

**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 21, 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 November 21, 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, Hamm, Lewis
ABSENT: Webb

STAFF MEMBERS PRESENT: City Manager, Steve Eddy; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jenson; City Attorney, Randy Brink; City Clerk/Finance Director, Brooks Mitchell; Community Development Director, Elizabeth Jones; Associate Planner/Grants Manager, Jared Jakubowski; Economic Development Director, Deidre Ebrey; Emergency Management Director, Gayland Kitch; Assistant Emergency Management Director, Debi Wagner; Fire Chief, Gary Bird; Human Resources/Risk Management Director, Gary Benefield; Manager of Information Technology, David Thompson; Assistant Police Chief, Todd Strickland; Sergeant Jeremy Lewis; Public Works Director, Richard Sandefur; and Administrative Assistant, Katie Berhalter.

The flag salute was led by Boy Scouts.

Steve Eddy, City Manager, presented City Attorney Randy Brink and Fire Training Officer Ronnie Rawson with an Oklahoma Municipal League certificate and service pin in recognition of their 25 years of service to the City. Other employees honored that were not in attendance at the meeting were Vernon Boyce with the Fire Department, Vanna Conway an employee of the Public Works Department, and Kathy McDaniel with Community Development. Mr. Eddy expressed his appreciation to the employees and stated that their knowledge and experience were an invaluable asset to the citizens of Moore.

Mayor Lewis read a proclamation honoring retiring City Manager Steve Eddy and his service to the City. Mr. Eddy expressed his appreciation to the Mayor and City Council. He stated that it was a bittersweet evening since this was his last City Council Meeting serving the City Council and citizens of Moore. He believed the future of the community was bright. Mr. Eddy indicated that he would reside here and would continue to be involved. He stated that it had been a privilege to serve his home town for the past 27 years, 17 of that time as City Manager. Mr. Eddy thanked his staff and department heads for their support and professionalism, and his wife Robin for her support.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD NOVEMBER 7, 2016.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$2,992,334.02.

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

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

Item Number 3 being:

CONSIDER APPROVAL OF A LOT SPLIT LOCATED IN LOT 1, BLOCK 2 OF THE OLDE STONEBRIDGE ADDITION, SECTION 1, BEING NORTH OF SE 4TH STREET AND EAST OF BRYANT AVENUE. APPLICATION BY MARGARET RICKS.

Elizabeth Jones, Community Development Director, advised that the subject site contained three acres located at 206 Old Bridge Road. It was zoned R-1 Single-Family Residential. The lot split request conforms with all zoning requirements and is compatible with other lots in the Old Stonebridge Addition.

Councilman Cavnar asked if there were any objections. Ms. Jones indicated that notification was not sent to the neighbors; however, there have been many requests for lot splits in Olde Stonebridge. Ms. Jones noted that the lots directly across from the subject property were one acre lots and the proposed lot split was to divide the three acre lot in half.

Councilman Blair moved to approve a lot split located in Lot 1, Block 2 of the Olde Stonebridge Addition, Section 1, being north of SE 4th Street and east of Bryant Avenue, second by Councilman Cavnar. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF A NEW ACCOUNTANT I POSITION (PAY RANGE 47) IN THE FINANCE DEPARTMENT AND APPROVE A JOB DESCRIPTION FOR SAID POSITION.

Brooks Mitchell, Finance Director, stated that the necessity for the position request was due to the Munis conversion taking considerably more staff time than was originally anticipated, and will continue to do so for the foreseeable future. A local accounting firm was retained to perform some of the basic functions of the department. The new Accountant I position would negate the necessity to contract for accounting services resulting in a cost savings.

Mayor Lewis indicated that the new position should be beneficial when Mr. Mitchell moves into the new position of Interim City Manager.

Councilman Blair moved to approve a new Accountant I position (Pay Range 47) in the Finance Department and approve a job description for said position, second by Councilman Cavnar. Motion carried unanimously.

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

Agenda Item Number 5 being:

DISCUSS AND CONSIDER APPROVAL OF A DISASTER DEBRIS MANAGEMENT PLAN, AS APPENDIX 5 OF ANNEX J OF THE CITY'S EMERGENCY OPERATIONS PLAN.

Gayland Kitch, Emergency Management Director, indicated that a draft of the Disaster Debris Management Plan was placed on the server for review. The Debris Management Plan was prepared at the recommendation of FEMA. The plan would be added to the City's Emergency Operations Plan as Appendix 5 of the Public Works Section. If Council decides to approve the item it would be sent to the State Emergency Management Office who would forward it to FEMA for their approval. Mr. Kitch indicated that it was common to receive comments that might require amendments to the Plan.

Steve Eddy, City Manager, stated that staff worked closely with Steve Shawn, Silver Star Construction, ensuring the process was accurate regarding what is done following a tornadic event. Mr. Eddy indicated that some representatives with FEMA have already reviewed the document; however, once it goes up the chain of command there might be some adjustment to the Plan. He reiterated that the Plan would address what the City would do with debris management following a disaster. Under current FEMA regulations it would allow the City to receive an additional five percent (5%) reimbursement in debris removal if the Plan was in place.

Councilman Hamm moved to approve a Disaster Debris Management Plan, as Appendix 5 of Annex J of the City's Emergency Operations Plan, second by Councilman Cavnar. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER APPROVAL OF A CONSULTING AGREEMENT WITH STEPHEN O. EDDY FOR CONSULTATION SERVICES AS NEEDED BY THE CITY UPON HIS RETIREMENT AS CITY MANAGER.

Steve Eddy, City Manager, stated that the proposed Consulting Agreement was for consultation services in the amount of \$95.00 per hour as needed after his retirement.

Councilman Cavnar moved to approve a Consulting Agreement with Stephen O. Eddy for consultation services as needed by the City upon his retirement as City Manager emergency clause for Ordinance No. 836(16), second by Councilwoman McKenzie. Motion carried unanimously.

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

Addendum Item Number 6.1 being:

DISCUSS AND CONSIDER AUTHORIZING THE ACQUISITION AND RELOCATION OF AN HISTORIC HOME FROM THE JANUARY FAMILY AT AN APPROXIMATE COST OF \$25,000.

Steve Eddy, City Manager, stated that Councilman Hamm discussed the possibility of the City purchasing and relocating an historic home from the January family. Mr. Eddy stated that staff believed that the home had historical value and as such would be moved to an undetermined location somewhere in Old Town. The recently approved sales tax extension included money that was programmed for an Old Town Park that would be located along the railroad tracks between Main Street and Central Park. Discussions were held regarding the location of a railroad depot within a park setting with historical elements up and down a walkway. The City has been involved in discussions with the railroad for some time in an attempt to get approval of the project.

Mr. Eddy indicated that the item was put on the agenda in order to ensure the City Council was in agreement with the proposed plan and to authorize the expenditure of \$25,000. He noted that additional funds must be expended for replacement of the roof and siding; however, he was told that the structure could be moved by a professional mover. Mr. Eddy stated that it might be possible to obtain donated labor and materials. Any additional costs associated with upkeep would be built into the budgeted costs for the park.

Mayor Lewis asked if the City needed to obtain right-of-way from the BNSF Railroad. Mr. Eddy advised that the City currently owns a lot at Main and the railroad that was previously occupied by a meat company. The City would propose putting the depot on the railroad right-of-way next to the empty lot where it was previously located. The location of the January house is yet to be determined.

Mayor Lewis advised that the original depot was purchased by Gene Williams Chevrolet and was located on their property. Mr. Eddy stated that staff has looked at the structure and determined that it would be very costly to make repairs to the building. Councilman Hamm commented that a committee discussed the possibility of obtaining the original depot. He stated that if the City did not purchase the original depot he hoped that a replica could be constructed. There was no definite plan regarding the depot.

Councilwoman McKenzie asked if there was an estimate on the cost to make the building usable on the inside as well as the outside. Councilman Hamm stated that the cabin was approximately 400 square feet. It would not be large enough to use for any type of event. Its purpose would be its historical significance of being here before Oklahoma became a state. It would be used for people to view to see what Moore started out to be. There have been some preliminary conversations regarding the cabin. They hope to solicit donations for the restoration of the home. They have not obtained an estimate on the repair of the roof and siding. Councilwoman Hunt asked if the home would be open to the public to view. Councilman Hamm indicated that during big events he could foresee the home open for tours. He hoped for it to be a part of a virtual walking tour. The home is unique because they have the history of the house. He did not feel leaving the home unattended and open to the public would be a good idea. Mayor Lewis asked if a better location for the house would be at Central Park. Councilman Hamm stated that it was certainly up for discussion but he hoped to see it in the Old Town Park to draw people to the Old Town area.

Councilman Cavnar asked if staff needed direction on the permanent location of the structure. Mr. Eddy advised that the intended purpose of the agenda item was to obtain Council approval on the acquisition and relocation of the home. He stated that staff met with the consultants who were working on the

Comprehensive Plan update specifically regarding Old Town. There will be a meeting with the Old Town residents and businesses on December 7, 2016. Mr. Eddy advised that the old lumber yard property sold to a church and will be remodeling the facility will have a vested interest in the area. A brand new home was under construction across from Central Elementary. He anticipated that the area will be evolving and changing from what it is today. Mr. Eddy believed that the Old Town Park would be an important part of it.

Mayor Lewis asked what the \$25,000 would cover. Mr. Eddy indicated that the \$25,000 was to move the home and put it on a permanent foundation.

Councilwoman McKenzie asked staff if the item would be brought back before start of the renovations. Mayor Lewis requested that the committee check into the cost of renovations and work on obtaining donations. Councilman Hamm felt that he could work with Assistant City Manager Stan Drake on obtaining a cost estimate. Council indicated that they would like to try and obtain donated monies for the renovations or revisit the item with Council before expending additional City funds on the project. Councilman Hamm indicated that the January family would like to have the home moved within a year.

Councilman Hamm moved to authorize the acquisition and relocation of an historic home from the January family at an approximate cost of \$25,000, second by Councilman Cavnar. Motion carried unanimously.

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

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 7:02 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 7, 2016.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$106,704.48.

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

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

Agenda Item Number 8 being:

CONSIDER APPROVAL OF A PROPERTY AND CONTENTS INSURANCE POLICY WITH AMRISC, 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, insurance agent with Universal Insurance Agency shopped the market directly and indirectly through a brokerage firm. AMRISC offered a flat renewal rate on the City's Property and Contents Insurance Policy at .26 cents per \$100 of value, including a Boiler and Machinery Policy. The Physical Damage Coverage for the City's sanitation trucks with Great American Insurance Company's renewal rate is 42.5 cents per \$100 of value compared to 44.5 cents per \$100 for last year. Staff recommended approval of the policies. Mr. Benefield stated that Mr. Green was in attendance at the meeting to answer any questions.

Trustee Cavnar moved to approve a Property and Contents Insurance Policy with AMRISC, a Boiler and Machinery Policy with XL Insurance Company, and Physical Damage Coverage for the City's sanitation trucks with Great American Insurance Company, and Universal Insurance Agency as agent, second by Trustee Hamm. Motion carried by majority vote.

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

MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 7:05 P.M.

Agenda Item Number 9 being:

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD NOVEMBER 7, 2016.
- B) APPROVE PAYMENT TO CHELSEA TODD IN THE AMOUNT OF \$10,000 AND TO JARED TODD IN THE AMOUNT OF \$90,000 FOR THE SETTLEMENT OF CASE NO. CJ-2011-2103-L; AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$272,576.29.

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

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH CHAIRMAN TERRY CAVNAR PRESIDING AT 7:06 P.M.

Agenda Item Number 10 being:

ROLL CALL

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

Agenda Item Number 11 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD OCTOBER 17, 2016.

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

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

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 7:07 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 suggested some time ago the possibility of the City Council implementing a Youth Council. He indicated that he had spoken with the Moore Public Schools regarding their input in coordinating such a program. In the meantime he stated that he was looking at ways that students interested in government could participate. Councilman Hamm suggesting possibly having a student council officer from each of the high schools appear quarterly or once a year at the City Council meeting to give an update on what was happening at their school and give the students an opportunity to have some of their concerns addressed. Councilman Hamm indicated that one school could appear at a time. Mayor Lewis stated that several years ago the City Council attempted to implement a junior council; however, there did not appear to be any interested in participating. Councilwoman Hunt liked the idea of having each of the high schools attend a council meeting annually. She believed meeting more often could become burdensome for them; however, they can certainly come more often if they would like.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Steve Eddy, City Manager, stated that the City has been working with Insurance Services Office ("ISO") that evaluates the City's water and fire protection systems every few years. ISO gives a municipality a rating from 1 to 10, with 1 being the highest rating. Insurance companies use this rating to establish residential and commercial insurance rates. The City has been rated a 3 for several years. Midwest City Fire Department is the only department within Oklahoma to receive an ISO rating of a 1. The City hoped for a better rating once the new fire stations were constructed; however, the simultaneous growth in population prevented the City from getting a better rating. Mr. Eddy noted that he had received notification that the City received an ISO rating of a 2. This is attributable to citizen support for public safety equipment, the firefighters, and the improvements made to the water system. Mr. Eddy stated that it was a huge achievement and wanted to express his congratulations to Fire Chief Bird and Veolia Project

Manager Robert Pistole for the rating. Mr. Eddy stated that there are approximately 100 homes in rural areas that may not have a fire hydrant within 1,000 feet. Chief Bird indicated that Emergency Management Director Gayland Kitch and the communications department were also instrumental in the ISO 2 rating. Mayor Lewis expressed his appreciation to all of the individuals involved in obtaining the great rating.

Mr. Eddy congratulated Mayor Lewis on the recent birth of his granddaughter.

Agenda Item Number 13 being:

EXECUTIVE SESSION:

Section 307, Title 25, Oklahoma Statutes permits the public body to meet in executive session for certain specified reasons under certain specified conditions. It is the opinion of the City Attorney that the City Council may consider and adopt a motion to meet in executive session to discuss the following item(s):

- A) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, SET THE PAY AND BENEFITS FOR INTERIM CITY MANAGER BROOKS MITCHELL, EFFECTIVE DECEMBER 2, 2016, AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(1).
- B) CONVENE INTO EXECUTIVE SESSION

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

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

The City Council convened into executive session at 7:15 p.m.

- C) RECONVENE FROM EXECUTIVE SESSION

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

The City Council reconvened from executive session at 7:21 p.m.

- D) ACTION.

- A) Discuss, consider, and if deemed appropriate, set the pay and benefits for Interim City Manager Brooks Mitchell, effective December 2, 2016, as authorized by 25 Okla. Stat. § 307(B)(1).

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

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

Agenda Item Number 14 being:

ADJOURNMENT

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

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

The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:22 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

RECORDED BY:

KATIE BERHALTER, Administrative Assistant

FOR:

ADAM WEBB, MPWA Secretary

FOR:

MARK HAMM, MEDA Secretary

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

ATTEST:

BROOKS MITCHELL, City Clerk