

**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  
APRIL 17, 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 April 17, 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*

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; Fire Chief, Gary Bird; Human Resources/Risk Management Director, Gary Benefield; Manager of Information Technology, David Thompson; Police Chief, Jerry Stillings; Sgt. David Dickinson; Public Works Director, Richard Sandefur; Veolia Water Project Manager, Robert Pistole; and Assistant to Finance Director/Deputy City Clerk, Katie Berhalter. The meeting was recorded by Ms. Berhalter.

ROLL CALL:

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

Municipal Court Judge Blake Virgin performed the swearing in ceremony for Councilwoman Melissa Hunt. Also to be sworn in was Councilwoman Danielle McKenzie and Councilman Jason Blair who were absent from the meeting.

ROLL CALL

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

Mayor Lewis read a proclamation proclaiming April 2017 as Autism Awareness Month in the City of Moore.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD APRIL 3, 2017.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD FEBRUARY 7, 2017.
- C) ACCEPT A 17' ROADWAY EASEMENT LOCATED IN THE SW/4 OF SECTION 27, T10N, R3W, BEING NORTH OF SW 34<sup>TH</sup> STREET AND EAST OF SANTA FE AVENUE, FOR THE SW 34<sup>TH</sup> STREET ROADWAY WIDENING; AND AUTHORIZE PAYMENT IN THE AMOUNT OF \$81,682.13. APPLICATION BY THOMAS J. AND JILL TURNER, PREWITT B. TURNER III, JOHN LYLE WELLS III, MARIANNE WELLS, AND LYNN TURNER DALPINO AND DENNIS DALPINO.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$7,122,802.42.

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

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

**Agenda Item Number 3 being:**

CONSIDER DECLARING ASSORTED BALLISTIC VESTS AND ACCESSORY PARTS, MORE FULLY DESCRIBED IN ATTACHMENT "A", AS SURPLUS.

Police Chief Jerry Stillings stated that Agenda Items No. 3 and 4 were companion items. Agenda Item No. 3 was a request for various expired ballistic vests and accessory parts to be declared surplus. Agenda Item No. 4 was a request to donate the surplus vests to the Council on Law Enforcement Education and Training ("CLEET"), who would then donate them to smaller police departments who cannot afford to purchase vests for their officers. Chief Stillings advised that the vests were certified for five years but were still capable of providing some protection to the officers wearing them.

Councilman Cavnar commented that he was pleased that the City was able to donate the vests.

**Councilman Hamm moved to declare assorted ballistic vests and accessory parts as described in Attachment "A" as surplus, second by Councilman Cavnar. Motion carried unanimously.**

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

**Agenda Item Number 4 being:**

CONSIDER DONATING ASSORTED BALLISTIC VESTS AND ACCESSORY PARTS PREVIOUSLY DECLARED AS SURPLUS TO THE COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING ("CLEET").

**Councilman Hamm moved to donate assorted ballistic vests and assorted accessory parts previously declared as surplus to the Council on Law Enforcement Education and Training ("CLEET"), second by Councilman Cavnar. Motion carried unanimously.**

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

**Agenda Item Number 5 being:**

CONSIDER APPROVAL OF A CONTRACT WITH STAPLEGUN IN THE AMOUNT OF \$49,000 FOR REDESIGN OF THE CITY'S WEBSITE.

Jared Jakubowski, Associate Planner and Grants Manager, advised that the City's webpage contains around 5,000 pages of information representing 17 departments. The site receives on average 25,000 visitors and 75,000 individual page views each month. Mr. Jakubowski indicated that the cost of a redesign of the City's webpage was a budgeted item. The City received four responses to a bid solicitation from full-service marketing and website agencies. He advised that the proposals contained new technology which would allow better service to the citizens. Staff recommended awarding the bid to Staplegun in the amount of \$49,000. Mr. Jakubowski explained that Staplegun was a full service advertising agency that focuses on, among other things, research and communication strategies, website and application development, and graphic design. He indicated that Staplegun has experts on the various subject matter necessary for the City's redesign. Some of their larger clients include Devon, The Thunder, and The University of Oklahoma. Other clients include the City of Norman, Edmond Public Schools, and the Department of Commerce.

Mr. Jakubowski advised that the redesign would occur in two phases. Phase I would include the discovery phase where interviews are held with key stakeholders on what they would like to see on the new website, and interviews with each department to determine their needs. In addition, a citizen survey would be solicited to determine what information they would like changed or added to the new design. He stated that a planning document would include information gathered during the discovery phase and an analytic analysis of the current website which would be used to formulate recommendations for the redesign. Phase 2 would include the copywriting, design, development, and testing and training of the new site.

Mr. Jakubowski stated that a cost savings analysis was included in his memo. He indicated that third party service providers would be eliminated and those services incorporated into the redesign contract. Over the four year process the redesign would pay for itself. He indicated that no disruption of services was anticipated during the redesign process. Mr. Jakubowski stated that representatives from Staplegun were in attendance at the meeting to answer any questions.

Councilman Hamm asked if the contract amount was all inclusive. Mr. Jakubowski indicated that the \$49,000 fee would include Phase I and Phase II of the process. He noted that an additional \$1,000 annual hosting fee would also be assessed.

**Councilman Cavnar moved to approve a contract with Staplegun in the amount of \$49,000 for redesign of the City's website, second by Councilman Webb. Motion carried unanimously.**

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

**Agenda Item Number 6 being:**

CONSIDER APPROVAL OF A CONTRACT WITH CREATIVE DESIGN RESOLUTIONS, INC. FOR DESIGN OF THE 34TH STREET OVERPASS IN AN AMOUNT NOT TO EXCEED \$132,000.

Brooks Mitchell, City Manager, advised that staff was requesting approval of a contract with Creative Design Resolutions, Inc. in an amount not to exceed \$132,000 for design of the 34<sup>th</sup> Street Overpass. Mr. Mitchell indicated that Steven Weitzman with Creative Design Resolutions, Inc. appeared at the April 3, 2017 City Council meeting to give a presentation regarding his design services for municipalities and Departments of Transportation throughout the country, including the Oklahoma Department of Transportation.

Councilwoman Hunt stated that in addition to the City wanting to make the design of the bridge aesthetically pleasing there was a requirement by the State of Oklahoma that one percent of the cost of specific projects be dedicated toward public art.

Mayor Lewis asked if the contract amount included construction of the form liners. Mr. Mitchell indicated that the \$132,000 fee was for design services only.

**Councilman Cavnar moved to approve a contract with Creative Design Resolutions, Inc. for design of the 34th Street Overpass in an amount not to exceed \$132,000, second by Councilwoman Hunt. Motion carried unanimously.**

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

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:47 P.M.**

**Agenda Item Number 7 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD APRIL 3, 2017.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$842,311.36.

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

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

**Agenda Item Number 8 being:**

CONSIDER RENEWAL OF AN ACTUARIAL SERVICES AGREEMENT WITH SELECT ACTUARIAL SERVICES FOR A PERIOD OF THREE YEARS IN THE AMOUNT OF \$9,000 PER YEAR.

Gary Benefield, Risk Manager, stated that Select Actuarial Services has been providing actuarial services to the City since 2001. Mr. Benefield advised that the report was used for budgeting purposes and as audit requirement that was necessary in order to obtain an unqualified audit. He stated that for several years Select Actuarial Services charged the City \$8,500. The contract amount was increased this year to \$9,000. Staff recommended approval of the item.

**Trustee Webb moved to renew an approve an Actuarial Services Agreement with Select Actuarial Services for a period of three years in the amount of \$9,000 per year, second by Trustee Hunt. Motion carried unanimously.**

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

**MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:49 P.M.**

**Agenda Item Number 9 being:**

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD APRIL 3, 2017.
- B) APPROVE A PAYMENT OF A WORKERS' COMPENSATION COMMISSION ORDERED SETTLEMENT IN THE AMOUNT OF \$10,659.00 TO JOHN RAUSCH FOR CM-2016-03752H AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- C) APPROVE A PAYMENT OF A WORKERS' COMPENSATION SETTLEMENT IN THE AMOUNT OF \$13,323.75 TO ROY CALLAWAY FOR CBR NO. 2050000468 AND AUTHORIZE PLACEMENT THE AD VALOREM TAX ROLL.
- D) APPROVE A PAYMENT TO ANTONY GOMEZ IN THE AMOUNT OF \$55,000.00 FOR THE SETTLEMENT OF CJ-2016-1159-V AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- E) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$134,758.13.

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

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

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH CHAIRMAN TERRY CAVNAR PRESIDING AT 6:51 P.M.**

**Agenda Item Number 10 being:**

ROLL CALL

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

**Agenda Item Number 11 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD MARCH 20, 2017.

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

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

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:52 P.M.**

**Agenda Item Number 12 being:**

NEW BUSINESS:

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

Luke Stapleton stated that he wished to address the City Council on behalf of himself and his neighbors regarding the intersection at SE 8<sup>th</sup> and Patterson. Mr. Stapleton commented that drivers were speeding through the area and running the stop sign at the offset intersection at SE 8<sup>th</sup> and Patterson. Since there are so many blind corners it was particularly dangerous to the many children that live in the area and play outside. Mr. Stapleton requested increased patrol in their neighborhood. He felt that officers writing citations for violators might be a deterrent to future violators. He also suggested erecting a Slow Children a Play sign or a lighted stop sign. Councilman Webb expressed his appreciation to Mr. Stapleton and his neighbors for bringing the situation to the Council's attention. He asked that staff look into the situation and he would report their findings to the neighborhood.

- B) ITEMS FROM THE CITY COUNCIL/MPWA TRUSTEES.

Councilman Cavnar stated that the Moore Chamber of Commerce held a Leadership Moore class at The Station that day. He commented that he, Mayor Lewis, and Assistant City Manager Stan Drake participated in the very first Leadership Moore class several years ago. Participants in the class were in attendance at the City Council meeting. Mayor Lewis welcomed them to the meeting and stated his opinion that the classes were very beneficial.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, stated that the City hosted the Leadership Moore class today at The Station. He made a presentation regarding City functions along with the Police Chief, Fire Chief and Community Development Director. Assistant City Manager Todd Jenson gave them a tour of The Station followed by a tour of the Emergency Operations Center by Emergency Management Director Gayland Kitch. Mr. Mitchell hoped they found the class beneficial and welcomed them to the City Council Meeting.

**Agenda Item Number 13 being:**

EXECUTIVE SESSION:

- A) DISCUSS NEGOTIATIONS CONCERNING EMPLOYEE GROUP I.A.F.F. LOCAL 2047 AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(2).

B) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, TAKE POSSIBLE ACTION REGARDING PENDING LITIGATION STYLED: CITY OF MOORE V. THOMAS P. MORGAN AND JANE E. MORGAN, TRUSTEES, OR THEIR SUCCESSORS IN TRUST, UNDER THE THOMAS P. MORGAN LIVING TRUST DATED MARCH 8, 2013, AND ANY AMENDMENTS THERETO; JIM REYNOLDS, IN HIS CAPACITY AS CLEVELAND COUNTY TREASURER; THE BOARD OF COUNTY COMMISSIONERS OF CLEVELAND COUNTY; AND TRUCK-N-TRAILER, INC., AN OKLAHOMA CORPORATION, CV-2016-2723-TS; AND AUTHORIZATION FOR LEGAL COUNSEL AND STAFF TO TAKE ACTION(S) AS NECESSARY AND APPROPRIATE IN THE INTERESTS OF THE PLAINTIFF AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(3).

C) CONVENE TO EXECUTIVE SESSION.

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

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

**The City Council convened into executive session at 6:59 p.m.**

D) RECONVENE FROM EXECUTIVE SESSION

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

**The City Council reconvened from executive session at 7:45 p.m.**

E) ACTION.

A) DISCUSS NEGOTIATIONS CONCERNING EMPLOYEE GROUP I.A.F.F. LOCAL 2047 AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(2).

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

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

B) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, TAKE POSSIBLE ACTION REGARDING PENDING LITIGATION STYLED: CITY OF MOORE V. THOMAS P. MORGAN AND JANE E. MORGAN, TRUSTEES, OR THEIR SUCCESSORS IN TRUST, UNDER THE THOMAS P. MORGAN LIVING TRUST DATED MARCH 8, 2013, AND ANY AMENDMENTS THERETO; JIM REYNOLDS, IN HIS CAPACITY AS CLEVELAND COUNTY TREASURER; THE BOARD OF COUNTY COMMISSIONERS OF CLEVELAND COUNTY; AND TRUCK-N-TRAILER, INC., AN OKLAHOMA CORPORATION, CV-2016-2723-TS; AND AUTHORIZATION FOR LEGAL COUNSEL AND STAFF TO TAKE ACTION(S) AS NECESSARY AND APPROPRIATE IN THE INTERESTS OF THE PLAINTIFF AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(3).

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

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

**Agenda Item Number 14 being:**

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:47 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:

\_\_\_\_\_  
KATIE BERHALTER, Deputy City Clerk