

**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
MARCH 20, 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 March 20, 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, Hunt, Webb, Lewis
ABSENT: Blair, Cavnar, Hamm

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jensen; City Attorney, Randy Brink; City Clerk, Linda Stewart; Associate Planner/Grants Manager, Jared Jakubowski; 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; Manager of Information Technology, David Thompson; Police Chief, Jerry Stillings; Sgt. Rebecca Miller; Public Works Director, Richard Sandefur; and Veolia Water Project Manager, Robert Pistole.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD MARCH 6, 2017.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$1,651,250.70.

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

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

Agenda Item Number 3 being:

CONSIDER APPROVAL OF AN AGREEMENT WITH APOLLO BUILDING SYSTEMS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW FIRE STATION 2 TO BE LOCATED AT FAIRMOORE PARK.

Stan Drake, Assistant City Manager, advised that the proposed contract with Apollo Building Systems, Inc. was for construction management services for a new Fire Station No. 2. The City originally anticipated constructing the new fire station and training center at its current location at 725 NW 12th. However, it was determined that there would not be sufficient frontage at the existing location. Staff proposed locating the new station and training center on a vacant lot at Fairmoore Park which previously contained the Kidsplay playground. Mr. Drake indicated that Apollo previously managed the construction of the City's new fire stations and Emergency Operations Center and did a good job.

Mr. Drake noted that the City was currently contracting with Apollo to oversee construction of minor projects. The proposed contract was specifically for construction of the new Fire Station No. 2.

Mayor Lewis expressed his appreciation to Apollo for the great job they do on behalf of the City.

Councilman Webb moved to approve an agreement with Apollo Building Systems, Inc. for construction management services for the new Fire Station 2 to be located at Fairmoore Park, second by Councilwoman Hunt. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF A CONTRACT WITH JANI-KING COMMERCIAL CLEANING SERVICES IN THE AMOUNT OF \$46,740 FOR JANITORIAL SERVICES FOR THE STATION RECREATION CENTER.

Todd Jenson, Assistant City Manager, indicated that the item was for consideration of an annual contract with Jani-King Commercial Cleaning Services for janitorial services at The Station in the amount of \$46,740. Mr. Jenson indicated that the contract amount was approximately \$1,000 less than the previous contract and recommended approval of the budgeted item.

Councilwoman Hunt moved to approve a contract with Jani-King Commercial Cleaning Services in the amount of \$46,740 for janitorial services for The Station Recreation Center, second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER APPROVAL OF A MEMORANDUM OF AGREEMENT WITH TEXAS A&M ENGINEERING EXTENSION SERVICE ("TEEX") FOR \$40,000 IN TRAINING SERVICES IN EXCHANGE FOR A 2001

AMERICAN LAFRANCE QUINT 75-FOOT LADDER TRUCK, VIN NO. 4Z3AAAA812RJ69233, PREVIOUSLY DECLARED AS SURPLUS.

Mayor Lewis asked that the item be tabled at the request of staff.

Councilwoman McKenzie moved to table Agenda Item No. 5, second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER APPROVAL OF AN AGREEMENT WITH NEIGHBORHOOD HOUSING SERVICES OF OKLAHOMA FOR ADMINISTRATION OF THE CITY'S DOWN PAYMENT ASSISTANCE PROGRAM.

Jared Jakubowski, Associate Planner/Grants Manager, advised that the City solicited Request for Qualifications for a subrecipient to administer the City's Down Payment Assistance Program. The program would be funded using approximately \$1 million in disaster recovery funds. Mr. Jakubowski advised that the amount of the subsidy would be based on an income scale and other factors involving the applicant. He stated that the City received two responses to the RFQ. A committee formed to review the responses and interview the firms recommended Neighborhood Housing Services ("NHS") to administer the Down Payment Assistance Program. Mr. Jakubowski introduced Linda Rowe who administers the Down Payment Assistance program with NRH.

Mayor Lewis asked how the Down Payment Assistance Program would work. Mr. Jakubowski indicated an outreach program would begin in April to inform interested individuals about the program and refer them to Neighborhood Housing Services where they would complete an application and interview process to determine eligibility. Mayor Lewis asked if a realtor would be involved in the application process. Mr. Jakubowski indicated that the application process through NHS would include loan counseling and counseling for first time homebuyers; however, a realtor could work in conjunction with NHS and the homebuyer if that was desired by the applicant.

Councilwoman Hunt moved to approve an agreement with Neighborhood Housing Services of Oklahoma for administration of the City's Down Payment Assistance Program, second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 7 being:

CONSIDER APPROVAL OF AN AGREEMENT WITH BNSF RAILROAD FOR THIRD-PARTY PRELIMINARY ENGINEERING PLAN REVIEW FOR THE 4TH STREET GRADE SEPARATION PROJECT.

Jared Jakubowski, Associate Planner/Grants Manager, advised that the City was in the process of obtaining engineering plans for the 4th Street railroad underpass. The City must submit plans to BNSF for a third-party review at 30%, 60%, 90% and 100% completion. He advised that the cost of the reviews

would be approximately \$30,000 which would be paid for by the City. Mr. Jakubowski noted that the design was 30% complete and ready for review.

Mayor Lewis asked at what point during the planning process effected properties would be identified which the City might need to purchase. Mr. Jakubowski indicated that those determinations likely wouldn't be made for another eight to twelve months when the plans were 60% complete. Councilwoman Hunt asked if the cost of the plan review would be reimbursable using HUD funds. Mr. Jakubowski advised that the money would come from the general fund since engineering plan review was is not an expense that was eligible under HUD regulations.

Councilwoman McKenzie moved to approve an agreement with BNSF Railroad for third-party preliminary engineering plan review for the 4th Street grade separation project, second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 8 being:

CONSIDER APPROVAL OF AN AGREEMENT WITH MUNICODE IN THE AMOUNT OF \$24,775 FOR RECODIFICATION OF THE CITY'S CODE OF ORDINANCES.

Brooks Mitchell, City Manager, advised that the proposed agreement with Municode was for the recodification of the City Code of Ordinances.

Councilman Webb moved to approve an agreement with Municode in the amount of \$24,775 for recodification of the City's Code of Ordinances, second by Councilwoman Hunt. Motion carried unanimously.

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

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

Agenda Item Number 9 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD MARCH 6, 2017.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$910,902.21.

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

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

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

Agenda Item Number 10 being:

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD MARCH 6, 2017.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$260,357.19.

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

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:45 P.M.

Agenda Item Number 11 being:

ROLL CALL

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

Agenda Item Number 12 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD FEBRUARY 21, 2017.

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

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

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:46 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.

Councilwoman McKenzie commented that staff did a good job managing the large number of people who came to The Station during Spring Break.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, Interim City Manager, advised that he began the budget process by meeting with the department heads, and indicated that he would be scheduling meetings with the City Council in the next few weeks. Mr. Mitchell also noted that a presentation would be made by Steven Weitzman with Creative Design Resolutions ("CDR") at the April 3, 2017 City Council meeting regarding design of the 34th Street Bridge.

Agenda Item Number 14 being:

EXECUTIVE SESSION:

A) DISCUSS AND CONSIDER TAKING ACTION CONCERNING THE EMPLOYMENT, HIRING, AND APPOINTMENT OF THE CITY MANAGER, AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(1).

B) CONVENE TO EXECUTIVE SESSION.

Councilwoman McKenzie moved to convene to executive session, second by Councilman Webb. Motion carried unanimously.

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

The City Council convened into executive session at 6:47 p.m.

C) RECONVENE FROM EXECUTIVE SESSION

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

The City Council reconvened from executive session at 7:07 p.m.

D) ACTION.

A) DISCUSS AND CONSIDER TAKING ACTION CONCERNING THE EMPLOYMENT, HIRING, AND APPOINTMENT OF THE CITY MANAGER, AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(1).

Councilwoman Hunt moved to approve the employment contract with Brooks Mitchell, second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 15 being:

ADJOURNMENT

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

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

The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:08 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

RECORDED BY:

LINDA STEWART, City Clerk

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