayes: Krows, Blair, Hunt, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:30 p.m.**

TRANSCRIBED BY:

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

RECORDED BY:

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

FOR:

\_\_\_\_\_  
DAVID ROBERTS, MPWA Secretary

FOR:

\_\_\_\_\_  
JASON BLAIR, MEDA Secretary

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

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JIM CORBETT, City Clerk