

**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
OCTOBER 16, 2017 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on October 16, 2017 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, Webb, Hamm (arrived late), Lewis
ABSENT: Cavnar

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jenson; City Attorney, Randy Brink; Associate Planner/Grants Manager, Jared Jakubowski; Community Development Director, Elizabeth Weitman; Economic Development Director, Deidre Ebrey; Emergency Management Director, Gayland Kitch; Finance Director, Betty Koehn; Fire Chief, Gary Bird; Human Resources/Risk Management Director, Gary Benefield; Human Resources Generalist, Christine Jolly; Manager of Information Technology, David Thompson; Police Chief, Jerry Stillings; Sergeant Becky Miller; Public Works Director, Richard Sandefur; and City Clerk, Linda Stewart.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD OCTOBER 2, 2017.
- B) APPROVE A CONTRACT EXTENSION WITH SILVER STAR CONSTRUCTION FOR ON-DEMAND CONSTRUCTION SERVICES.
- C) APPROVE A CONTRACT EXTENSION WITH RUDY CONSTRUCTION FOR ON-DEMAND CONSTRUCTION SERVICES.
- D) APPROVE A CONTRACT EXTENSION WITH CIMARRON CONSTRUCTION FOR ON-DEMAND CONSTRUCTION SERVICES.
- E) APPROVE A CONTRACT EXTENSION WITH COMMUNITY DEVELOPMENT SERVICES FOR TECHNICAL ASSISTANCE WITH THE COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY PROGRAM.
- F) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$2,116,637.32.

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

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

Agenda Item Number 3 being:

CONSIDER ADOPTING RESOLUTION NO. 886(17) SUPPORTING THE APPOINTMENT OF BROOKS MITCHELL TO THE DISTRICT 8 SEAT ON THE BOARD OF DIRECTORS OF THE OKLAHOMA MUNICIPAL LEAGUE; DECLARING SAID APPOINTMENT TO BE FOR THE BENEFIT OF THE CITY OF MOORE AND OTHER MUNICIPALITIES WITHIN THE DISTRICT; AND DECLARING THE MISSION OF THE OKLAHOMA MUNICIPAL LEAGUE TO BE FOR THE PUBLIC PURPOSE.

Councilman Webb expressed his appreciation to City Manager Brooks Mitchell for his willingness to serve on the OML Board of Directors.

Councilwoman Hunt moved to adopt Resolution No. 886(17), second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF ORDINANCE NO. 872(17) AMENDING PART 12, CHAPTER 4, ARTICLE F, SECTION 12-432 BY ESTABLISHING BUILDING PERMIT FEE WAIVERS FOR REDEVELOPMENT IN NATURAL DISASTER AREAS; PROVIDING EXCEPTION FOR INCREASES IN DENSITY AND INTENSITY OF REDEVELOPMENT; AND LIMITING FEE WAIVERS FOR A PERIOD OF TWO YEARS FROM THE DATE OF THE NATURAL DISASTER.

Elizabeth Weitman, Community Development Director, advised that it was past practice for the City to waive building permit fees after major disasters in order to encourage the timely redevelopment of the area and to prevent additional monetary setback for the victims. Ms. Weitman advised that after the 2003 tornado the City Council passed Resolution No. 563(03) which allowed a six month fee waiver for the 1999 and the 2003 tornados. However, it became necessary to give extensions to the fee waiver, a situation which has continued until the present time. Ms. Weitman felt that a six month fee waiver following a natural disaster was not a sufficient period of time. She added that fee waivers were still requested for the disaster areas years after the event. This is problematic since it was difficult to recall what was there prior to the tornado and to determine densities or intensities of use. Therefore, Ms. Weitman requested approval of Ordinance No. 872(17) which grants building permit fee waivers for redevelopment in natural disaster areas and establishes a more realistic deadline of two years.

Councilwoman McKenzie asked if there were exceptions that might allow for extensions to the deadline. Ms. Weitman indicated that the City Council could extend deadlines at their discretion.

Councilman Hamm arrived during discussion of the item.

Councilman Blair moved to approve Ordinance No. 872(17) second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER APPROVAL OF A FIVE-YEAR LEASE AGREEMENT WITH ONESOURCE MANAGED SERVICES FOR LEASE OF A XEROX WORKCENTER 7970 COLOR COPIER TO REPLACE THE COPIER CURRENTLY LOCATED IN CITY HALL.

Betty Koehn, Finance Director, stated that the existing copier located on the first floor of City Hall was purchased in 2010. Quotes for a new copier were obtained in response to several maintenance issues that recently occurred. Ms. Koehn requested approval of a five-year lease agreement in the amount of \$7,442.06 with OneSource Managed Services for purchase of a color copier off the State contract. She stated that the lease amount included parts, service, toner, and consumables, and would exclude paper and staples. Ms. Koehn noted that after the City received the quote from OneSource a representative notified the City that the copier had been discontinued; therefore, the City would receive an upgrade for the same price. She noted that Randy Brink, City Attorney, reviewed the lease agreement and his concerns have been addressed.

Councilwoman McKenzie moved to approve a five-year lease agreement with OneSOURCE Managed Services for lease of a Xerox color copier to replace the copier currently located in City Hall, second by Councilwoman Hunt. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER ACCEPTANCE OF THE ANNUAL GASB 45 ACTUARIAL VALUATION REPORT PREPARED BY NYHART ACTUARY FOR FISCAL YEAR ENDED JUNE 30, 2017.

Betty Koehn, Finance Director, advised that the GASB 45 Actuarial Valuation Report provided financial and non-disclosing information for the City's audited financial statements as it relates to other post-employment benefits that the City provides its retirees.

Mayor Lewis confirmed for the record that Ms. Koehn, as the City's Finance Director, believed the report was in order and recommended its approval.

Councilman Blair moved to accept the Annual GASB 45 Actuarial Valuation Report prepared by Nyhart Actuary for fiscal year ended June 30, 2017, second by Councilwoman Hunt. Motion carried unanimously.

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

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:40 P.M.

Agenda Item Number 7 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD OCTOBER 2, 2017.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$683,343.64.

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

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

Agenda Item Number 8 being:

CONSIDER RENEWAL OF AN AGREEMENT WITH SCRIPT CARE, LTD. FOR PRESCRIPTION DRUG MANAGEMENT SERVICES.

Gary Benefield, Risk Manager, advised that the City contracted with Script Care for prescription drug management services for the past three years. Mr. Benefield advised that the current agreement would expire on November 1, 2017. He stated that Gallagher, the City's health benefit consultants, negotiated a 14-month renewal agreement with Script Care. Mr. Benefield indicated that the reason for the 14-month term was to get the agreement on a calendar year, which reflected the plan year, and to give the City an opportunity to prepare a Request for Proposals for January 2019. Staff and the Health Benefit Committee recommended approval of the item. He noted that two consultants from Gallagher were in attendance at the meeting to answer any questions.

Trustee Hunt moved to approve renewal of an agreement with Script Care, Ltd. For prescription drug management services, second by Councilman Blair. Motion carried unanimously.

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

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:42 P.M.

Agenda Item Number 9 being:

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD OCTOBER 2, 2017.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$171,787.73.

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

Ayes: McKenzie, Blair, Hunt, Webb, 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 ADAM WEBB PRESIDING AT 6:42 P.M.

Agenda Item Number 10 being:

ROLL CALL

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

Agenda Item Number 11 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD SEPTEMBER 18, 2017.

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, Webb
Nays: None
Absent: Cavnar

Agenda Item Number 12 being:

CONSIDER ADOPTION OF RESOLUTION NO. 16(17) AUTHORIZING EMPLOYMENT OF FINANCIAL ADVISOR, AUTHORITY COUNSEL AND BOND COUNSEL TO ASSIST IN PREPARATION OF FINANCING DOCUMENTS PERTAINING TO THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF THE FIRE STATION NO. 2 PROJECT; AUTHORIZING FINANCIAL ADVISOR TO OBTAIN BIDS FROM INTERESTED FINANCIAL INSTITUTIONS FOR SAID FINANCING; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

Brooks Mitchell, City Manager, stated that Resolution No. 16(17) pledges the sales tax revenues on the public safety and park tax that was renewed to finance construction of the new Fire Station No. 2. Mr. Mitchell advised that the City would like to get the financing in place in order to start construction in approximately one month. Councilwoman McKenzie clarified that this was the ¼ cent sales that was approved by the citizens. This would allow the City to use bond money to pay for construction and the money would be repaid using sales tax.

Financial advisor Zach Robinson and bond counsel Terry Hawkins were in attendance at the meeting to answer questions. Mr. Robinson stated that Resolution No. 16(17) would authorize Bank of Oklahoma to solicit bids from various banks in order to achieve the best possible rate.

Trustee Blair moved to adopt Resolution No. 16(17), second by Trustee McKenzie. Motion carried by unanimously.

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

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:45 P.M.

Agenda Item Number 13 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/Trustees.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, advised the City Council of the following items:

- OG&E should complete work at Fairmoore Park in the next one to two weeks and the park should open shortly thereafter.
- Johnnie's Charcoal Broiler purchased land off S. Telephone for the location of a new restaurant.
- Expressed his appreciation to the Highway Art Committee for their work on the design of the SW 34th Street Bridge. Mr. Mitchell indicated that the committee would present their recommendations to EST and the Oklahoma Department of Transportation to ensure the design meets with everyone's approval before being brought to the City Council for consideration sometime in November 2017.
- The SW 17th and Janeway project was on schedule with an anticipated completion date in early November 2017.

Councilman Hamm asked if the combination residential/commercial property project proposed for the 19th and Janeway area was proceeding. Mr. Mitchell indicated that staff was reviewing responses to the Request for Proposals and an item would be brought to Council for award of the bid. Councilman Hamm inquired about a start date for the SW 34th Street Bridge. Mr. Mitchell estimated a start date sometime in March 2018.

Agenda Item Number 14 being:

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings
were adjourned at 6:49 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 _____, 2017.

ATTEST:

LINDA STEWART, City Clerk