

**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  
SEPTEMBER 18, 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 September 18, 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; 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; Loss Control Officer, Brian Miller; Manager of Information Technology, David Thompson; Assistant Police Chief, Todd Strickland; Lieutenant Kyle Dudley; 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 SEPTEMBER 5, 2017.
- B) DECLARE ASSORTED TIRES, MORE FULLY DESCRIBED IN ATTACHMENT "A" AS SURPLUS.
- C) APPROVE A MEMORANDUM AGREEMENT FOR FY 2018 WITH THE OKLAHOMA WATER RESOURCES BOARD AND THE U.S. GEOLOGICAL SURVEY FOR STREAM GAUGING.
- D) APPROVE A CONTRACT WITH THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS ("ACOG") FOR THE FY 2018 UNIFIED PLANNING WORK PROGRAM.
- E) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$48,534.37; AND APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$2,068,502.97.

**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:**

RECEIVE A REPORT FROM SELECT ACTUARIAL AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2017.

Gary Benefield, Risk Manager, advised that the City had been contracting with Select Actuarial Services for several years for the preparation of the Annual Actuarial Report. Mr. Benefield indicated that the actuarial report was used to estimate costs during budget preparation for the upcoming fiscal year, and was a requirement in receiving an unmodified opinion on the City’s annual audit. He introduced Laura Sprouse with Select Actuarial Services who would present their findings for fiscal year ended June 30, 2017.

Ms. Sprouse stated that the study was used in setting a budget for the prospective year for the City’s self-insured health plan, and retained losses for workers compensation and self-insured liability claims. The City must also carry a liability for past claims and, under the Governmental Accounting Standards, must report total liabilities. The actuary’s job is to provide an analysis of required reserves as of June 30, 2017 to determine all outstanding losses, and provide a forecast for FY 17-18 and FY 18-19.

Ms. Sprouse advised that the estimated reserves necessary to fund the unpaid liabilities as of June 30, 2017 was \$2,023,000. Of that amount, workers compensation made up the largest liability at \$1,021,000. Health claims was \$664,000, automobile and general liability claims \$303,000, and a tort claim liability in the amount of \$35,000 represented the remaining amount. She stated that a cost comparison to last fiscal year reflected a small decrease in total liabilities from \$2,122,000 in FY 16 to an estimated \$2,023,000 for FY 17. The difference was due to an anticipated decrease in workers compensation claims.

Ms. Sprouse stated that the total health claims for FY 15-16 was \$4,970,000, which was \$90,000 less than expected. She advised that so far claims for FY 16-17 were lower than projected so the expected ultimate costs for FY 16-17 were decreased by \$236,000 to \$5,223,000. Ms. Sprouse indicated that the stop loss in 2016 was \$100,000 and went up to \$125,000 midway through 2017. Even with the increase in the stop loss amount the estimated health care costs came down. Reported losses for workers compensation was less than expected. Ultimate losses decreased by \$216,000 or 3%. Reported losses for liability was more than expected, with a net change in ultimate losses of \$79,000 or an increase of 6%.

**Program Summary**

Program	Reserves @ 6/30/17	Forecast 7/1/17-18	Forecast 7/1/18-19
Health	\$664,000	\$5,585,000	\$5,814,000
Workers Comp	\$1,021,000	\$512,000	\$527,000
Liability	\$303,000	\$114,000	\$118,000
Other	\$35,000		
<b>Total</b>	<b>\$2,023,000</b>	<b>\$6,211,000</b>	<b>\$6,459,000</b>

Ms. Sprouse advised that the estimated health claims for FY 17-18 included in last year's actuarial report was \$5,683,000 compared to the current estimate for FY 17-18 of \$5,585,000. The decrease was due to the estimate being based on more employees than are currently employed. The monthly cost for each employee was \$1,645, which is \$5 less than estimated. Therefore, there was an overall reduction in forecasted costs despite increasing the stop-loss which reflected an improvement in the health plan. The estimate of \$5,814,000 in health care costs for FY 18-19 included additional employees and inflation in the monthly cost per employee. The current forecast for FY 17-18 for workers compensation was \$512,000 compared to last year's estimate of \$500,000. Inflation in the rate and payroll growth resulted in the estimated forecast amount of \$527,000 for FY 18-19. Liability costs were forecast for FY 17-18 at \$114,000 compared to last year's estimate of \$110,000. An inflationary increase to \$118,000 is forecast for FY 18-19. Ms. Sprouse stated that a recap of reserves was included in the first column of Program Summary Table. This is the liability for past claims that must be carried over. The second and third columns include the forecasted budgets for FY 17-18 and FY 18-19.

**Councilwoman McKenzie moved to accept the Annual Actuarial Report for fiscal year ended June 30, 2017, second by Councilman Blair. 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 6:44 P.M.**

**Agenda Item Number 4 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD SEPTEMBER 5, 2017.
- B) RATIFY ACTION OF THE CITY COUNCIL ON ACCEPTANCE OF THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2017.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2016-2017 IN THE AMOUNT OF \$26,330.50; AND APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$910,065.54.

**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

**Agenda Item Number 5 being:**

CONSIDER AUTHORIZING STAFF TO NEGOTIATE WITH THE CITY'S CURRENT AGENTS FOR 2018 INSURANCE POLICIES FOR PROPERTY AND CONTENTS, EXCESS BOILER AND MACHINERY, EXCESS PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY, AND EXCESS WORKERS' COMPENSATION.

Gary Benefield, Risk Manager, requested authorization to obtain quotes from the City's current agents for 2018 insurance policies for Property and Contents, Excess Boiler and Machinery, Excess Public Officials and Employment Practices Liability, and Excess Workers' Compensation.

**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 6 being:**

CONSIDER APPROVAL OF AN AGREEMENT BETWEEN THE MOORE PUBLIC WORKS AUTHORITY, THE CITY OF MOORE, AS BENEFICIARY OF THE TRUST, AND SPARQ MOORE, LLC FOR THE INSTALLATION OF A COMPRESSED NATURAL GAS FACILITY ON CERTAIN REAL PROPERTY OWNED BY THE CITY OF MOORE AND THE MOORE PUBLIC WORKS AUTHORITY TO PROVIDE A SOURCE OF COMPRESSED NATURAL GAS FOR MOORE PUBLIC WORKS AUTHORITY AND CITY OF MOORE VEHICLES.

Brooks Mitchell, City Manager, stated that Sparq Natural Gas was requesting authorization to install a compressed natural gas pump at the Public Works Department to provide a slow fill of the City's CNG vehicles. The slow fill process would increase efficiency by allowing City vehicles to be filled while out of service. He stated that Sparq had originally anticipated constructing a retail station adjacent to the Public Works facility; however, the City was unable to provide the gas/gallon equivalents to make the retail facility feasible. Sparq advised that they were still interested in constructing the fueling station on the City site and would reconsider a retail facility sometime in the future. Norman Herrera with Sparq Natural Gas was in attendance at the meeting to answer any questions. Mr. Mitchell recommended approval of the item.

Mr. Herrera stated that Sparq Natural Gas was an Oklahoma City based company that constructs compressed natural gas stations. They currently have facilities in Lawton, El Reno, and Watonga, with a project under development in Tulsa. He indicated that he had originally proposed a plan to enter into an agreement for building lease rights of the public works facility and a fueling agreement that would commit the City for fuel usage. He indicated that the cities of Midwest City, Norman, Oklahoma City and Tulsa have already implemented the slow fill process by filling up their sanitation vehicles overnight. The benefit of a slow fill versus a fast fill is that drivers are not required to be taken off a route and wait in line while their vehicle are refueled. The slow fill is performed overnight after drivers have completed their route allowing the vehicles to be ready for service the following day. The design of the proposed facility should support the current fleet, any anticipated growth, and be expandable to allow for retail service in the future.

**Trustee Blair moved to approve an agreement between the Moore Public Works Authority, the City of Moore, as Beneficiary of the Trust, and Sparq Moore, LLC for the installation of a Compressed Natural Gas Facility on certain real property owned by the City of Moore and the Moore Public Works Authority to provide a source of compressed natural gas for Moore Public Works Authority and City of Moore vehicles, second by Trustee Cavnar. Motion carried unanimously.**

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

**Agenda Item Number 7 being:**

CONSIDER APPROVAL OF AN AGREEMENT FOR THE PURCHASE OF COMPRESSED NATURAL GAS BETWEEN SPARQ MOORE, LLC AND THE MOORE PUBLIC WORKS AUTHORITY AND ITS BENEFICIARY, THE CITY OF MOORE.

Brooks Mitchell, City Manager, advised that Agenda Item Nos. 6 and 7 were companion items. The proposed CNG Fuel Purchase Agreement contained the gas gallon equivalents to be purchased monthly by the City.

**Trustee Webb moved to approve an agreement for the purchase of compressed natural gas between Sparq Moore, LLC and the Moore Public Works Authority and its beneficiary, the City of Moore, second by Trustee Cavnar. 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 6:53 P.M.**

**Agenda Item Number 8 being:**

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD SEPTEMBER 5, 2017.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$287,864.54.

**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 MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH CHAIRMAN TERRY CAVNAR PRESIDING AT 6:54 P.M.**

**Agenda Item Number 9 being:**

ROLL CALL

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

**Agenda Item Number 10 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD JULY 17, 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, Webb, Hamm, Cavnar  
Nays: None

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:55 P.M.**

**Agenda Item Number 11 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 Cavnar express his appreciation to Gary Benefield, Risk Manager, for the good job he does in dealing with the insurance and keeping the City Council apprised of any unusual situations.

Mayor Lewis welcomed Representative Mark McBride who was in attendance at the City Council Meeting.

C) ITEMS FROM THE CITY/TRUST MANAGER.

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

- Attended the Oklahoma Municipal League Annual Conference in Tulsa September 12-14, 2017. He stated that it was a good conference and was well attended. Mr. Mitchell noted that Mike Fina was recently appointed to the position of Executive Director.
- Sgt. David Dickinson received a \$1,000 grant from the Landers Corporation for the Shop with a Cop program. Mr. Mitchell expressed his appreciation to Sgt. Dickinson for his work on the program and to the Landers Corporation for their generous donation.

**Agenda Item Number 12 being:**

EXECUTIVE SESSION:

A) RECEIVE AN UPDATE AND DISCUSS NEGOTIATIONS BETWEEN THE CITY OF MOORE AND THE I.A.F.F. LOCAL 2047 AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(2).

B) CONVENE TO EXECUTIVE SESSION.

**Councilman Blair moved to convene to executive session, second by Councilwoman Hunt. Motion carried unanimously.**

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

**The City Council convened into executive session. (The recording clerk did not note the time)**

C) RECONVENE FROM EXECUTIVE SESSION

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

**The City Council reconvened from executive session at 7:04 p.m.**

D) ACTION.

- A) RECEIVE AN UPDATE AND DISCUSS NEGOTIATIONS BETWEEN THE CITY OF MOORE AND THE I.A.F.F. LOCAL 2047 AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(2).

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

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

**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, Hamm, Lewis  
Nays: None  
Absent: Webb

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:05 p.m.**

TRANSCRIBED BY:

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RHONDA BAXTER, Executive Assistant

FOR:

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ADAM WEBB, MPWA Secretary

FOR:

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MARK HAMM, MEDA Secretary

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

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LINDA STEWART, City Clerk