

**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
JULY 18, 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 July 18, 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, Hamm, Lewis

ABSENT: Cavnar, Webb

STAFF MEMBERS PRESENT: City Manager, Steve Eddy; Assistant City Manager, Todd Jenson; Community Development Director, Elizabeth Jones; Economic Development Director, Deidre Ebrey; Finance Director, Brooks Mitchell; Associate Planner/Grants Manager, Jared Jakubowski; 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; Sergeant Troy Fullbright; Lieutenant Kyle Dudley; 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 JULY 5, 2016.
- B) APPROVE RENEWAL OF A FIVE YEAR LEASE WITH NEOPOST FOR UTILITY BILLING SOFTWARE AND HARDWARE.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2015-2016 IN THE AMOUNT OF \$2,836,389.49.

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

Ayes: McKenzie, Blair, Hunt, Hamm, Lewis

Nays: None

Absent: Cavnar, Webb

Agenda Item Number 3 being:

CONSIDER ADOPTION OF RESOLUTION NO. 847(16) PERTAINING TO THE GENERAL OBLIGATION BONDS OF 2016B, APPROVED BY A MAJORITY OF THE QUALIFIED VOTERS AT AN ELECTION HELD ON NOVEMBER 4, 2014, FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR, FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD AND AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW.

Chris Gander with Bank of Oklahoma Financial Securities addressed the item as the City's financial advisor. Mr. Gander indicated that Terry Hawkins was also present as the City's bond counsel. He stated that they appeared before the City Council at the June 20, 2016 City Council Meeting to discuss bond issues and stated that they would be back for authorization of the next issue. Mr. Gander indicated that adoption of Resolution No. 847(16) would authorize the \$5 million issuance from the November 4, 2014 bond election on the 34th Street Bridge Project. The resolution sets the bond sale for September 19, 2016 at 2:00 p.m. The bid award would be on the September 19, 2016 City Council agenda for consideration.

Mayor Lewis commented that the City spreads out the issuances in order to minimize the impact to property taxes. Mr. Gander stated that the original issuance in the amount of \$15 million was approved by the voters in 2014. This is the second issuance in the amount of \$5 million. The final issuance would be in the amount of \$4.125 million.

Councilman Blair moved to adopt Resolution No. 847(16), second by Councilwoman Hunt. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER ORDINANCE NO. 825(16) AMENDING PART 12, CHAPTER 6, ARTICLE C, SECTION 12-622 THROUGH SECTION 12-634 BY ADDING DEFINITIONS; REPEALING PARAGRAPH (M) OF SECTION 12-632; AMENDING SECTION 12-632(N) PROVIDING REGULATIONS FOR NON-ACCESSORY SIGNS WITH ONE HUNDRED FEET OR LESS OF DISPLAY AREA; ADDING SECTION 12-633 PROVIDING NEW REGULATIONS FOR FREE STANDING SIGNS; AMENDING SECTION 12-634 PROVIDING FOR MAINTENANCE OF ACCESSORY SIGNS; ESTABLISHING NEW SECTION 12-647 DEFINING TEMPORARY SIGNAGE AND PROVIDING REGULATIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR A REPEALER.

Elizabeth Jones, Community Development Director, stated that Ordinance No. 825(16) would amend the existing sign ordinance by incorporating the changes included in the summary. Ms. Jones advised that a detailed discussion of the ordinance occurred at the June 5, 2016 City Council Meeting, at which time the Council directed Ms. Jones to look at existing signs along the I-35 commercial corridor to ensure compliance with the proposed ordinance. She noted that all of the signs would meet the regulations, with the exception of the commercial sign for Mattress Firm at 19th and Telephone Road, which is slightly larger than would be permitted under the new ordinance.

Councilwoman Hunt asked if the existing signs would be grandfathered in under the new regulations. Ms. Jones advised that they would not be forced to comply with the new regulations until the signs were replaced. Councilwoman Hunt inquired whether vinyl signs must be removed. Ms. Jones stated that vinyl signs cannot be used as a permanent sign and must meet all size requirements.

Councilman Hamm thanked the committee members and staff for their work on the sign ordinance.

Councilwoman Hunt moved to approve Ordinance No. 825(16), second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER APPROVAL OF THE FY 16-17 EMERGENCY YOUTH SHELTER MUNICIPAL PARTNERSHIP AND SERVICE PROVIDER AGREEMENT WITH CROSSROADS YOUTH AND FAMILY SERVICES IN THE AMOUNT OF \$50,000 TO HOUSE DETAINED JUVENILES.

Police Chief Jerry Stillings stated that Agenda Item No. 5 was for consideration of the annual renewal of an agreement with Crossroads Youth and Family Services in the amount of \$50,000 to house detained juveniles on misdemeanor offenses and non-violent felonies. Chief Stillings advised that the shelter also provided counseling and referral services to juveniles and their families. He indicated that the police officers were able to respond to other calls much quicker after taking the juveniles to the shelter where they stay an average of seven hours.

Councilman Hamm moved to approve the FY 16-17 Emergency Youth Shelter Municipal Partnership and Service Provide Agreement with Crossroads Youth and Family Services in the amount of \$50,000 to house detained juveniles, second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER RENEWAL OF A CONTRACT WITH CRAWFORD & ASSOCIATES TO PROVIDE THE FINANCE DEPARTMENT WITH FINANCIAL SERVICES ON SPECIAL PROJECTS.

Brooks Mitchell, Finance Director, indicated that the proposed renewal of the contract with Crawford & Associates was for financial services on various projects within the Finance Department.

Councilman Blair moved to renew a contract with Crawford & Associates to provide the Finance Department with financial services on special projects, second by Councilwoman Hunt. Motion carried unanimously.

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

Addendum Item Number 6.1 being:

CONSIDER APPROVAL OF AN AGREEMENT WITH LEXIPOL LLC TO PROVIDE POLICE DEPARTMENT POLICY MANUAL CONSULTATION AND UPDATING AND INTERNET BASED DAILY TRAINING BULLETINS AND IMPLEMENTATION SERVICES IN THE AMOUNT OF \$18,375.

Police Chief Jerry Stillings advised that the proposed agreement with Lexipol would allow the assimilation of the City's current law enforcement policies within their system. Lexipol monitors state and federal statutes and case law in order to incorporate any necessary updates to the policies. Also included in the agreement is a program in which police officers can be quizzed on policies and Daily Training Bulletins, which decreases the City's liability by having documented policy training for the officers, as well as the most up-to-date risk management guidelines available. Chief Stillings advised that the contract was reviewed by City Attorney Randy Brink, who determined that it qualified as a sole source purchase due to the unique services offered by Lexipol.

Steve Eddy, City Manager, stated that he recently had the opportunity to see a Lexipol presentation and believed Lexipol would provide the City with an outstanding service. He added that this was a budgeted item.

Councilman Hamm asked Chief Stillings if he obtained input from the officers or his staff. Chief Stillings indicated that they were aware of the existence of the program and had been interested in obtaining it for some time.

Councilman Blair moved to approve an agreement with Lexipol LLC to provide Police Department Policy Manual consultation and updating and internet based Daily Training Bulletins and implementation services in the amount of \$18,375.44, second by Councilman Hamm. Motion carried unanimously.

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

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:43 P.M.

Agenda Item Number 7 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD JULY 5, 2016.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2015-2016 IN THE AMOUNT OF \$474,290.74.

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

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

MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:44 P.M.

Agenda Item Number 8 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD JULY 5, 2016.
- B) APPROVE A PAYMENT IN THE AMOUNT OF \$7,739.44 TO FARMERS INSURANCE COMPANY FOR PROPERTY DAMAGE TO THEIR INSURED'S VEHICLE.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2015-2016 IN THE AMOUNT OF \$180,044.98.

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

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH SECRETARY MARK HAMM PRESIDING AT 6:45 P.M.

Agenda Item Number 9 being:

ROLL CALL

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

Agenda Item Number 10 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD JUNE 20, 2016.

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

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

Agenda Item Number 11 being:

CONSIDER ADOPTION OF RESOLUTION NO. 14(16) AUTHORIZING EMPLOYMENT OF FINANCIAL ADVISOR AND BOND COUNSEL TO ASSIST IN PREPARATION OF FINANCING DOCUMENTS PERTAINING TO THE MUNICIPAL CAPITAL IMPROVEMENT PROJECTS; AUTHORIZING SAID INDIVIDUALS TO WORK WITH AUTHORITY AND CITY STAFF ON SAID FINANCING DOCUMENTS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

Steve Eddy, City Manager, advised that adoption of Resolution No. 14(16) would authorize the preparation of finance documents in an amount just under \$2.2 million for a short-term loan of around three to four years. Mr. Eddy stated that during the budgeting process it was noted that the Public Safety

Equipment Sales Tax Fund balance would not cover the cost of a fire truck and the various needs within the police department. Mr. Eddy indicated that the proposed loan would fund a new platform fire truck in an amount slightly over \$1 million, to be delivered around September or October 2016. The remaining funds would pay for the unbudgeted purchase of 20-acres of land owned by the Huddleston family adjacent to Buck Thomas Park, and \$700,000 in construction cost overruns for Central Park. Mr. Eddy advised that Hotel/Motel Tax and Public Safety Equipment Sales Tax Funds would be used to pay the debt service on the loan.

**Trustee Lewis moved to adopt Resolution No. 14(16), second by Trustee Blair.
Motion carried unanimously.**

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

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:49 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 asked for an estimated completion date for the sidewalk to be located along the south end of Central Park. Todd Jenson, Assistant City Manager, advised that construction crews were working on installing storm sewer from a tie-in to the west. After that has been accomplished completion the sidewalk can occur.

Councilwoman Hunt questioned when the sign for the park and signal lights would be installed and operational. Mr. Jenson stated that the signage and traffic lights should be finished within one to two weeks. Steve Eddy, City Manager, noted that the traffic light would be a four-way stop. The head/arm for the neighborhood across the street would be attached to a sign pole which has not yet been erected.

The City Council discussed the high attendance rate at the aquatic center and recreation center at Central Park. Mr. Eddy confirmed that the new park facilities have been well received by the community.

Councilman McKenzie expressed her appreciation to staff for posting the results from the curbside recycling survey on the City's webpage.

C) ITEMS FROM THE CITY/TRUST MANAGER.

There were no items from the City/Trust Manager.

Agenda Item Number 13 being:

ADJOURNMENT

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

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

The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 6:50 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

RECORDED BY:

CAROL FOLSOM, Purchasing Agent

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