

**MINUTES OF THE REGULAR MEETING OF
OF THE MOORE CITY COUNCIL
THE MOORE PUBLIC WORKS AUTHORITY
AND THE MOORE RISK MANAGEMENT BOARD
MAY 1, 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 May 1, 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, Cavnar, Webb, Hamm, Lewis
ABSENT: None

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jenson; City Attorney, Randy Brink; Community Development Director, Elizabeth Weitman; Economic Development Director, Deidre Ebrey; Emergency Management Director, Gayland Kitch; Associate Planner/Grants Manager, Jared Jakubowski; Fire Chief, Gary Bird; PC Technician, Matt Gillentine; Police Chief, Jerry Stillings; Sgt. David Dickinson; Public Works Director, Richard Sandefur; Risk Manager, Gary Benefield; and Recording Secretary/Deputy City Clerk Katie Berhalter.

ROLL CALL:

PRESENT: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis
ABSENT: None

Municipal Court Judge Blake Virgin performed the swearing in ceremony for Councilwoman Danielle McKenzie and Councilman Jason Blair.

Brooks Mitchell, City Manager, presented Letters of Commendation to City of Moore Firefighter Corporal Shawn Coffey and Midwest City Firefighter Major Kelly McGlasson honoring them for providing lifesaving measures while off-duty to a young man who collapsed at the Blazers Ice Centre on March 21, 2017. Mr. Mitchell also expressed his appreciation to the City Council for recognizing the efforts of the two firemen.

Mayor Lewis read a proclamation proclaiming the week of May 15-21, 2017 as "Police Week" in Moore and directing the flags to be flown at half-staff to honor the service and sacrifice of law enforcement officers killed in the line of duty. Mayor Lewis presented the proclamation to Sergeant David Dickinson who announced various activities scheduled for the week. Sergeant Dickinson stated that the police officers would be wearing mourning badge covers and attaching blue ribbons to all vehicles in remembrance of the fallen officers. Activities include a Chili Cook-Off to be judged by various VIP Judges

on May 17, 2017 with 100% of the money raised going toward the Oklahoma Law Enforcement Officers Memorial. In addition, a 12.5 mile bike ride fundraiser would be held on May 19, 2017. Sergeant Dickinson indicated that participants could observe a memorial service to be held at the end of the ride. He announced that this was the first time the Moore Police Department Honor Guard would participate in the service.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD APRIL 17, 2017.
- B) APPROVE THE MINUTES OF THE SPECIAL JOINT WORK STUDY SESSION HELD BY THE CITY COUNCIL AND THE PLANNING COMMISSION HELD FEBRUARY 27, 2017.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$2,369,043.16.

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

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

Agenda Item Number 3 being:

CONSIDER APPROVAL OF A LOT SPLIT LOCATED IN THE NE/4 OF SECTION 30, T10N, R2W, BEING WEST OF SUNNYLANE AND SOUTH OF SE 19TH STREET. APPLICATION BY L. DEE AND DARLENE WILLIAMS.

Elizabeth Weitman, Community Development Director, advised that the subject property contained 27 acres located south of SE 19th Street and west of Sunnyslane. The applicant proposed splitting off two lots from the larger property. Ms. Weitman advised that the property was rezoned in 2013 to C-3 with a PUD for a mini-storage facility. The lot split was part of the land transaction that would transfer ownership to the applicant. She noted that before the storage facility could be constructed the applicant must plat the property. Ms. Jones advised that the lot on the north end of the property contained six acres and was the property the applicant rezoned for the purpose of constructing a mini-storage. The south lot zoned agricultural contained four acres which would be sold to the applicant who would hold the property in reserve.

No citizens appeared to protest the item.

Councilman Blair moved to approve a lot split located in the NE/4 of Section 30, T10N, R2W, being west of Sunnyslane and south of SE 19th Street, second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF THE 2017-2018 CODE ENFORCEMENT ABATEMENT CONTRACTS WITH COMPLETE LAWN MAINTENANCE AND J.W. LAWN SERVICE FOR CODE ENFORCEMENT ABATEMENT SERVICES.

Elizabeth Weitman, Community Development Director, advised that this year the City solicited responses for Code Enforcement abatements in an effort to simplify the abatement process. Pricing was set by the City for abatement services and interested companies were asked to submit their applications for consideration. Ms. Weitman felt that the proposed contract would allow much more control over the process with more consistency in the pricing for abatements.

Ms. Weitman indicated that the City reviewed four applications and assigned each a score based on the references provided, experience in the field, equipment availability, and their proximity to Moore. City staff recommended entering into contracts with Complete Lawn Maintenance and J.W. Lawn Service. Staff believed that by contracting with two Code Enforcement abatement contractors it would allow for a quicker response to the nuisance complaints.

Mayor Lewis asked if the City could utilize the services of the other two companies that submitted applications if the work load became heavier. Ms. Weitman stated that under the terms of the contract the City could hire additional contractors if it became necessary.

Councilman Blair moved to approve the 2017-2018 Code Enforcement Abatement Contracts with Complete Lawn Maintenance and J.W. Lawn Service for Code Enforcement abatement services, second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 5 being:

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

Brooks Mitchell, City Manager, stated that has been contracting with Crawford & Associates to provide assistance with daily financial operations since the Finance Department has been heavily involved in the ongoing Munis conversion. Mr. Mitchell requested renewal of the contract.

Councilman Blair confirmed that the renewal contract included the same hourly rate.

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

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

Agenda Item Number 6 being:

CONSIDER EXTENDING AN AGREEMENT WITH SERVE MOORE AND MOORE FAITH MEDICAL CLINIC, INC. FOR LEASE OF A CITY OWNED BUILDING LOCATED AT 224 S. CHESTNUT FOR A PERIOD OF THREE YEARS.

Brooks Mitchell, City Manager, advised that the City owned building located at 224 S. Chestnut housed Serve Moore and the Moore Faith Medical Clinic, along with some other non-profit organizations. Mr. Mitchell indicated that half of the building was being used as storage by the City. However, after Dave

Evans, Executive Director with Moore Faith Medical Clinic, expressed a need to expand their operations. City staff determined there was no longer a need to use the building as storage since the items stored there could be discarded or declared surplus and auctioned off. Mr. Evans advised that they were willing to use \$22,000 in donated funds to make improvements to the building to better serve the community. However, in exchange for the improvements they would like to enter into a three-year lease agreement with the City. Under the terms of the agreement they would be responsible for the utilities and a \$10 annual lease payment. Mr. Mitchell stated that Mr. Evans and individuals representing Serve Moore were present at the meeting and available to answer any questions.

Mayor Lewis expressed his appreciation to Serve Moore and Moore Faith Medical Clinic for the service they provide to the community.

Councilman Blair moved to extend an agreement with Serve Moore and Moore Faith Medical Clinic, Inc. for lease of a City owned building located at 224 S. Chestnut for a period of three years, second by Councilman Webb. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis

Nays: None

Agenda Item Number 7 being:

DISCUSS AND CONSIDER THE APPOINTMENT OF COMMITTEE MEMBERS TO OVERSEE THE 34TH STREET BRIDGE ARTWORK.

Mayor Lewis indicated that he would accept nominations for a committee comprised of five members to oversee the 34th Street Bridge artwork. Council Members Danielle McKenzie and Melissa Hunt were nominated to serve on the committee. Councilman Blair nominated resident Jayme Shelton. Councilwoman McKenzie recommended appointing a Planning Commissioner and Councilwoman Hunt suggested a Parks Board Member serve on the committee. Todd Jenson, Assistant City Manager, indicated that he would see if there was any interest in serving on the committee at the next Parks Board Meeting scheduled for May 2, 2017. Mayor Lewis asked Planning Commissioner Kenneth Jarema, who was present at the meeting, if he would be agreeable to serving on the committee. Mr. Jarema indicated that he would.

Councilman Blair moved to table Agenda Item No. 7 to the May 15, 2017 City Council Meeting, second by Councilman Cavnar. Motion carried unanimously.

Ayes: McKenzie, Blair, Hunt, Cavnar, Webb, Hamm, Lewis

Nays: None

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:58 P.M.

Agenda Item Number 8 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD APRIL 17, 2017.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$701,020.14.

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

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

Agenda Item Number 9 being:

CONSIDER RECEIPT AND ACCEPTANCE OF PERMIT NO. SL000014170111 LITTLE RIVER PARK SANITARY SEWER INTERCEPTOR REHABILITATION/REPLACEMENT FACILITY NO. S-20614 FROM THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY. CAPITAL PLANNING & RESILIENCY ("HUD")

Jared Jakubowski, Associate Planner/Grants Manager, advised the agenda item related to a sanitary sewer interceptor project that would run from 4th Street through Little River Park to 19th Street. Design regulations state that the sanitary sewer line must be three feet below the stream bed. Mr. Jakubowski stated that the engineers had difficulty making the design meet the regulations and a variance was requested. The City proposed a steel encasement with rock backfill and extending the concrete sewer apron. The Oklahoma Department of Environmental Quality approved the City's proposal and requested acceptance of the permit.

Trustee McKenzie moved to receive and accept Permit No. SL000014170111 Little River Park Sanitary Sewer Interceptor Rehabilitation/Replacement Facility No. S-20614 from the Oklahoma Department of Environmental Quality, second by Trustee Cavnar. Motion carried unanimously.

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

Agenda Item Number 10 being:

CONSIDER THE RENEWAL OF THE THIRD-PARTY ADMINISTRATION AGREEMENT WITH JERRY WHORTON, LLC, D/B/A CONSOLIDATED BENEFITS RESOURCES ("CBR") FOR \$1,700 PER MONTH FOR THREE YEARS.

Gary Benefield, Risk Manager, advised that Consolidated Benefits Resources had been the City's Third Party Administrator for workers compensation and general liability claims for the past seven years. Mr. Benefield recommended approval of the item.

Trustee Cavnar moved to approve renewal of the Third-Party Administration Agreement with Jerry Whorton, LLC, d/b/a Consolidated Benefits Resources ("CBR") for \$1,700 per month for three years, second by Trustee Blair. Motion carried unanimously.

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

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 7:02 P.M.

Agenda Item Number 11 being:

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD APRIL 17, 2017.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$397,700.85.

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

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 7:03 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.

Councilwoman McKenzie inquired when the 4th Street stop lights to be used as a crosswalk to Highland East would be operational. Stan Drake, Assistant City Manager, indicated that they were waiting for OG&E to relocate an overhead power line.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

City Manager Brooks Mitchell advised that traffic concerns had been raised regarding the intersection at Broadway and Eastern. He believed that the situation could be improved through retiming of the traffic lights. The situation would be monitored and the situation addressed if necessary.

Mr. Mitchell stated that he was privileged to appear on Gwin Lippert's radio show on KTOK to promote Moore. He advised that his office would be contacting the City Council to schedule budget meetings. Mr. Mitchell noted that a public meeting would be held on May 11, 2017 at The Station to discuss the 34th Street Bridge Artwork with a presentation by Creative Design Resolutions ("CDR").

Agenda Item Number 13 being:

ADJOURNMENT

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

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

The City Council, Moore Public Works Authority, and Moore Risk Management meetings were adjourned at 7:06 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

ADAM WEBB, MPWA Secretary

These minutes passed and approved as noted this ____ day of _____, 2017.

ATTEST:

KATIE BERHALTER, Deputy City Clerk