

**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  
JANUARY 21, 2014 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on January 21, 2014 at 6:30 p.m. with Mayor Glenn Lewis presiding.

*David Roberts*  
*Councilman, Ward I*

*Robert Krows*  
*Councilman, Ward I*

*Scott Singer*  
*Councilman, Ward II*

*Mark Hamm*  
*Councilman, Ward II*

*Jason Blair*  
*Councilman, Ward III*

*Terry Cavnar*  
*Councilman, Ward III*

PRESENT: Singer, Cavnar, Roberts, Hamm, Lewis  
ABSENT: Krows, Blair

STAFF MEMBERS PRESENT: City Manager, Steve Eddy; Assistant City Manager, Stan Drake; Finance Director, Jim Corbett; City Attorney, Randy Brink; Community Development Director, Elizabeth Jones; Economic Development Director, Deidre Ebrey; Emergency Management Director, Gayland Kitch; Fire Chief, Gary Bird; Human Resources/Risk Management Director, Gary Benefield; Police Chief, Jerry Stillings; Public Works Director, Richard Sandefur; Veolia Water Project Manager, Robert Pistole; 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 JANUARY 6, 2014.
- B) RECEIVE THE MINUTES OF THE REGULAR PARK BOARD MEETINGS HELD OCTOBER 1, 2013 AND DECEMBER 3, 2013.
- C) ACCEPT A 15-FOOT SANITARY SEWER EASEMENT LOCATED IN THE NW/4 OF SECTION 23, T10N, R3W, BEING LOCATED SOUTH OF SW 4<sup>TH</sup> STREET AND EAST OF TELEPHONE ROAD TO SERVE THE MOORE MEDICAL CENTER.
- D) GRANT AN EASEMENT TO OG&E TO PROVIDE POWER TO BUSINESSES TO BE LOCATED AT THE NORTHWEST CORNER OF 19<sup>TH</sup> AND TOWER DRIVE.
- E) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2013-2014 IN THE AMOUNT OF \$2,075,366.84.

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

Ayes: Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None  
Absent: Krows, Blair

**Agenda Item Number 3 being:**

CONSIDER APPROVAL OF A RESIDUAL EQUITY TRANSFER FROM THE GENERAL FUND TO THE SPECIAL REVENUE FUND IN THE AMOUNT OF \$1.1 MILLION TO FUND THE CITY'S SHARE OF RECOVERY EXPENSES FROM THE MAY 20, 2013 TORNADO.

Jim Corbett, Finance Director, advised that the City has been working with FEMA on the calculation of storm recovery costs estimated to be around \$16.9 million. Mr. Corbett indicated that reimbursements from the State of Oklahoma and the Federal government total \$15.8 million. The City would be responsible for the remaining \$1.1 million. Although there are two outstanding project worksheets remaining; Mr. Corbett recommended that funds be transferred from the General Fund to the Special Revenue Fund to cover the City's current share of tornado expenses.

Steve Eddy, City Manager, stated that a new category allowed by FEMA was a credit for donated resources. This credit allows the City to claim resources donated from churches and charitable organizations toward the cleanup effort. This category is included on one of the last project worksheets. Staff anticipates FEMA will allow around \$250,000 for the donated resources.

Councilman Hamm asked if the money being transferred out of the General Fund was designated for something else. Mr. Eddy advised that the City has been very fortunate in that the sales tax collections have been higher than anticipated. The increase in sales tax this fiscal year should fund the \$1.1 million in tornado costs.

**Councilman Singer moved to approve a Residual Equity Transfer from the General Fund to the Special Revenue Fund in the amount of \$1.1 million to fund the City's share of recovery expenses from the May 20, 2013 tornado, second by Councilman Roberts. Motion carried unanimously.**

Ayes: Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None  
Absent: Krows, Blair

**Agenda Item Number 4 being:**

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR THE POSITION OF ATHLETIC ASSOCIATION LIAISON; AND APPROVE PLACEMENT IN PAY RANGE 55 OF THE CITY PAY TABLE.

Stan Drake, Assistant City Manager, advised that he would be speaking on the item in the absence of Parks and Recreation Director Todd Jenson. He indicated that the position of Athletic Association Liaison was included in the budget. This position would allow the City to be proactive instead of reactive with the little league ball associations. It is a part-time position from March through October while the leagues are playing at Buck Thomas Park.

Mayor Lewis asked how much the position would be paid. Jim Corbett, Finance Director, estimated that the pay would start at \$25.00 per hour.

Councilman Hamm inquired when the position would be filled. Mr. Drake indicated that staff would like the position filled before the start of spring leagues. Councilman Hamm asked if the City still planned to hire an Assistant Emergency Management Director. He felt this position should be given priority. Mr. Eddy indicated that the proposed position was a budgeted position that would likely be filled after staff moves into the new Public Safety Center. Gayland Kitch, Emergency Management Director, stated that he was waiting to fill the position since there was no place to office someone in City Hall.

**Councilman Hamm moved to approve a new job description for the position of Athletic Association Liaison; and approve placement in Pay Range 55 of the City pay table, second by Councilman Singer. Motion carried unanimously.**

Ayes: Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None  
Absent: Krows, Blair

**Agenda Item Number 5 being:**

CONSIDER APPROVAL OF AN AGREEMENT WITH TRAFFIC ENGINEERING CONSULTANTS, INC. IN THE AMOUNT OF \$27,700 TO UPDATE THE 19<sup>TH</sup> STREET CORRIDOR TRAFFIC STUDY.

Steve Eddy, City Manager, stated that Councilman Hamm mentioned at the January 6, 2014 council meeting his concern with traffic congestion and the continuing retail development on 19<sup>th</sup> Street. Mr. Eddy advised that a traffic study was prepared in 2005 and updated in 2008. He recommended retaining Traffic Engineering Consultants, Inc. ("TEC") to once again update the 19<sup>th</sup> Street Corridor Traffic Study since the City is aware of additional development being planned for the area. The study would incorporate current traffic patterns and determine what could be done to alleviate traffic congestion.

Mayor Lewis asked if the City has a monthly contract with TEC. Mr. Eddy advised that the City does have a contract with TEC to monitor and manage the traffic signals on 19<sup>th</sup> Street. The proposed contract was for the preparation of a traffic study, from Broadway to Santa Fe and from 4<sup>th</sup> to 34<sup>th</sup> Streets, that would include projections of what impact additional development would have on the street and suggestions for future projects that could alleviate any negative effects.

**Councilman Hamm moved to approve an agreement with Traffic Engineering Consultants, Inc. in the amount of \$27,700 to update the 19<sup>th</sup> Street Corridor Traffic Study, second by Councilman Cavnar. Motion carried unanimously.**

Ayes: Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None  
Absent: Krows, Blair

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:48 P.M.**

**Agenda Item Number 6 being:**

CONSENT DOCKET:

A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD JANUARY 6, 2014.

B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2013-2014 IN THE AMOUNT OF \$1,347,486.67.

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

Ayes: Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None  
Absent: Krows, Blair

**Agenda Item Number 7 being:**

CONSIDER THE PURCHASE OF 425 POLYCARTS FROM THE LOWEST QUOTING VENDOR.

Richard Sandefur, Public Works Director, stated that the item was tabled from the January 6, 2014 City Council meeting because the City did not receive any quotes on the purchase of 425 polycarts. Since that time the City received one quote from Toter, the company that the City has been using for the purchase of polycarts. Mr. Sandefur felt that most companies are not interested in bidding on such a small number of polycarts and suggested next fiscal year requesting quotes for 1,500. He felt there would be more vendors interested in supplying a quote and in this way the City can ensure getting a competitive price. Toter quoted an increase of .75 cents per cart or \$53.75. The total purchase amount including shipping is \$24,112.47.

Steve Eddy, City Manager, indicated that a project worksheet for reimbursement through FEMA was for the replacement of 2,000 polycarts. Mr. Sandefur indicated that the City will have purchased approximately 1,600 including the 425 being proposed this fiscal year.

**Trustee Cavnar moved to approve the purchase of 425 polycarts from Toter in the amount of \$24,112.47, second by Trustee Roberts. Motion carried unanimously.**

Ayes: Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None  
Absent: Krows, Blair

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

**Agenda Item Number 8 being:**

CONSENT DOCKET:

A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD JANUARY 6, 2014.  
B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2013-2014 IN THE AMOUNT OF \$168,939.53.

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

Ayes: Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None  
Absent: Krows, Blair

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

**Agenda Item Number 9 being:**

ROLL CALL

PRESENT: Singer, Lewis, Roberts, Hamm, Cavnar  
ABSENT: Krows, Blair

**Agenda Item Number 10 being:**

CONSENT DOCKET:

A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD DECEMBER 16, 2013.

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

Ayes: Singer, Lewis, Roberts, Hamm, Cavnar  
Nays: None  
Absent: Krows, Blair

**Agenda Item Number 11 being:**

DIRECTOR'S REPORT

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

- Sales tax is doing well. Thanked the citizens who continue to support the local businesses.
- Camden Plaza previously located on 19<sup>th</sup> Street was destroyed in the tornado. They are rebuilding and signed a new lease with Dan McGuiness Pub.
- Van's Pig Stand was destroyed in the tornado and their restaurant is under construction at the new location at 19<sup>th</sup> and Tower Drive. They have additional lease space in the family owned development.
- New construction at 4<sup>th</sup> and Santa Fe. Renewed interest in property in the north and east sides of Moore.
- Land sold previously occupied by AMF Bowling Alley.
- Tinker Federal Credit Union will reopen soon. They have rebuilt the credit union at the same location following its destruction from the tornado. Invited the City Council to their re-opening celebration on January 27, 2014.
- End of year media interviews regarding tornado recovery. Recognized in the February issue of OKC Biz magazine for commercial and residential growth and recovery.

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 7:00 P.M.**

**Agenda Item Number 12 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 indicated that delivery trucks are driving over the islands located by the fast food restaurants south of 12<sup>th</sup> Street on N. Moore Avenue. He asked if the situation could be addressed. Councilman Hamm stated that the same center islands are being constructed on Broadway north of 12<sup>th</sup> Street. He indicated that the situation should be rectified prior to completion of the project. Councilman Hamm advised that a company donated some funds to the City parks. He commented that the City received a lot of assistance from organizations, volunteer groups, and individuals. Councilman Hamm felt that the anniversary of the May 20, 2013 tornado was coming up and it would be a good opportunity to celebrate the City's recovery by offering our appreciation for the generosity of people around the world who offered their help through donations, labor, or time. Since the media will be here anyway he felt it would be a good opportunity to recognize those people.

Mr. Eddy stated that list was being prepared of the many organizations and people who helped the City during the aftermath of the tornado. He explained that there was some fear that someone would be inadvertently left off the list. Mayor Lewis indicated that Serve Moore had over 45,000 registered volunteers. Deidre Ebrey, Economic Development Director, felt that it was an extremely painful and emotional process to go over e-mails. The list is expansive and the City would need to be very cautious about omitting someone and knowing if the individual or company donated time, equipment, or money. Some donations were made immediately after the tornado while other donations came in six months after. Ms. Ebrey stated that when donations occurred well after the event the City asked them to contact the Oklahoma City Community Foundation. Other individuals opted to donate to the City through a church, Moore Public Schools, or a charitable organization. People from all over the world assisted and held events benefiting the City of Moore. She felt it would be an enormous task to identify everyone. Some individuals never gave a name. Councilman Hamm stated that he would love to sit down and discuss the situation with Mr. Eddy or staff. Ms. Ebrey suggested having a rolling list and allow people the opportunity to add their name to the list if they assisted the City in some way. She felt it might be impossible to come up with a complete list without omissions or misinformation and to verify that the information was correct. Ms. Ebrey indicated that in every media interview the City has conveyed how many people have come to the City's aid and how very grateful we are for that. She felt we needed to indicate our sincerity but felt there was no possible way that everyone could be named. Ms. Ebrey suggested contacting the City of Joplin to see if they were able to come up with a more feasible way to express appreciation to volunteers and donors.

Councilman Hamm inquired about the possibility of implementing an Animal Control Board similar to the Parks Board. This would allow individuals who applied for a seat on a board or committee an opportunity to serve in another capacity. It would also be an advisory board to the City Council on some issues impacting that department. He asked Mr. Eddy to research the issue and give his thoughts on the matter at a later date.

Councilman Roberts stated that he was contacted by a citizen who expressed concern that the park repairs were not happening as quickly as he anticipated. He asked that the citizens remember that there are a lot of projects going on simultaneously and the City is working as quickly as possible. Planning and engineering must occur on big projects and takes time. Councilman Roberts asked for people to be patient.

C) ITEMS FROM THE CITY/TRUST MANAGER.

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

- Announced the implementation of a Storm Shelter Rebate Program in the amount of \$3.75 million being funded by the American Red Cross through donations received from all over the world following the May 20, 2013 tornado. He stated that Gayland Kitch, Emergency Management Director, will be giving a short presentation regarding the program. If there are no objections from the City Council applications will be accepted beginning January 22, 2014.

Gayland Kitch, Emergency Management Director, stated that program documents were being drafted for a storm shelter rebate program. Several potential funding sources were investigated. The American Red Cross will be contributing \$3.75 million. This will allow the rebate of the cost of a storm shelter up to a maximum amount of \$2,500 for approximately 1,500 residential storm shelters. Phase I includes those homeowners whose home was destroyed as a result of the May 20, 2013 tornado, or received significant damage which required a building permit. Those individuals will be given priority. Any remaining funds will be distributed among randomly selected Moore residents included in Phase II of the program. Retroactive rebates will be given only to individuals whose homes were destroyed in the tornado and have since been rebuilt in the storm area. Mr. Kitch indicated that on-line applications are available through the existing State of Oklahoma Shelter Rebate Program website. Registration will remain open for approximately one month. It will take approximately one to two weeks for selection and vetting of the addresses. Eligible individuals will be notified by letter, notifying them of the requirements, ensuring their interest, and obtaining the necessary signatures. They will have 45 days to obtain a contract with a storm shelter company. They anticipate allowing a year for installation; however, that will be determined based on scheduling difficulties with local vendors. The program will be managed by the Emergency Management Department with assistance from other departments.

Councilman Roberts asked who would be distributing the funds. Mr. Kitch stated that the money will come from the City. Mr. Eddy indicated that grant money will be sent to the City by the American Red Cross.

Mayor Lewis requested that Mr. Kitch discuss the types of shelters allowed under the program. Mr. Kitch advised that the storm shelters will be required to meet FEMA 321 and 360 standards with certification supplied by the vendor. Mayor Lewis asked if homemade shelters would qualify. Mr. Kitch stated that homemade shelters must have an engineer's certification that their shelter meets FEMA standards.

Councilman Hamm asked if the City would have any way to ensure vendors are legitimate. Mr. Kitch indicated that a building permit was required for construction of a safe room. This would allow the City to make certain it isn't, for instance, built in a flood plain and for an inspection to make sure it is built to FEMA standards.

Mayor Lewis confirmed that the homeowner will be required to pay for the shelter and the check would be a reimbursement.

Mr. Eddy indicated that despite using the term "safe room" the storm shelter can be placed in the garage floor, above ground or underground.

Mr. Eddy added that the program is not going to be first come, first serve. Mayor Lewis asked if this program would include commercial properties. Mr. Kitch advised that it is a residential program for property owners. Rental properties and apartments are excluded.

Mayor Lewis thanked the American Red Cross for their participation and contribution to the project.

- Chief Stillings submitted his annual report for Council's review.

**Agenda Item Number 13 being:**

ADJOURNMENT

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

Ayes: Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None  
Absent: Krows, Blair

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

TRANSCRIBED BY:

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RHONDA BAXTER, Executive Assistant

RECORDED BY:

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CAROL FOLSOM, Purchasing Agent

FOR:

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DAVID ROBERTS, MPWA Secretary

FOR:

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JASON BLAIR, MEDA Secretary

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

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JIM CORBETT, City Clerk