

**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
NOVEMBER 18, 2019 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on November 18, 2019 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, Hamm, Lewis
ABSENT: None

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Jerry Ihler; City Attorney, Randy Brink; City Clerk, Vanessa Kemp; Community Development Director, Elizabeth Weitman; Economic Development Director, Deidre Ebrey; Emergency Management Director, Gayland Kitch; Finance Director, Betty Koehn; Fire Chief, Greg Herbster; Human Resources Director, Christine Jolly; Manager of Information Technology, David Thompson; Acting Parks and Recreation Director, Chris Villani; Police Chief Jerry Stillings; Police Sergeant Jeremy Lewis; Project-Grants Manager (Capital Planning & Resiliency), Kahley Gilbert; Public Works Director, Richard Sandefur; Risk Manager, Brian Miller; and Veolia Water Project Manager, Robert Pistole.

Mayor Lewis welcomed the Leadership Moore class of 2020 to the City Council Meeting and thanked them for their attendance.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD NOVEMBER 4, 2019.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD AUGUST 6, 2019.
- C) RECEIVE THE MINUTES OF THE REGULAR PLANNING COMMISSION MEETING HELD OCTOBER 1, 2019.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$1,883,699.60.

Councilwoman McKenzie to approve the consent docket in its entirety, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 3 being:

CONSIDER ADOPTING RESOLUTION NO. 937(19) SELECTING EST, INC. FOR THE CITY OF MOORE'S 2020-2022 ODOT BRIDGE INSPECTION PROGRAM AND FORWARDING THE SAME TO ODOT FOR ADMINISTRATION AND PAYMENT.

Elizabeth Weitman, Community Development Director, advised that the City has approximately 25 bridges within the city limits which are required by ODOT to be inspected every two years. Ms. Weitman indicated that she was part of an interview team comprised of Richard Sandefur, Public Works Director and Chad Denson, Assistant Community Development Director. The team interviewed EST, Lochner, and Olson and Associates and determined that EST best met the needs of the City for the inspections.

Councilman Williams asked who would provide payment to EST. Ms. Weitman stated that ODOT would pay for the inspection. She indicated that the City had the option of accepting an engineer chosen by ODOT from a list of preapproved engineers or selecting our own engineering firm.

Councilman Williams moved to adopt Resolution No. 937(19) selecting EST, Inc. for the City of Moore's 2020-2022 ODOT Bridge Inspection Program and forwarding the same to ODOT for administration and payment, second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER DONATING A PIECE OF PROPERTY LOCATED IN THE NW/4 OF SECTION 35, T10N, R3W TO 34TH STREET PARTNERS, LLC TO BE USED FOR COMPENSATORY STORMWATER STORAGE FOR LITTLE RIVER.

Jerry Ihler, Assistant City Manager, advised that staff was recommending that the City sell 1.27 acres of property located at SW 34th and I-35 for \$10. He noted that approximately 80% of the property was located in the floodway which would prohibit any type of development being located there. The other 20% was in the floodplain making it very costly to utilize the property. The 34th Street Partners, LLC would like to develop property on the north side of SW 34th Street east of I-35. In order to maximize future development they would straighten out the Little River channel. This would reduce the volume of water the channel could hold. The Army Corp of Engineers requires water storage to compensate for the loss of storage in that section of the channel. Therefore, the developer would like to utilize the City owned property to provide the necessary storage.

Councilman Williams moved to approve donating a piece of property located in the NW/4 of Section 35, T10N, R3W to 34th Street Partners, LLC to be used for compensatory stormwater storage for Little River, second by Councilwoman Hunt. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER ENVISION MOORE PLAN 20/40 AMENDMENT NO. 3, LOCATED IN THE SE/4 OF SECTION 2, T10N, R3W, BEING NORTH OF NE 27TH STREET AND WEST OF EASTERN AVENUE, FROM EMPLOYMENT MIXED-USE AND NEIGHBORHOOD COMMERCIAL TO LIGHT INDUSTRIAL. APPLICATION BY BNSF RAILWAY COMPANY/ DARRELL COFFEY.

Brooks Mitchell, City Manager, advised that staff requested that Agenda Items No. 5 and 6 be tabled.

Councilman Blair moved to table Agenda Item No. 5, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER REZONING APPLICATION NO. RZ-985, LOCATED IN THE SE/4 OF SECTION 2, T10N, R3W, BEING NORTH OF NE 27TH STREET AND WEST OF EASTERN AVENUE, FROM A-2 SUBURBAN AGRICULTURAL DISTRICT TO I-1/PUD LIGHT INDUSTRIAL DISTRICT/PLANNED UNIT DEVELOPMENT. APPLICATION BY BNSF RAILWAY COMPANY/ DARRELL COFFEY. WARD 2.

Councilwoman Hunt moved to table Agenda Item No. 6, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 7 being:

CONSIDER APPROVAL OF A CONTRACT WITH OPENEDGE TO PROVIDE CREDIT CARD PROCESSING SERVICES.

Betty Koehn, Finance Director, stated that the City had contracted with ETS for gateway and credit card processing since 2005. Their customer service was very good and their online functionality allowed staff to process adjustments and refunds very easily. However, in June 2019 ETS was acquired by Elavon. Their customer service was not as good and the City no longer had the ability to refund partial credit card charges. Ms. Koehn advised that in August 2019, after advising them there was a problem, they double processed a batch of auto drafts. Staff was very disappointed with their response to the City and our customers by taking much longer than expected to refund the money. During a utility billing software update it was brought to staff's attention that OpenEdge, a division of Global payments and an INCODE partner, could provide a direct gateway, credit card processing, EMV capable hardware, software and 24 hour support. Because they integrate directly with INCODE they do not charge third-party gateway fees or per transaction fees. She advised that they also provide automatic batching so that deposits are easier to reconcile and their fee schedule could potentially save the City \$2,500 a year. Ms. Koehn requested approval of the proposed contract with OpenEdge. She added that she expected the transition to go smoothly and because payment functionality was behind the scenes customers should not see any difference.

Councilwoman Hunt moved to approve a contract with OpenEdge to provide credit card processing services, second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 8 being:

CONSIDER APPROVAL OF A CONTRACT WITH MESHEK AND ASSOCIATES IN THE AMOUNT OF \$48,280 FOR PREPARATION OF CONSTRUCTION PLANS FOR A DETENTION POND AND ALL ASSOCIATED STORM SEWERS EAST OF THE INTERSECTION OF WILLOW BEND BLVD. AND S. TELEPHONE ROAD.

Jerry Ihler, Assistant City Manager, stated that the proposed contract with Meshek and Associates was for preparation of plans and specifications for construction of a detention pond for future development along S. Telephone Road. In addition to construction plans Meshek would provide a topographic and boundary survey as well as a hydrologic and hydraulic model to assist with determining the size of piping and a detention pond necessary to meet City standards.

Councilman Williams asked how the cost of the contract would be funded. Mr. Ihler stated that it would come from the professional services line item in the budget.

Councilman Williams moved to approve a contract with Meshek and Associates in the amount of \$48,280 for preparation of construction plans for a detention pond and all associated storm sewers east of the intersection of Willow Bend Blvd. and S. Telephone Road, second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 9 being:

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR THE POSITION OF COMMUNITY OUTREACH SPECIALIST AND APPROVE PLACEMENT IN PAY GRADE 109 OF THE CITY'S SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016 (EFFECTIVE JULY 1, 2016).

Christine Jolly, Human Resources Director, advised that the Administration Department was requesting approval of a job description for the budgeted position of Community Outreach Specialist and placement in pay grade 109 of the City's salary table. Ms. Jolly explained that currently most of the duties were being performed by an administrative assistant in Parks and Recreation. The position evolved and would now supervise the receptionists at the front desk, coordinate outreach with community groups, and respond to questions from citizens on the "Report an Issue" link on the City webpage and various social media platforms.

Mayor Lewis asked what the salary would be in pay grade 109. Ms. Jolly estimated that the starting pay would be \$32,000 with various step increases throughout the range.

Councilman Williams moved to approve a new job description for the position of Community Outreach Specialist and approve placement in Pay Grade 109 of the City's salary table approved by City Council on June 20, 2016 (effective July 1, 2016), second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 10 being:

CONSIDER AUTHORIZING THE BUDGETED PURCHASE OF A 2020 DODGE DURANGO FOR THE POLICE DEPARTMENT FROM BOB HOWARD AUTO GROUP OFF STATE CONTRACT NO. SW035 IN THE AMOUNT OF \$26,582.

Mayor Lewis asked for a tabling motion for Agenda Item No. 10.

Councilwoman Hunt moved to authorize the budgeted purchase of a 2020 Dodge Durango for the Police Department from Bob Howard Auto Group off State Contract No. SW035 in the amount of \$26,582, second by Councilman Blair. Motion carried unanimously.

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

Addendum Item Number 10.1 being:

CONSIDER APPROVAL TO CONSENT TO THE COLLATERAL ASSIGNMENT OF ALL OF BLEUCIEL OKLAHOMA, LLC'S A/K/A BLEUCIEL OF OKLAHOMA, LLC ("DEVELOPER") RIGHTS, TITLE AND INTEREST TO THE SALES TAX REBATE DESCRIBED IN THE SALES TAX REBATE AGREEMENT BETWEEN MOORE AND DEVELOPER DATED JUNE 17, 2019, TO REGENT BANK.

Brooks Mitchell, City Manager, stated that Bleuciel, the developer for Burlington, was working on the financing for their loan through Regent Bank who was requesting approval to collateralize the sales tax rebate previously approved by Council.

Councilman Webb moved to consent to the collateral assignment of all of BleuCiel Oklahoma, LLC's a/k/a BleuCiel of Oklahoma, LLC ("Developer") rights, title and interest to the Sales Tax Rebate described in the Sales Tax Rebate Agreement between Moore and Developer dated June 17, 2019, to Regent Bank, second by Councilman Williams. Motion carried unanimously.

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

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

Agenda Item Number 11 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD NOVEMBER 4, 2019.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$750,143.54.

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

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

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

Agenda Item Number 12 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD NOVEMBER 4, 2019.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$312,465.14.

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

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH COUNCILMAN LOUIE WILLIAMS PRESIDING AT 6:45 P.M.

Agenda Item Number 13 being:

ROLL CALL

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

Agenda Item Number 14 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD OCTOBER 21, 2019.

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

Ayes: McKenzie, Blair, Hunt, Lewis, Webb, Hamm, Williams
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.

Mayor Lewis congratulated the individuals in attendance at the meeting for completing the Moore Leadership Course.

Councilman Hamm stated that he had received an email from a citizen about a statue that had been knocked over at Little River Park. He asked if a surveillance camera could be installed to prevent damage such as this in the future. He commented that he attended a great service at the Community Center on Veteran's Day. He expressed his appreciation to Teresa Smith with the Parks and Recreation Department for her hard work on the event.

Councilwoman McKenzie advised that there was a good turnout at the fundraiser for Crime Stoppers.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, stated that the Recycle Center would no longer be accepting certain items. Details would be provided on the City's webpage, Facebook, and in the water bills. He advised that a flyer was also handed out at Shred Day at the Recycle Center on November 16, 2019. Councilwoman Hunt asked if this was a change that only Moore was making or was it a change being made within the metro area. Mr. Mitchell understood that it was happening all over.

Mr. Mitchell noted that City Hall would be closed on Christmas Eve.

He announced that the 34th Street Bridge would open the evening of November 21, 2019. Details were being finalized and would be dependent on the weather. Mr. Mitchell stated that he would keep the City Council posted.

Mr. Mitchell expressed his appreciation to Police Chief Jerry Stillings who was retiring after 31 years of service. He thanked Chief Stillings for his hard work and leadership during some very difficult times and wished him and his family the very best in the future.

Agenda Item Number 16 being:

ADJOURNMENT

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

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

The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 6:51 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

ADAM WEBB, MPWA/MEDA Secretary

These minutes passed and approved as noted this ____ day of _____, 2019.

ATTEST:

VANESSA KEMP, City Clerk