

**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 18, 2019 – 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 18, 2019 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

Louie Williams
Councilman, Ward III

PRESENT: Hunt, Williams, Webb, Hamm, Lewis

ABSENT: McKenzie, Blair

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Jerry Ihler; Assistant City Manager, Todd Jenson; City Attorney, Randy Brink; Assistant City Attorney, Brian Miller; Administrative Assistant (Capital Planning & Resiliency), Kahley Gilbert; Community Development Director, Elizabeth Weitman; Economic Development Director, Deidre Ebrey; Fire Chief, Gary Bird; Emergency Management Director, Gayland Kitch; Finance Director, Betty Koehn; Human Resources Director, Christine Jolly; Manager of Information Technology, David Thompson; Police Chief, Jerry Stillings; Police Sergeant, David Dickinson; Public Works Director, Richard Sandefur; Veolia Water Project Manager, Robert Pistole; and City Clerk, Vanessa Kemp.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD MARCH 4, 2019.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD FEBRUARY 5, 2019.
- C) ACCEPT A MUNICIPAL SERVICES AND PUBLIC SAFETY ACCESS EASEMENT FROM ROMA III, A FLORIDA LIMITED PARTNERSHIP, KAT OK REAL ESTATE HOLDINGS, L.L.C., JAMES MEEK, GEORGE AND DONNA VICKERS, CHRISTOPHER AND HEATHER PEELER, AND TED AND MINNIE SMITH, ALLOWING ACCESS BY THE CITY OF MOORE TO PROVIDE CITY SERVICES, INCLUDING BUT NOT LIMITED TO, SANITATION, POLICE, AND FIRE SERVICES.
- D) APPROVE AN ADDENDUM TO THE DISPOSITION AND DEVELOPMENT AGREEMENT WITH THE CURVE APARTMENTS, L.P. AND NHS MOORE CURVE, L.L.C.
- E) APPROVE A FIELD LEASE AGREEMENT WITH THE MOORE YOUTH BASEBALL ASSOCIATION FOR A TWO-YEAR TERM.

- F) APPROVE A FIELD LEASE AGREEMENT WITH THE MOORE YOUTH FOOTBALL ASSOCIATION FOR A TWO-YEAR TERM.
- G) APPROVE A FIELD LEASE AGREEMENT WITH THE MOORE GIRLS SOFTBALL ASSOCIATION FOR A TWO-YEAR TERM.
- H) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2018-2019 IN THE AMOUNT OF \$1,974,310.15.

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

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

Agenda Item Number 3 being:

CONSIDER ADOPTION OF RESOLUTION NO. 924(19) APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE MOORE PUBLIC WORKS AUTHORITY IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$15,000,000 TO BE EVIDENCED BY THE AUTHORITY'S PROMISSORY NOTE TO THE OKLAHOMA WATER RESOURCES BOARD; APPROVING ACTIONS TAKEN BY THE AUTHORITY IN CONNECTION THEREWITH; APPROVING AND AUTHORIZING THE EXECUTION OF AN AMENDED AND RESTATED LEASE AGREEMENT AND OPERATION AND MAINTENANCE CONTRACT; APPROVING AND AUTHORIZING THE EXECUTION OF A SALES TAX AGREEMENT.

Brooks Mitchell, City Manager, stated that Resolution No. 924(19) authorized the execution of documents related to the Oklahoma Water Resources Board ("OWRB") loan to fund the 34th Street Lift Station. Mr. Mitchell indicated that Terry Hawkins, bond counsel, and Chris Gander, financial advisor, were in attendance at the meeting to answer any questions.

Councilman Hamm asked how much of an increase utility customers would see on their water bill. Mr. Mitchell stated that since the bonds have not been sold an interest rate has not been determined; however, he estimated an increase of \$3.41 per utility account.

Chris Gander stated that the City Council authorized them to make application to the OWRB for a loan at the February 4, 2019 City Council Meeting. Mr. Gander advised that the application was approved under the FAP Program, which meant the OWRB would issue the bonds under their AAA rating, allowing the City to benefit from the lower interest rates. He stated that the bonds would be sold later in the week with an anticipated rate of 3.75%. Closing would occur in early April 2019.

Councilwoman Hunt moved to adopt Resolution No. 924(19) approving the incurrence of indebtedness by The Moore Public Works Authority in the aggregate principal amount not to exceed \$15,000,000 to be evidenced by the Authority's Promissory Note to the Oklahoma Water Resources Board; approving actions taken by the Authority in connection therewith; approving and authorizing the execution of an Amended and Restated Lease Agreement and Operation and Maintenance Contract; approving and authorizing the execution of a Sales Tax Agreement, second by Councilman Williams. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

Agenda Item Number 4 being:

CONSIDER APPROVAL OF AN AGREEMENT WITH VOICE PRODUCTS IN THE AMOUNT OF \$23,169 TO UPGRADE THE EXISTING HARDWARE AND SOFTWARE NECESSARY TO OPERATE THE VOICE RECORDING SYSTEM FOR THE DISPATCH DEPARTMENT USING 911 FUNDS.

Brooks Mitchell, City Manager, advised that the proposed agreement with Voice Products in the amount of \$23,169 was for an update to the hardware and software for the voice recording system used by Dispatch. He noted that the cost of the upgrade would be funded using 911 funds.

Councilman Williams moved to approve an agreement with Voice Products in the amount of \$23,169 to upgrade the existing hardware and software necessary to operate the voice recording system for the Dispatch Department using 911 funds, second by Councilwoman Hunt. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

Agenda Item Number 5 being:

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR THE POSITION OF MECHANICAL JOURNEYMAN AND APPROVE PLACEMENT IN PAY GRADE 110 OF THE CITY'S SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016 (EFFECTIVE JULY 1, 2016).

Christine Jolly, Human Resources Director, stated that the position of Mechanical Journeyman would work under the Building Maintenance division of the Public Works Department. The job description would allow for the recruitment of an HVAC Technician who was also a licensed Journeyman through the Oklahoma State Department of Health's Construction Industries Board. Ms. Jolly indicated that this would mean faster and more cost effective response times to HVAC, Plumbing, Electrical, and Refrigeration issues at all City buildings. She added that the employee would also be responsible for preventative maintenance on equipment. Staff recommended approval of the position in Pay Grade 110 of the Salary Table. Councilman Williams asked if this a budgeted position. Ms. Jolly indicated that it was not currently a budgeted item but it would be included in the FY 19-20 budget.

Councilman Webb moved to approve a new job description for the position of Mechanical Journeyman and approve placement in Pay Grade 110 of the City's salary table approved by City Council on June 20, 2016 (effective July 1, 2016), second by Councilman Williams. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

Agenda Item Number 6 being:

CONSIDER RENEWAL OF A DBCOMPENSATION SOFTWARE LICENSE AND SUPPORT AGREEMENT WITH DBSQUARED EFFECTIVE APRIL 1, 2019 THROUGH MARCH 31, 2020.

Christine Jolly, Human Resources Director, stated that in 2016 the City contracted with the Johanson Group for a Classification and Compensation Study. The Study was approved and implemented in July

2016. Part of the implementation included a Software License and a Technical Support Agreement. The software, which was a one-time purchase through DBSquared was meant to assist the Human Resources Department with writing new job descriptions in a format which created consistency across the classification system. Ms. Jolly advised that the Technical Support Agreement was renewable on an annual basis and gave the City access to software upgrades released during the term of the agreement, basic technical support, and training for new HR employees. She stated that there were no proposed increases in costs and would cover the period of April 1, 2019 through March 31, 2020. Staff recommended approval of the agreement.

Councilman Williams moved to approve the renewal of a DBCompensation Software License and Support Agreement with DBSquared effective April 1, 2019 through March 31, 2020, second by Councilman Webb. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

Agenda Item Number 7 being:

CONSIDER AUTHORIZING ENGINEERING SERVICES FOR THE SE 4TH STREET RAILROAD UNDERPASS FINAL PLAN DEVELOPMENT WITH POE AND ASSOCIATES IN THE AMOUNT OF \$622,500 TO BE FUNDED THROUGH THE 2018 G.O. BONDS.

Elizabeth Weitman, Community Development Director, stated that the original contract with Poe and Associates was approved in 2015 for engineering services on the 4th Street Underpass project. Ms. Weitman advised that the plans for the project were approximately 30% complete and staff was now requesting authorization for final plan development with Poe and Associates in the amount of \$622,500.

Councilman Williams asked how much Poe and Associates was paid for the completed portion of the plans. Councilwoman Hunt noted that HUD funds were used to fund the engineering fees. Ms. Weitman agreed and added that the total contract amount was for approximately \$1.2 million, which included engineering fees for other projects.

Councilman Williams moved to authorize engineering services for the SE 4th Street Railroad Underpass final plan development with Poe and Associates in the amount of \$622,500 to be funded through the 2018 G.O. Bonds, second by Councilman Webb. Motion carried by majority vote.

Ayes: Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair
Abstentions: Hunt

Agenda Item Number 8 being:

CONSIDER APPROVAL OF A FY 19 BUDGET SUPPLEMENT IN THE AMOUNT OF \$77,500 TO BUDGET FUNDS AND RELATED EXPENSES FOR THE CEMETERY DRAINAGE PROJECT.

Betty Koehn, Finance Director, stated that the City was working to address the drainage issue at the Moore Cemetery. Ms. Koehn indicated that the Cemetery Perpetual Care Fund contained \$77,500 which could be dedicated to the project; however, those funds had not been budgeted for FY 19. The attached

budget supplement/amendment would allow for the funds to be budgeted for expenditure during the current fiscal year.

Mayor Lewis asked if there was an estimated cost for the project. Ms. Koehn stated that the project was estimated to cost approximately \$155,000. Brooks Mitchell, City Manager, stated that contingency funds were available to fund the remaining cost of the project; however, inclement weather may postpone the project until next fiscal year when funding could be budgeted.

Councilwoman Hunt moved to approve a FY 19 budget supplement in the amount of \$77,500 to budget funds and related expenses for the cemetery drainage project, second by Councilman Webb. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

Agenda Item Number 9 being:

CONSIDER AUTHORIZING THE INVESTMENT OF \$100,000 IN FUNDS DEDICATED TO THE MOORE ANIMAL SHELTER IN A CERTIFICATE OF DEPOSIT AT GREAT PLAINS BANK.

Betty Koehn, Finance Director, advised that funds collected through donations and insurance proceeds following the 2013 tornado were being held for the construction of a new Animal Shelter. Staff would request investing \$100,000 of the funds in a Certificate of Deposit. Ms. Koehn indicated that banks in the Moore area were contacted to obtain interest rates. She stated that staff was requesting authorization to invest the funds with Great Plains Bank in a special 15-month C.D. at a rate of 2.73%.

Mayor Lewis asked how much money was remaining in the restricted fund. Mr. Mitchell advised that the account contained slightly over \$600,000. Because the \$100,000 was not anticipated to be needed in the next 15-months staff would like to invest the funds to earn interest.

Councilwoman Hunt moved to authorize the investment of \$100,000 in funds dedicated to the Moore Animal Shelter in a Certificate of Deposit at Great Plains Bank, second by Councilman Williams. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

Agenda Item Number 10 being:

CONSIDER AUTHORIZING THE PURCHASE OF ONE (1) OUTDOOR WARNING SIREN FROM JOE GODDARD ENTERPRISES LLC, A SOLE SOURCE PROVIDER, IN THE AMOUNT OF \$22,711, WHICH INCLUDES THE SOLAR CHARGING OPTION FOR \$3,100, USING BUDGETED FUNDS.

Gayland Kitch, Emergency Management Director, stated that the proposed purchase of one tornado siren was proposed for the area east of I-35 and NE 27th. Mr. Kitch indicated that it was a budgeted item.

Councilman Hamm asked if the siren would be new or a replacement for an existing siren. Mr. Kitch stated that it was a new siren. He advised that there was a program to replace older sirens every ten years. This siren would be placed in such a way that when another siren is retired it would provide adequate coverage.

Councilwoman Hunt moved to approve the purchase of one (1) outdoor warning siren from Joe Goddard Enterprises LLC, a sole source provider, in the amount of \$22,711, which includes the Solar Charging Option for \$3,100, using budgeted funds, second by Councilman Williams. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:48 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 4, 2019.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2018-2019 IN THE AMOUNT OF \$1,010,500.35.

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

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

Agenda Item Number 12 being:

CONSIDER ADOPTION OF RESOLUTION NO. 246(19) AUTHORIZING A LOAN FROM THE OKLAHOMA WATER RESOURCES BOARD IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$15,000,000; APPROVING THE ISSUANCE OF A PROMISSORY NOTE IN SAID PRINCIPAL AMOUNT TO BE SECURED BY A PLEDGE OF UTILITY AND SALES TAX REVENUES AND LEASEHOLD INTEREST OF THE AUTHORITY IN UTILITY SYSTEMS AND PROPERTIES; DESIGNATING A LOCAL TRUSTEE; APPROVING AND AUTHORIZING THE EXECUTION OF A SUPPLEMENTAL NOTE INDENTURE, AN AMENDED AND RESTATED LEASE AGREEMENT AND OPERATION AND MAINTENANCE CONTRACT; LOAN AGREEMENT, SALES TAX AGREEMENT, NOTE PURCHASE AGREEMENT; AND RELATED LOAN DOCUMENTS, CERTIFICATES, AND AGREEMENTS; APPROVING VARIOUS COVENANTS AND REPRESENTATIONS; APPROVING AND AUTHORIZING PAYMENT OF FEES AND EXPENSES; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

Trustee Williams moved to adopt Resolution No. 246(19) authorizing a loan from the Oklahoma Water Resources Board in the aggregate principal amount not to exceed \$15,000,000; approving the issuance of a Promissory Note in said principal amount to be secured by a pledge of utility and sales tax revenues and leasehold interest of the Authority in utility systems and properties; designating a local Trustee; approving and authorizing the execution of a Supplemental Note Indenture, an Amended and Restated Lease Agreement and Operation and Maintenance Contract; Loan Agreement, Sales Tax Agreement, Note Purchase Agreement; and related loan documents, certificates, and agreements; approving various covenants and

representations; approving and authorizing payment of fees and expenses; and containing other provisions relating thereto, second by Trustee Hunt. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:50 P.M.

Agenda Item Number 13 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD MARCH 4, 2019.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2018-2019 IN THE AMOUNT OF \$259,662.14.

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

Ayes: Hunt, Williams, Webb, Hamm, Blair
Nays: None
Absent: McKenzie, Lewis

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH CHAIRMAN ADAM WEBB PRESIDING AT 6:52 P.M.

Agenda Item Number 14 being:

ROLL CALL

PRESENT: Hunt, Lewis, Williams, Hamm, Webb
ABSENT: McKenzie, Blair

Agenda Item Number 15 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD JANUARY 22, 2019.

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

Ayes: Hunt, Lewis, Williams, Hamm, Webb
Nays: None
Absent: McKenzie, Blair

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:53 P.M.

Agenda Item Number 16 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.

There were no items from the City Council.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Mr. Mitchell advised that the Police Department held a community outreach program on March 8, 2019 at the McDonalds on Eastern Avenue from 3pm to 5pm called People, Pie, and Police Officers. He indicated that 480 pies were distributed during the event and was well attended. Mr. Mitchell expressed appreciation to the Police Department for their continued effort to reach out to the community.

Agenda Item Number 17 being:

EXECUTIVE SESSION:

- A) RECEIVE AN UPDATE AND DISCUSS NEGOTIATIONS BETWEEN THE CITY OF MOORE AND THE I.A.F.F. LOCAL 2047 AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(2).

- B) CONVENE TO EXECUTIVE SESSION.

Councilwoman Hunt moved to convene to executive session, second by Councilman Williams. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

The City Council convened into executive session at 6:54 p.m.

- C) RECONVENE FROM EXECUTIVE SESSION

PRESENT: Hunt, Williams, Webb, Hamm, Lewis
ABSENT: McKenzie, Blair

The City Council reconvened from executive session at 7:36 p.m.

- D) ACTION.

- A) RECEIVE AN UPDATE AND DISCUSS NEGOTIATIONS BETWEEN THE CITY OF MOORE AND THE I.A.F.F. LOCAL 2047 AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(2).

Councilman Williams moved to authorize the City Manager, City Attorney, and staff to proceed with negotiations as discussed in executive session, second by Councilwoman Hunt. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

Agenda Item Number 18 being:

ADJOURNMENT

Councilman Hamm moved to adjourn the City Council meeting, second by Councilman Williams. Motion carried unanimously.

Ayes: Hunt, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Blair

The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:37 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

ADAM WEBB, MPWA Secretary

FOR:

MARK HAMM, MEDA Secretary

These minutes passed and approved as noted this ____ day of _____, 2019.

ATTEST:

VANESSA KEMP, City Clerk