

**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
JANUARY 16, 2018 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on January 16, 2018 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

Unfilled Position
Councilman, Ward III

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

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jenson; Associate Planner/Grants Manager, Jared Jakubowski; City Attorney, Randy Brink; Community Development Director, Elizabeth Weitman; 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 David Dickinson; Public Works Director, Richard Sandefur; Veolia Water Project Manager, Robert Pistole; and City Clerk, Linda Stewart.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD JANUARY 2, 2018.
- B) APPROVE A CORRECTION OF PLAT FOR APPLE GARDENS SECTION 1 TO DEDICATE A PLATTED BUT UN-NUMBERED LOT LOCATED NORTH OF SW 42ND STREET AND WEST OF CENTRAL PARK DRIVE AS BLOCK 4, LOT 1. APPLICATION BY HOME CREATIONS.
- C) APPOINT MARK HAMM TO THE SW 17TH STREET AND JANEWAY REDEVELOPMENT DESIGN REVIEW COMMITTEE.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$3,948,522.51.

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

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

Agenda Item Number 3 being:

CONSIDER THE APPOINTMENT OF CHAD BURKS TO THE PLANNING COMMISSION FOR A THREE-YEAR TERM ENDING AUGUST 2020 TO FILL THE VACANCY CREATED BY THE RESIGNATION OF RANDY TARLTON, PURSUANT TO PART 12, SECTION 12-101 OF THE LAND DEVELOPMENT CODE.

Elizabeth Weitman, Community Development Director, advised that five applicants were interviewed on December 4, 2017 by an interview committee consisting of Councilman Blair, Councilwoman Hunt and Councilwoman McKenzie. It was the committee's recommendation that Chad Burks fill the remaining term for Randy Tarlton who resigned his seat on the Planning Commission.

Councilwoman McKenzie stated that she was pleased at the number of applicants that applied and felt they were all very qualified.

Councilwoman Hunt moved to appointment Chad Burks to the Planning Commission for a three-year term ending August 2020 to fill the vacancy created by the resignation of Randy Tarlton, second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF AMENDMENT NO. 1 TO AN AGREEMENT WITH BARRETT L. WILLIAMSON ARCHITECTS, INC. TO INCLUDE CHANGES IN THE LOCATION AND SCOPE OF WORK ON THE DESIGN OF A NEW ANIMAL SHELTER.

Brooks Mitchell, City Manager, stated that the contract with Barrett L. Williamson Architects was originally approved in 2013 for design of a new animal shelter originally thought to be located by the Wastewater Treatment Plant. Mr. Mitchell advised however, that once the new plant came online it was determined that it would not be a suitable location for the shelter. The proposed amendment would modify the contract to allow for a change in location and any design changes that might become necessary due to the size of the new site. Mr. Mitchell noted that the amendment would not cause an increase in the contract amount. Councilwoman Hunt asked why there was a delay in proceeding with the plans since the contract was signed in 2013. Mr. Mitchell stated his understanding that Mr. Williamson began work on the design after contract approval, but was asked by the City to put a hold on the project.

Councilman Hamm stated that he would like to participate in determining a new location for the animal shelter. Mr. Mitchell indicated that staff would bring an item to the City Council to obtain input regarding a more suitable location.

Councilman Blair moved to approve Amendment No. 1 to an agreement with Barrett L. Williamson Architects, Inc. to include changes in the location and scope of work on the design of a new Animal Shelter, second by Councilwoman Hunt. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER APPROVAL OF A BASIC PLAN DOCUMENT FOR A GOVERNMENTAL DEFINED CONTRIBUTION VOLUME SUBMITTER PLAN AND TRUST INCORPORATING CHANGES TO THE CITY'S MASS MUTUAL DEFERRED COMPENSATION PROGRAM APPROVED AT THE AUGUST 7, 2017 CITY COUNCIL MEETING.

Brooks Mitchell, City Manager, advised that the Plan Document contained changes to the City's deferred compensation program that were approved at the August 7, 2017 City Council meeting.

Councilman Webb moved to approve a Basic Plan Document for a Governmental Defined Contribution Volume Submitter Plan and Trust incorporating changes to the City's Mass Mutual Deferred Compensation Program approved at the August 7, 2017 City Council Meeting, second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER AWARDDING BID NO. 1718-05 "FIRE STATION NO. 2" ON BID PACKAGE NO. 6 FOR WOOD, PLASTIC AND COMPOSITES TO ALPHA OMEGA WOODWORK IN THE AMOUNT OF \$134,000 AS THE LOWEST AND BEST BIDDER; AND APPROVE CONTRACT FOR SAME.

Brooks Mitchell, City Manager, stated that a number of bid awards were made on the construction of a new Fire Station No. 2 at the January 2, 2018 City Council meeting. There were some items that were not ready for award at that time. Mr. Mitchell indicated that staff was now presenting Bid Package No. 6 for Wood Plastic and Composites for award to Alpha Omega Woodwork in the amount of \$134,000.

Councilman Blair moved to award Bid No. 1718-05 "Fire Station No. 2" on Bid Package No. 6 for Wood, Plastic and Composites to Alpha Omega Woodwork in the amount of \$134,000 as the lowest and best bidder; and approve contract for same, second by Councilwoman Hunt. Motion carried unanimously.

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

Agenda Item Number 7 being:

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR THE POSITION OF HUMAN RESOURCES DIRECTOR AND APPROVE PLACEMENT IN PAY GRADE 123 OF THE CITY'S SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016 (EFFECTIVE JULY 1, 2016).

Brooks Mitchell, City Manager, advised that Agenda Items No. 7 and 8 were job description that were being amended to incorporate responsibilities left by Risk Manager, Gary Benefield following his retirement on January 19, 2018. Councilwoman McKenzie asked if the positions being discussed were currently filled or if the positions were being redefined in lieu of Mr. Benefield's retirement. Mr. Mitchell stated that he would like to make some organizational changes following Mr. Benefield's retirement that would necessitate the changes.

Councilman Blair moved to approve a new job description for the position of Human Resources Director and approve placement in pay grade 123 of the City's salary table approved by City Council on June 20, 2016 (effective July 1, 2016), second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 8 being:

CONSIDER APPROVAL OF NEW JOB DESCRIPTION FOR THE POSITION OF ASSISTANT CITY ATTORNEY AND APPROVE PLACEMENT IN PAY GRADE 119 OF THE CITY'S SALARY TABLE APPROVED BY CITY COUNCIL JUNE 20, 2016 (EFFECTIVE JULY 1, 2016).

Brooks Mitchell, City Manager, stated that the proposed job description was part of the reorganization mentioned under Agenda Item No. 7. Mr. Mitchell indicated that the Risk Management division was currently under Human Resources; however, he planned to move Risk Management under the City Attorney's office which would require an Assistant City Attorney to handle the additional duties along with some of the legal issues that would be better handled in-house.

Mayor Lewis asked if the Assistant City Attorney would also handle union negotiations. Mr. Mitchell confirmed that negotiations would also be considered a job duty for the Assistant City Attorney.

Councilwoman Hunt moved to approve a new job description for the position of Assistant City Attorney and approve placement in pay grade 119 of the City's salary table approved by City Council June 20, 2016 (effective July 1, 2016), second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 9 being:

CONSIDER RESOLUTION NO. 893(18) ADOPTING THE SCHEDULE OF FEES AND CHARGES BY CREATING A WIRELESS FACILITY RIGHT-OF-WAY PERMIT; EFFECTIVE UPON APPROVAL AND REMAINING IN EFFECT UNTIL MODIFIED, AMENDED OR REPEALED; AND REPEALING PRIOR INCONSISTENT FEES.

Randy Brink, City Attorney, stated that Resolution No. 893(18) would adopt into the Schedule of Fees and Charges an application fee charged by the City to providers of new technology known as small cell antennas for cell phones.

Councilman Blair moved to approve resolution No. 893(18) adopting the Schedule of Fees and Charges by creating a wireless facility right-of-way permit; effective upon approval and remaining in effect until modified, amended or repealed; and repealing prior inconsistent fees, second by Councilwoman McKenzie. Motion carried unanimously.

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

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

Agenda Item Number 10 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD JANUARY 2, 2018.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$1,155,133.43.

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

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

Agenda Item Number 11 being:

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD JANUARY 2, 2018.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$225,226.90.

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH VICE CHAIRMAN ADAM WEBB PRESIDING AT 6:45 P.M.

Agenda Item Number 12 being:

ROLL CALL

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

Agenda Item Number 13 being:

CONSENT DOCKET:

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

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

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

Agenda Item Number 14 being:

CONSIDER, AND IF DEEMED APPROPRIATE, ACCEPT NOMINATIONS AND ELECT A CHAIR OF THE MOORE ECONOMIC DEVELOPMENT AUTHORITY.

Trustee Lewis moved to nominate Adam Webb as Chair of the Moore Economic Development Authority, second by Trustee Hunt. Motion carried by unanimously.

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

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 15 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 thanked Assistant City Manager Todd Jenson for the new recycling trash cans at The Station. She also stated that she had spoken with some citizens who expressed an interest in curbside recycling and noted that there was a petition going around the City regarding the subject.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, advised that there have been nine water main breaks due to the rapid fluctuations in temperatures the City recently experienced. Mr. Mitchell advised that the breaks have been fixed; however, weather predictions indicate more variations in temperatures that could likely result in additional main breaks. He welcomed Western Farmers Electric Cooperative to the City who broke ground on their new headquarters on S. Telephone Road. And, he announced the retirement of Risk Manager Gary Benefield on January 19, 2018 after 19 years of service with the City. He expressed his appreciation to Mr. Benefield for all of his hard work and wished him well in his retirement.

Agenda Item Number 16 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

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 _____, 2018.

ATTEST:

LINDA STEWART, City Clerk