

**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  
NOVEMBER 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 November 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, Roberts, Hamm, Lewis  
ABSENT: Cavnar

STAFF MEMBERS PRESENT: City Manager, Steve Eddy; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jenson; City Attorney, Randy Brink; Assistant Planner/Grants Manager, Jared Jakubowski; Community Development Director, Elizabeth Jones; Emergency Management Director, Gayland Kitch; Fire Chief, Gary Bird; Human Resources/Risk Management Director, Gary Benefield; Manager of Information Technology, David Thompson; 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 NOVEMBER 2, 2015.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD SEPTEMBER 1, 2015.
- C) DECLARE CERTAIN POLICE VEHICLES AS SURPLUS.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2015-2016 IN THE AMOUNT OF \$6,832,186.62.

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

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

**Agenda Item Number 3 being:**

CONSIDER APPROVAL OF RESOLUTION NO. 833(15) SELECTING CEC CORPORATION TO PERFORM CITY-WIDE BRIDGE INSPECTIONS FOR THE 2016-2018 ODOT BRIDGE INSPECTION PROGRAM.

Elizabeth Jones, Community Development Director, stated that every other year the Oklahoma Department of Transportation requests that the City chose an engineering contractor to inspect bridges located within the City of Moore. Ms. Jones stated that interviews were held with the engineering firms of CEC Corporation a/k/a Cobb Engineering, Lochner, and Olsson Associates. Staff recommended CEC Corporation as being most responsive to the City's needs. Ms. Jones requested that the City Council approve Resolution No. 833(15) appointing CEC Corporation as the City's engineering contractor for bridge inspections.

Councilman Krows asked how many bridges were included in the inspection. Ms. Jones advised that 26 bridges were located in Moore that must be inspected.

**Councilwoman Hunt moved to adopt Resolution No. 833(15), second by Councilman Krows. Motion carried unanimously.**

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

**Agenda Item Number 4 being:**

CONSIDER APPROVAL OF A CONTRACT WITH GUERNSEY CONSULTANTS FOR THE CITY OF MOORE COMPREHENSIVE PLAN UPDATE IN THE AMOUNT OF \$401,491 TO BE FUNDED THROUGH THE CDBG-DR PROGRAM.

Elizabeth Jones, Community Development Director, stated that staff was still involved in contract negotiations with Guernsey Consultants and requested that Agenda Item No. 4 be tabled to the December 7, 2015 City Council meeting.

**Councilman Roberts moved to table Agenda Item No. 4 to the December 7, 2015 City Council Meeting, second by Councilman Krows. Motion carried unanimously.**

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

**Agenda Item Number 5 being:**

CONSIDER APPROVING THE USE OF WEX INC. FUEL CARD SERVICES FOR FLEET FUEL PURCHASES.

Richard Sandefur, Public Works Director, indicated that the City currently uses Fuelman for fleet fuel purchases. Employees use a personal pin number along with an identification card assigned to each vehicle or piece of equipment when purchasing fuel. Recently some of the local vendors have opted not to contract with Fuelman. Mr. Sandefur researched other companies and recommended contracting with WEX, Inc. WEX cards can be used at any 7-Eleven store and the new On Cue station under construction. He indicated that WEX cards are also accepted nationwide in the event an employee must travel out of state. Mr. Sandefur advised that the City pays for the fuel but there is no cost for the service.

Steve Eddy, City Manager, advised that taxes are removed at the time of purchase. Mr. Sandefur indicated that it would equal approximately .35 cents in savings per gallon of fuel.

**Councilman Krows moved to approve the use of WEX Inc. Fuel Card Services for fleet fuel purchases, second by Councilwoman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 6 being:**

DISCUSS AND CONSIDER PURSUANT TO SECTION 7-204 OF THE MOORE MUNICIPAL CODE, REJECTING ALL BIDS IN BID NO. 1516-005 "PURCHASE AND INSTALLATION OF SHADE STRUCTURES FOR BUCK THOMAS PARK BASEBALL FIELDS (1903 NE 12<sup>TH</sup>)" AND AUTHORIZING THE SOLICITATION OF NEW BIDS.

Todd Jenson, Assistant City Manager, stated that Bid No. 1516-005 was for the purchase and installation of shade structures for the Buck Thomas Park baseball fields. Mr. Jenson advised that the bid specifications did not include a request for references or project experience. Mr. Jenson asked that the bids be rejected and the item rebid with the additional information included in the specifications. He requested authorization for Apollo Building Systems, as Construction Manager, to solicit bids and oversee the project since the project must be completed by the start of baseball season in March.

**Councilman Krows moved to reject all bids in Bid No. 1516-005 "Purchase and Installation of Shade Structures for Buck Thomas Park Baseball Fields (1903 NE 12<sup>th</sup>)" and authorize Apollo Building Systems to solicit new bids, second by Councilman Blair. Motion carried unanimously.**

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

**Agenda Item Number 7 being:**

CONSIDER AWARDING RFP NO. 1516-003 "INTERNAL AUDIT FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY" TO HORNE CPAS AND BUSINESS ADVISORS IN THE AMOUNT OF \$65,178.96.

Jared Jakubowski, Assistant Planner/Grants Manager, stated that the City solicited bids for an internal audit of the Community Development Block Grant – Disaster Recovery program as required by the Department of Housing and Urban Development. The City received one response from Horne CPAs and Business Advisors in the amount of \$65,178.96. Horne is experienced in disaster recovery and prepared last year's audit of the grant program. Mr. Jakubowski indicated that no fee increases were proposed.

**Councilman Roberts moved to award RFP No. 1516-003 "Internal Audit for the Community Development Block Grant – Disaster Recovery" to Horne CPAs and Business Advisors in the amount of \$65,178.96, second by Councilwoman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 8 being:**

CONSIDER AWARDING RFP NO. 1516-004 "TECHNICAL ASSISTANCE FOR COMMUNITY DEVELOPMENT BLOCK GRANT AND COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY" TO COMMUNITY DEVELOPMENT SERVICES.

Jared Jakubowski, Assistant Planner/Grants Manager, stated that the City solicited bids for Technical Assistance for the Community Development Block Grant – Disaster Recovery grant program. The bid solicitation requested hourly rates for services provided on an as-needed basis. Twelve responses were received and seven of the firms were interviewed. Staff recommended awarding the bid to Community Development Services at the rate of \$110 an hour.

**Councilman Hamm moved to award RFP No. 1516-004 "Technical Assistance for Community Development Block Grant and Community Development Block Grant – Disaster Recovery to Community Development Services, second by Councilwoman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 9 being:**

CONSIDER AWARDING RFP NO. 1516-005 "PUBLIC WORKS ON-DEMAND CONSTRUCTION SERVICES" TO CIMARRON CONSTRUCTION COMPANY.

Jared Jakubowski, Assistant Planner/Grants Manager, advised that Agenda Items No. 9, 10 and 11 were companion items. The City solicited bids for on-demand construction services. Mr. Jakubowski stated that HUD funds awarded for the CDBG and CDBG-DR Programs have an expenditure deadline. Therefore, staff believes increasing the number of construction crews would allow the City to better meet construction deadlines. Staff reviewed the contractors' qualifications and a scoring matrix was prepared by the interview committee, which included an engineer, in order to determine qualifications. Sealed bids were opened under the categories of roadway, drainage, traffic signals, and emergency construction services. Five qualified bids were received. The interview committee recommended contracting with Cimarron Construction Company for drainage projects, and Rudy Construction and Silver Star Construction for roadway projects, drainage, and emergency construction services. The committee also recommended that the traffic signal solicitation be rebid. The portion of the bid specification for signalization and street striping allowed for some discrepancy in the bid responses. He felt the item should be rebid to allow more clarification in the bid specifications. Steve Eddy, City Manager, indicated that the contracts considered under Agenda Items 9, 10 and 11 are essentially identical.

**Councilman Roberts moved to award Bid No. 1516-005 "Public Works On-Demand Construction Services" to Cimarron Construction Company, second by Councilman Blair. Motion carried unanimously.**

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

**Agenda Item Number 10 being:**

CONSIDER AWARDING RFP NO. 1516-005 "PUBLIC WORKS ON-DEMAND CONSTRUCTION SERVICES" TO RUDY CONSTRUCTION COMPANY.

**Councilman Blair moved to award RFP No. 1516-005 "Public Works On-Demand Construction Services" to Rudy Construction Company, second by Councilman Krows. Motion carried unanimously.**

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

**Agenda Item Number 11 being:**

CONSIDER AWARDING RFP NO. 1516-005 "PUBLIC WORKS ON-DEMAND CONSTRUCTION SERVICES" TO SILVER STAR CONSTRUCTION.

**Councilman Hamm moved to award RFP No. 1516-005 "Public Works On-Demand Construction Services" to Silver Star Construction, second by Councilman Roberts. Motion carried unanimously.**

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

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

**Agenda Item Number 12 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD NOVEMBER 2, 2015.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2015-2016 IN THE AMOUNT OF \$572,348.70.

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

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

**Agenda Item Number 13 being:**

CONSIDER APPROVAL OF A PROPERTY AND CONTENTS INSURANCE POLICY WITH AMRISK, A BOILER AND MACHINERY POLICY WITH XL INSURANCE COMPANY, AND PHYSICAL DAMAGE COVERAGE FOR THE CITY'S SANITATION TRUCKS WITH GREAT AMERICAN INSURANCE COMPANY, WITH UNIVERSAL INSURANCE AGENCY AS AGENT.

Gary Benefield, Risk Manager, advised that Tom Green is the City's insurance agent with Universal Insurance Agency. The insurance company for Property and Contents is AMRISC, the Physical Damage Insurance for the City's sanitation trucks is with Great American Insurance Company, and the Boiler and Machinery Insurance is with Zurich American Insurance Company. Mr. Benefield stated that AMRISC is offering a flat renewal rate for the coming year of approximately .26 cents per \$100 of value, including Boiler and Machinery Insurance. This rate does not include terrorism insurance. Renewal rates for Physical Damage Insurance is approximately 44.5 cents per \$100 of value compared to last year's 44 cents per \$100 of value.

Mr. Benefield stated that staff recommended Council approve coverage with AMRISC for Property and Contents Insurance, which includes Earthquake and Flood insurance, XL Insurance Company for Boiler and Machinery Insurance, and Great American Insurance Company for Physical Damage Insurance for a total of approximately \$316,000, and approve Universal Insurance Company as agent. The \$316,000 is an estimate based on current property values. Mr. Benefield advised that Mr. Green was available to answer any questions.

**Trustee Roberts moved to approve coverage with AMRISC for Property and Contents Insurance (including Earthquake and Flood insurance), XL Insurance Company for Boiler and Machinery Insurance, Great American Insurance Company for Physical Damage Insurance with Universal Insurance Company as agent, second by Trustee Krows. Motion carried by majority vote.**

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

**MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:52 P.M.**

**Agenda Item Number 14 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD NOVEMBER 2, 2015.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2015-2016 IN THE AMOUNT OF \$220,060.72.

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

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

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH VICE-CHAIRMAN DAVID ROBERTS PRESIDING AT 6:53 P.M.**

**Agenda Item Number 15 being:**

ROLL CALL

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

**Agenda Item Number 16 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD OCTOBER 19, 2015.

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

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

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:54 P.M.**

**Agenda Item Number 17 being:**

NEW BUSINESS:

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

Lynda Morse, 119 S. Classen Avenue, stated that road construction has been ongoing in their neighborhood which is comprised of a lot of elderly homeowners. Ms. Morris indicated that Assistant City Manager Stan Drake told them gravel would be removed from the yards. She stated that it was not done and she expressed concern that the lawnmowers will throw gravel causing property damage or injury to a person. Ms. Morris presented pictures for Council's review. She also mentioned that a problem with speeders in the area and added that there are currently no speed limit signs. One of the driveways is too steep. She stated that several people are unhappy with the construction and lack of notification during construction from Silver Star Construction Company. Mayor Lewis asked what type of construction was being done in the area. Ms. Morris indicated that the road was lowered four to five feet for flood control. There is no fencing around a drainage pond located by On Cue. Councilman Hamm commented that City staff works hard to ensure this is a great community to live in and felt that any oversights were unintentional. Steve Eddy, City Manager, indicated that the Electric Addition was located south of Main Street between Telephone Road and I-35. The City received complaints regarding flooding problems in the area over the past several years. Staff looked at options to correct the flooding. Classen, SW 1<sup>st</sup>, and SW 2<sup>nd</sup> Streets were removed and replaced. The roadway was lowered but not by the three to four feet Ms. Morris stated. The area previously had bar ditches and/or tin horns which contributed to the flooding problems since some residents fill in the bar ditch and some tin horns aren't sized properly. The street was dropped, the bar ditches were removed, new concrete streets installed, and curb and gutters were added. Mr. Eddy felt that the construction would result in an improvement. He indicated that the City would do its best to remove the gravel. Speed limit signs can be erected and motorcycle patrols can be increased. Mr. Eddy indicated that most of the residents appear happy with the new streets. He apologized that Ms. Morris did not receive adequate notification of street closings or concrete work.

Stan Drake, Assistant City Manager, stated that a lot of gravel was placed on the roadway to allow access during construction until a permanent surface was poured. He indicated that the project has not been completed. A town meeting was held in May 2015 regarding a Master Drainage Plan. Residents from the

Electric Addition reported major flooding problems. They requested assistance from the City. Mr. Drake stated that in certain situations the street was higher than the elevation of the homes located there. He believed that Silver Star Construction did a good job so far, but has not completed the project. The yards will be raked and sod laid. Mr. Drake indicated that the driveway issue mentioned by Ms. Morse involved her corner lot with two drives. The driveway on SW 1<sup>st</sup> only allowed a short distance to work with from the garage door to the street. Additional panels were removed to soften the slope. There is less than a 10% slope. There are numerous driveways throughout the City that have a steeper slope. Ms. Morris said that there is a huge crack between the old and new driveway. Mr. Drake stated that he was unaware of the problem and would take a look at it to see if something could be done.

B) ITEMS FROM THE CITY COUNCIL/MPWA TRUSTEES.

Councilman Hamm stated that a press conference would be held on December 1, 2015 at 3:00 p.m. in the Santa Fe Station with the Regional Task Force regarding a future commuter rail system. He invited the City Council to attend. Mr. Eddy indicated that he would email Council with the information. It would be a public unveiling of the efforts that would be ongoing in future years regarding regional transit.

C) ITEMS FROM THE CITY/TRUST MANAGER.

There were no items from the City/Trust Manager.

**Agenda Item Number 18 being:**

EXECUTIVE SESSION:

A) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, CONSIDER TAKING POSSIBLE ACTION REGARDING PENDING CLAIM BY JEFF BRIDGES WCC NO. 2004-00072-H AGAINST THE CITY OF MOORE, AND AUTHORIZATION FOR LEGAL COUNSEL AND STAFF TO TAKE ACTION AS NECESSARY AND APPROPRIATE IN THE INTEREST OF THE CITY OF MOORE, AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(4).

B) CONVENE INTO EXECUTIVE SESSION

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

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

**The City Council convened into executive session at 7:05 p.m.**

C) RECONVENE FROM EXECUTIVE SESSION

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

**The City Council reconvened from executive session at 7:20 p.m.**

D) ACTION.

A) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, CONSIDER TAKING POSSIBLE ACTION REGARDING PENDING CLAIM BY JEFF BRIDGES WCC NO. 2004-00072-H AGAINST

THE CITY OF MOORE, AND AUTHORIZATION FOR LEGAL COUNSEL AND STAFF TO TAKE ACTION AS NECESSARY AND APPROPRIATE IN THE INTEREST OF THE CITY OF MOORE, AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(4).

**Councilman Krows moved to authorize staff to proceed as directed in executive session regarding pending claim by Jeff Bridges WCC No. 2004-00072-H against the City of Moore, and authorization for legal counsel and staff to take action as necessary and appropriate in the interest of the City of Moore, second by Councilwoman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 19 being:**

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:21 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 \_\_\_\_\_, 2015.

ATTEST:

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BROOKS MITCHELL, City Clerk