

**MINUTES OF THE REGULAR MEETING OF
OF THE MOORE CITY COUNCIL
THE MOORE PUBLIC WORKS AUTHORITY
AND THE MOORE RISK MANAGEMENT BOARD
AND A PUBLIC HEARING OF THE MOORE CITY COUNCIL
JUNE 4, 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 May 7, 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

Louie Williams
Councilman, Ward III

PRESENT: McKenzie, Blair, Hunt, Williams, Webb, Lewis

ABSENT: Hamm

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jenson; City Attorney, Randy Brink; City Clerk, Linda Stewart; Community Development Director, Elizabeth Weitman; Assistant Community Development Director, Danny Vise; Economic Development Director, Deidre Ebrey; Emergency Management Director, Gayland Kitch; Finance Director, Betty Koehn; Fire Chief, Gary Bird; Human Resources Director, Christine Jolly; Manager of Information Technology, David Thompson; Police Chief, Jerry Stillings; Lieutenant Kyle Dudley; Public Works Director, Richard Sandefur; Veolia Water Project Manager, Robert Pistole.

Brooks Mitchell, City Manager, presented the Zach D. Taylor, Jr. Clean Cities Vision Award to the City on behalf of Councilman Hamm who was absent from the meeting. Mr. Mitchell advised that the award was given to the City by ACOG for the conversion of the sanitation fleet to natural gas and the construction of a Sparq natural gas fueling station. Mayor Lewis thanked the City Manager and staff for the work on the projects.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD MAY 21, 2018.
- B) APPROVE THE REAPPOINTMENT OF JEFF ARVIN, CHARLES PAYNE, AND ROBERT WASHINGTON TO THE PARK BOARD FOR THREE-YEAR TERMS.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$3,195,061.39.

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

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

THE CITY COUNCIL MEETING WAS RECESSED AND THE PUBLIC HEARING WAS CONVENED AT 6:33 P.M.

Agenda Item Number 3 being:

REVIEW, DISCUSS AND RECEIVE CITIZEN INPUT AND COMMENTS REGARDING THE FISCAL YEAR 2018-2019 BUDGET AS REQUIRED BY 11 OKLA. STAT. § 17-208 (1992).

Brooks Mitchell, City Manager, advised that the total proposed budget for FY 18-19 was \$109,000,000 which was within \$300,000 of the revised budget for FY 17-18. Mr. Mitchell summarized the budget by stating that the changes to the Risk Management Fund (Fund 2) occurred due to moving the Human Resources Department under General Government (Fund 6). The General Obligation Street Bonds Fund (Fund 4) included remaining relocation costs and miscellaneous expenses on the 34th Street Overpass. Increases in the Moore Public Works Authority (Fund 5) were due to the rate increases in the Oklahoma City water contract. Water rates for usage above 10,001 gallons was increased to match Oklahoma City rates. Mr. Mitchell noted that the increase to the service fees were not being passed on to the Moore's utility customers. Mr. Mitchell indicated that several departments within the General Fund were different from last fiscal year. Some of the professional services budget was reallocated to the departments that it impacted. The Managerial budget included payroll for the Economic Development Director. Human Resources is now its own department within the General Fund. Proposed cost of living adjustments included 3.3% for police, 4.4% for Fire, and 1.8% for general employees. Mr. Mitchell advised that proposed fee increases for building and other permits and alcohol licenses were estimated to increase revenues by \$245,000. The Special Revenue Fund (Fund 8) included \$150,000 for completion of the second half of the sidewalk project in Silverleaf and Patterson. The Debt Service Fund (Fund 9) included bond payments. The Dedicated ½ Cent Sales Tax Fund (Fund 12) would fund the purchase of six police vehicles, the debt payment on the ladder truck, and the purchase of other public safety equipment. He advised that scheduled street projects include Hillcrest, Phase 2 of the Howard Street project, and the replacement of concrete panels in The Clubs Addition. Drainage projects were planned for The Falls Addition. An additional \$50,000 was budgeted for additional sidewalk projects in each ward. One of the sidewalk projects would link sidewalks located at Veterans Park across 4th Street. Mr. Mitchell stated that the Dedicated ¼ Cent Sales Tax Fund (Fund 13) would fund improvements in the Veteran's Memorial Park, Westmoore Trail Park, and Buck Thomas Park. Construction would continue on Fire Station No. 2. All project funds have been budgeted in the CDBG-DR Fund (Fund 15). He added that due to the timing of construction all of the funds may not be expended in FY 19.

Mayor Lewis asked if there were any citizen comments or questions regarding the budget. There was no one present who requested to speak and Mayor Lewis declared the public hearing closed.

THE PUBLIC HEARING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 6:36 P.M.

Agenda Item Number 4 being:

CONSIDER REZONING APPLICATION NO. RZ-971, LOCATED IN THE SW/4 OF SECTION 14, T10N, R3W, BEING NORTH OF SW 4TH STREET AND EAST OF INTERSTATE 35, FROM C-3 GENERAL COMMERCIAL DISTRICT TO C-3/PUD GENERAL COMMERCIAL DISTRICT/PLANNED UNIT DEVELOPMENT; AND

APPROVE ORDINANCE NO. 880(18). APPLICATION BY MALIBU'S AUTO CENTER, INC./GREG RUSHING. (PLANNING COMMISSION RECOMMENDED APPROVAL 6-0). WARD 1.

Elizabeth Weitman, Community Development Director stated that the subject property contained an existing residential structure on approximately ¼ acre located north of SW 4th and east of Howard Avenue. The property was rezoned to C-2 General Commercial in September 2016. The applicant proposed relocating the residential structure to a different location and rezoning the site to C-3 as a PUD for a commercial building constructed from shipping containers. Ms. Weitman stated that public utilities were available to serve the site, and access would be provided by Howard Avenue. Because of the need to reduce curb cuts along Howard Avenue access to the on-site parking would be relocated from Howard to SW 3rd Street. She advised that since steel shipping container buildings may not be appropriate in all areas due to aesthetics and neighborhood integrity the applicant would be utilizing a Planned Unit Development to help offset any negative impacts of the proposed development on the character of Old Town and to the residential properties to the north. The following amenities were proposed:

1. Parking lot located on the side and rear of the building screened with landscaping and sight-proof fencing to the north.
2. Signage limited to wall signs only with no pole signs or electronic signs allowed.
3. Building façade materials consisting of 25% brick or stone, 25% wood plank siding, and 50% painted metal surface/glazing.
4. Total of 9 trees and 94 shrubs provided.
5. Interior courtyard just over 400 square feet created with pervious paving and outside seating.

Ms. Weitman referred Council to the agenda packet for renderings of the proposed structure. She stated that the Envision Moore 2040 Plan designated the area as Old Town/Mixed-Use land use. The Plan was reviewed for conformance. It was determined that due to the application's use of a PUD to ensure building form and design within Old Town, the application conformed to many of the plan's aesthetic recommendations by including a mix of landscaping, increased open space, access management, and the reinforcement of the unique character of Old Town by bringing the building to the property lines. The building would have a modern commercial look with elements of the steel shipping container visible on two sides.

She stated that although a commercial building constructed of steel shipping containers may not sound compatible with Old Town, by utilizing a PUD the application alleviated many of staff's initial concerns. The applicant's site plan and amenities would minimize the steel shipping container characteristics while incorporating features of the railroad industry into the design of the building that complement the history of Old Town. Therefore, staff recommended approval of the application.

Councilwoman McKenzie asked what type of business would utilize the building. Will Sullivan with Phase One Design appeared on behalf of the application Greg Rushing. Mr. Sullivan advised that the building was developed primarily as office space with the possibility of one salon. Councilwoman Hunt asked for the maximum occupancy of the building. Mr. Sullivan indicated it was 25. Councilman Williams stated that there appeared to be ten parking space and asked how they planned to accommodate the additional occupants. Ms. Weitman advised that the Howard Avenue street project included on-street parking. Councilman Williams stated that there was only six spaces included for the development and four spaces were on-street parking. Ms. Weitman stated that all of the parking along Howard was public parking and they could walk to their destination. Councilman Williams asked if there was any citizen feedback regarding the item. Ms. Weitman advised that no one appeared at the Planning Commission to speak on the item.

Mayor Lewis asked if anyone present at the meeting would like to address the City Council regarding the rezoning application. Finding none he asked for a motion.

Councilwoman Hunt moved to approve Rezoning Application No. RZ-971, located in the SW/4 of Section 14, T10N, R3W, being north of SW 4th Street and east of Interstate 35, from C-3 General Commercial District to C-3/PUD General Commercial District/Planned Unit Development; and approve Ordinance No. 880(18), second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER THE FINAL PLAT OF BELMAR, SECTION 2, A REPLAT OF LOTS 5-12, BLOCK 1 AND LOTS 1-8, BLOCK 3, LOCATED IN THE SE/4 OF SECTION 32, T10N, R2W, BEING SOUTH OF SE 34TH STREET AND WEST OF SOONER ROAD. APPLICATION BY BELMAR GOLF, LLC. (PLANNING COMMISSION RECOMMENDED APPROVAL 6-0). WARD 1.

Elizabeth Weitman, Community Development Director stated that the R-1 property was located north of Belmar Boulevard and west of S. Sooner Road. The site was previously platted in October 2010 to include 16 lots within the boundaries of the replat. The applicant proposed adjusting the lot lines to reduce the number of lots from 16 to 11 and increase the size of the lots. Ms. Weitman advised that public utilities were available to serve the site, and access would be provided from Vista Drive. Staff recommended approval of the item.

Councilwoman McKenzie moved to approve the Final Plat of Belmar, Section 2, a replat of Lots 5-12, Block 1 and Lots 1-8, Block 3, located in the SE/4 of Section 32, T10N, R2W, being south of SE 34th Street and west of Sooner Road, second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER APPROVAL OF ORDINANCE NO. 881(18) AMENDING PART 14, CHAPTER 3, SECTIONS 14-301, 14-313, 14-314, AND 14-320 OF THE MOORE CITY CODE BY ADDING DEFINITIONS, AMENDING THE PERMIT PROCEDURE, ADDING TIERED PERMIT APPLICATIONS, MODIFYING EMERGENCY REPAIR PROCEDURES, AND MODIFYING COMPLIANCE DATES REGARDING CONSTRUCTION OF PUBLIC UTILITIES WITHIN THE CITY-OWNED RIGHTS-OF-WAY.

Elizabeth Weitman, Community Development Director, introduced Danny Vise as the Assistant Community Development Director. She indicated that Mr. Vise had been working on right-of-way requirements and would be addressing the City Council regarding the proposed ordinance.

Mr. Vise stated that Ordinance No. 881(18) was an update to an ordinance approved in January 2017. He advised that once staff began to enact the original ordinance it was determined that there should be further breakdown in the permits since construction in the City owned rights-of-way was such a large subject area, and the original ordinance was very broad. The addition of tiers based on the project size would allow staff to collect the correct type of information and perform the correct inspection. He stated that definitions were added to the separate regulations regarding the upcoming small cell deployment.

Mr. Vise added that additional provisions were added for emergency repairs to allow for notification to occur after the emergency was handled. He added that the ordinance was also amended to change the compliance deadline from 48 hours, which staff felt was an insufficient period of time to make adequate repairs, to a more manageable 30 days.

Councilman Blair moved to approve Ordinance No. 881(18), second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 7 being:

CONSIDER NOMINATING AND APPOINTING THREE MEMBERS OF THE CITY COUNCIL TO INTERVIEW APPLICANTS FOR VACANT PLANNING COMMISSION AND BOARD OF ADJUSTMENT SEATS.

Mayor Lewis asked if City Council Members Louie Williams, Danielle McKenzie, and Melissa Hunt who previously sat on the Planning Commission would be interested in interviewing the applicants. Councilman Webb commented that Councilman Hamm had expressed an interest in serving in this capacity. Councilwoman Hunt stated that she would be happy to have Councilman Hamm serve in her place.

Councilwoman McKenzie asked how many vacancies were available on the Planning Commission and Board of Adjustment. Elizabeth Weitman, Community Development Director, advised that there was one vacancy on the Planning Commission and one vacancy on the Board of Adjustment. She stated that one applicant could serve in both capacities or two applicants could be selected, one for each vacancy. She noted that in order to keep the ward representation equal the applicant would need to be selected from Ward 3. Ms. Weitman stated that the City advertised the vacancies for two months and received six applications from Ward 3 for the Planning Commission and three applications from Ward 3 for the Board of Adjustment. Ms. Weitman mentioned that the Council could also consider two applications received from 2017 if the individuals were still interested in serving.

Councilman Blair moved to appoint Council Members Louie Williams, Danielle McKenzie, and Mark Hamm to interview applicants for vacancies on the Planning Commission and Board of Adjustment, second by Councilman Webb. Motion carried unanimously.

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

Mayor Lewis expressed appreciation to those individuals who serve on the various Boards and Commissions.

Agenda Item Number 8 being:

CONSIDER APPROVAL OF A ONE-YEAR EXTENSION OF THE PUBLIC WORKS CONTRACT WITH SILVER STAR CONSTRUCTION CO., INC.

Stan Drake, Assistant City Manager, stated that staff was requesting approval of an extension to the existing public works contract with Silver Star Construction Company, Inc. Mr. Drake noted that the contract contained a 2.6% increase to fund employee pay raises and to cover an increase in motor fuel.

He felt that the contract with Silver Star Construction Co. was beneficial to the City by allowing access to their expertise and equipment.

Mayor Lewis asked if the contract satisfied FEMA requirements for debris removal following a weather event. Mr. Drake indicated that it did.

Councilwoman McKenzie thanked Steve Shawn with Silver Star Construction for their quick response to calls for service.

Councilman Blair moved to approve a one-year extension of the Public Works contract with Silver Star Construction Co., Inc., second by Councilwoman McKenzie. Motion carried unanimously.

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

Mayor Lewis thanked Mr. Shawn for locating his business in Moore.

Agenda Item Number 9 being:

CONSIDER RENEWAL OF A CONTRACT WITH THE CENTER FOR EMPLOYMENT OPPORTUNITIES IN THE AMOUNT OF \$120,000 TO PROVIDE ONE SUPERVISED WORK CREW IN THE PUBLIC WORKS AND PARKS DEPARTMENTS.

Stan Drake, Assistant City Manager, stated that the Center for Employment Opportunities provided one supervised work crew in the Public Works and Parks Departments primarily for maintenance of the drainage channels and rights-of-way. Staff recommended renewal of the contract.

Councilman Webb moved to approve a contract with the Center for Employment Opportunities in the amount of \$120,000 to provide one supervised work crew in the Public Works and Parks Departments, second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 10 being:

CONSIDER EXTENDING THE CURRENT CONTRACT WITH APOLLO BUILDING SYSTEMS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES BEGINNING JUNE 4, 2018 AND ENDING JUNE 30, 2019.

Stan Drake, Assistant City Manager, stated that staff was requesting renewal of a contract with Apollo Building Systems, Inc. for construction management services. Mr. Drake advised that Apollo oversees construction of structures or remodels for the City. Staff recommended approval of the contract.

Councilman Blair moved to extend the current contract with Apollo Building Systems, Inc. for construction management services beginning June 4, 2018 and ending June 30, 2019, second by Councilman Williams. Motion carried unanimously.

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

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:55 P.M.

Agenda Item Number 11 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD MAY 21, 2018.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$553,684.50.

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

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

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:56 P.M.

Agenda Item Number 12 being:

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD MAY 21, 2018.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$178,919.00.

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

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:57 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 stated that she had received complaints about traffic exiting left from OnCue onto SW 2nd Street and speeding through the addition. She advised that the police department had placed a traffic trailer there for one week. Councilwoman McKenzie also advised that after the Memorial Day ceremony at Veterans Park she received phone calls regarding requests for a sidewalk between 4th Street and the park. Brooks Mitchell, City Manager, estimated construction of a sidewalk at that location would begin around July 2018. Councilwoman McKenzie announced that an informational meeting would be held on June 7, 2018 at 7:00 pm at The Station regarding the proposed bond election and encouraged everyone to attend.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, stated that a total of three meetings would be held regarding the bond election set for June 26, 2018. In addition to the meeting held on June 7, 2018, a meeting would be scheduled for June 14, 2018 at Oak Ridge Elementary School and June 21, 2018 at Winding Creek Elementary School beginning at 7:00 p.m. Renderings of the projects would be available for inspection and staff and other professionals would be in attendance to answer any questions.

Agenda Item Number 14 being:

ADJOURNMENT

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

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

The City Council, Moore Public Works Authority, and Moore Risk Management meetings were adjourned at 6:59 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

ADAM WEBB, MPWA Secretary

These minutes passed and approved as noted this ____ day of _____, 2018.

ATTEST:

LINDA STEWART, City Clerk