

**MINUTES OF THE REGULAR MEETING OF
OF THE MOORE CITY COUNCIL
THE MOORE PUBLIC WORKS AUTHORITY
AND THE MOORE RISK MANAGEMENT BOARD
APRIL 1, 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 April 1, 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, Lewis
ABSENT: Hamm

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

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD MARCH 18, 2019.
- B) RECEIVE THE MINUTES OF THE REGULAR PLANNING COMMISSION MEETING HELD FEBRUARY 12, 2019.
- C) DECLARE A 1993 GMC FLATBED TRUCK (VIN NO. 1GDGC24KOPE549980), A 2004 FORD F-250 TRUCK (VIN NO. 1FTNF20L94EB25422), AND A 2005 FORD F-350 TRUCK (VIN NO. 1FTWX30505EC07789) AS SURPLUS.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2018-2019 IN THE AMOUNT OF \$3,666,271.22.

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

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

Agenda Item Number 3 being:

CONSIDER RENEWING THE 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.

Richard Sandefur, Public Works Director, stated that the City has used work crews from the Center for Employment Opportunities for the past five years. The crews were responsible for edging the curbs and sidewalks on the arterial streets and weedeating the drainage channels. Mr. Sandefur felt they did a good job and recommended approval of the item.

Councilman Webb moved to renew the 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 Councilwoman Hunt. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF A PROPERTY LEASE AGREEMENT WITH BAKER BROTHERS ELECTRIC, INC. FOR LEASE OF 0.335 ACRES OF CITY PROPERTY LOCATED APPROXIMATELY 315 FEET NORTH OF SE 24TH STREET ON THE EAST SIDE OF EASTERN AVENUE ADJACENT TO THE BAKER BROTHERS OFFICE PARK FOR \$1,800 PER YEAR.

Jerry Ihler, Assistant City Manager, advised that a gravel service road running east from Eastern Avenue services eight oil storage tanks. Mr. Ihler indicated that the City owned approximately ½ acre of land north of the service road that was not being utilized but still must be maintained. Baker Brothers Electric Company located adjacent to the site would like to lease the property for \$1,800 per year. They would extend their fence south to the service road and would be responsible for maintaining the property that they plan to use for storage of equipment and materials. The initial term of the lease agreement would be for a five-year period with annual consideration after that time.

Councilman Williams moved to approve a property lease agreement with Baker Brothers Electric, Inc. for lease of 0.335 acres of City property located approximately 315 feet north of SE 24th Street on the east side of Eastern Avenue adjacent to the Baker Brothers Office Park for \$1,800 per year, second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 5 being:

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

Christine Jolly, Human Resources Director, stated that Elizabeth Weitman, Community Development Director, was requesting approval of the proposed revisions to the Assistant Community Development Director job description. Ms. Jolly indicated that Ms. Weitman reviewed the job description following the recent resignation of the former Assistant Community Development Director, Danny Vise, and felt that the position had evolved and the job description should reflect those changes. Ms. Jolly stated that staff recommended approval of the revised job description and placement of the budgeted position in pay grade 119 of the City's salary table.

Councilman Blair moved to approve the revised job description for the position of Assistant Community Development Director and approve placement in Pay Grade 119 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, Lewis
Nays: None
Absent: Hamm

Agenda Item Number 6 being:

CONSIDER AWARDING BID NO. 1900-03 "BUCK THOMAS PARK AUDIO EQUIPMENT" TO AUDIO VIDEO DESIGNS IN THE AMOUNT OF \$125,421 USING ¼ CENT SALES TAX FUNDS.

Todd Jenson, Assistant City Manager, advised that bids were solicited for a public address system for Buck Thomas Park. The system would be utilized by the athletic associations and a zone dedicated to special events. Mr. Jenson stated that the lowest and best bid was from Audio Video Designs in the amount of \$125,421. He stated that this was a budgeted project that would be funded using the ¼ cent sales tax.

Councilwoman Hunt asked about the big difference between the bid amounts. Mr. Jenson advised that staff reviewed the bids and felt that the difference was due to the high bidder including significant trenching costs and additional fixtures and speakers that the City felt was unnecessary.

Councilman Williams asked how much of the park would be covered by the audio equipment. Mr. Jenson indicated that staff performed some testing prior to the bid solicitation and determined that the proposed positions of the speakers should provide very good coverage.

Councilwoman Hunt moved to approve awarding Bid No. 1900-03 "Buck Thomas Park Audio Equipment" to Audio Video Designs in the amount of \$125,421 using ¼ cent sales tax funds, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 7 being:

CONSIDER AWARDING RFP NO. 1900-04 "OUTDOOR FITNESS EQUIPMENT FOR LITTLE RIVER PARK" TO PLAY BY DESIGN, INC. IN THE AMOUNT OF \$65,000 USING FUNDS DONATED BY THE CARDINALS CARE FOUNDATION.

Todd Jenson, Assistant City Manager, stated that when citizens were surveyed in 2012 for the Parks Master Plan one of the amenities requested was outdoor fitness equipment. The City solicited RFPs for the equipment and received five responses. After review of the responses Play By Design's bid was considered the best. Mr. Jenson advised that the project would be funded using donated funds from The Cardinals Care Foundation. He noted that The Cardinals Care Foundation previously donated funds for other amenities at the park.

Mayor Lewis and the City Council expressed their appreciation to The Cardinals Care Foundation for their generous donations.

Councilman Williams moved to award RFP No. 1900-04 "Outdoor Fitness Equipment for Little River Park" to Play By Design, Inc. in the amount of \$65,000 using funds donated by the Cardinals Care Foundation, second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 8 being:

CONSIDER ADOPTING RESOLUTION NO. 925(19) APPROVING THE CITY OF MOORE OLD TOWN REVITALIZATION PLAN AND PARKING STRATEGY. (PLANNING COMMISSION RECOMMENDED APPROVAL 9-0).

Elizabeth Weitman, Community Development Director, gave a presentation on the Old Town Moore Revitalization Plan and Parking Analysis. Ms. Weitman acknowledged the individuals that participated in the year-long process. She expressed her appreciation to A.J. Kirkpatrick, an urban planning consultant with ADG, who assisted with some of the more technical aspects of the plan. She noted that stakeholder interviews were held to find out what they liked or did not like about Old Town. And a fifteen member Advisory Committee comprised of homeowners, business owners, property owners, Planning Commissioners and City Council Members, met throughout the planning phase to ensure the work was meeting community goals and expectations for Old Town.

Ms. Weitman discussed four main action areas for Old Town. They felt Old Town should be walkable, have an interactive community, a unique identity, and an efficient and moderate infrastructure. She indicated that the City was not proposing any tax increment financing for the project, a business improvement district, or any type of Old Town specific tax. All of the improvements discussed in the plan could be funded through existing revenue sources such as the residential street tax or the general fund. She stated that the bigger projects such as improvements to Main and Broadway would likely be funded through future G.O. Bond extensions, which would go before the City Council for consideration prior to being placed on a ballot for a vote of the people. Ms. Weitman noted that there was a need for additional studies that could not be included in the scope of the plan such as a study on the Central Elementary traffic flow to help with congestion on 2nd Street, and an update to the Old Town codes to protect the investments already made there.

Ms. Weitman stated her opinion that there a necessity for a plan in order to be proactive in managing future change and its effect on the City. The Old Town Plan outlined prioritized and actionable recommendations for implementing the community's vision for revitalization of the area. She stressed that the plan would not rezone, condemn, or take property and it would not raise taxes. The plan would support and justify decisions that the Planning Commission and City Council would make on zoning changes, ordinance changes, additional plans or studies needed, and public works projects such as streets, sidewalks, drainage, and parking. Ms. Weitman stated upon approval of the plan, the following items would take place over the next one to two years:

- Look at zoning changes in order to implement the plan through a subcommittee formed of City staff, residents, business owners, property owners, Planning Commissioners, and City Council Members.
- Multiple public hearings would be held to discuss proposals for zoning changes. The subcommittee would make recommendations for changes to the City Code or zoning districts to the Planning Commission and City Council who would then vote on the items presented.

Ms. Weitman stated that comments on the final plan included the thought that the rezoning of commercial properties might hurt business in Old Town. She added that there was some disparity on the need for a design statement.

Ms. Weitman turned the floor over to A.J. Kirkpatrick with ADG. Mr. Kirkpatrick presented a potential regulating plan by taking the zoning map and land use plan, adopted as the Envision Moore 2020 plan, and combining them into a regulating plan that would be more simplified than the current zoning regulations.

Mr. Kirkpatrick, Director of Urban Planning with ADG, noted that if the City Council voted to adopt the plan it would not approve the regulating plan that he would be discussing. He stated that there was a large amount of support during the comprehensive plan process for the revitalization of Old Town with additional retail and mixing of land uses. Mr. Kirkpatrick stated that he looked at past zoning, the land use recommendations in the comprehensive plan, and feedback from the design workshop and came up with four zoning categories.

- Town Center – proposed category with a strong preference for shop fronts as the primary facade on the first story of the buildings. It would allow one to three stories of development in keeping with the character of Old Town. Residential would be allowed on the upper floors. Front setbacks in the zero to five-foot range to pull the buildings to the street front.
- Residential Mixed-Use – Primarily residential in use which would allow a limited amount of commercial capped by a total amount of square footage or a portion of street frontage such as a small grocery stores, a bodega, or live/work space such as someone who offices on the first floor and lives on the floor above. It is almost always used as a buffer with lower density residential areas. For the area they are recommending a minimum of two stories and a maximum of three stories. In this area the setbacks are zero to 10-feet. Town homes are encouraged.
- Medium Density Residential – Located in the NE, SW and SE areas. It was capped at 15 residential units. It would allow single-family residential but would encourage the missing middle housing such as duplexes, triplexes, fourplexes with a maximum numbers of stories of two or three. It would also allow accessory dwelling units such as granny flats. This category would not allow commercial space on the first floor. Front setbacks are proposed at 20-25 foot range.
- Single-Family Residential – Proposed for just the NW corner of Old Town. Intended for properties containing a single-family detached residence. It would allow granny flats. Commercial space is prohibited with the 20-25 foot setback. There was some discussion about roof styles with a preference for the pitched and gabled roof appearance.

Mr. Kirkpatrick stated that the current zoning for Broadway and the railroad tracks would be C-5 Automotive and Commercial Recreation and allowable land uses might be surprising. While making recommendations for new categories they tried to remain sensitive to the current rights of the property owners.

Questions and Comments:

Ms. Weitman stated that the plan would ensure that when properties become vacant and a new building is constructed that it fits in with the area. Mayor Lewis asked if there was a recommendation regarding the Old School Building. She indicated that the plan did not address this particular building. Ms. Weitman felt that the Old Town Park would generate a lot of activity in the area and make it more attractive for new development.

Councilwoman McKenzie stated that she sat on a committee and attended almost every public meeting. They were all well attended mostly from people who supported the plan. She felt that the plan would not take away the rights of the current residents and business owners. If a portion of Old Town were destroyed in a natural disaster the City would not want the area rebuilt under the current zonings. She expressed her support of the plan.

Mayor Lewis asked if anyone was present who wished to speak on the item.

Brandon Laib, 228 NW 2nd, stated that he and his wife grew up in Moore and realized their dream of building a home in Old Town. They love the historic feel of the City. He spoke in support of the item and expressed his appreciation to Ms. Weitman and her team for the great job that they did.

Joe Sherga, 201 N. Broadway, stated that he also sat on the committee and commended City staff for the effort that went into preparing the plan. He asked what would happen if an application was brought in for plan review prior to approval of design standards. Ms. Weitman stated that the proposed plan did not include design standards; therefore, applications presented prior to approval of design standards would be considered based on current zoning. Councilwoman McKenzie asked how long it would be before the Council would consider the zoning aspect of the equation. Ms. Weitman stated that once the Plan was approved staff could begin work right on the public process right away. Mayor Lewis asked if the committee would work on the design statement. Ms. Weitman indicated that would be her recommendation. Mayor Lewis suggested that Mr. Sherga might serve on the committee if he was interested.

Councilwoman McKenzie moved to adopt Resolution No. 925(19) approving the City of Moore Old Town Revitalization Plan and Parking Strategy in its entirety, second by Councilwoman Hunt. Motion carried unanimously.

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

Mayor Lewis expressed his appreciation to everyone that participated in the Old Town Plan process.

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 7:25 P.M.

Agenda Item Number 9 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD MARCH 18, 2019.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2018-2019 IN THE AMOUNT OF \$1,004,122.02.

Trustee Blair to approve the consent docket in its entirety, second by Trustee Williams. 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 7:26 P.M.

Agenda Item Number 10 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD MARCH 18, 2019.
- B) APPROVE PAYMENT OF A WORKERS' COMPENSATION SETTLEMENT IN THE AMOUNT OF \$13,566 FOR CBR CLAIM NO. 2050000681 TO JOE A. COOPER II, AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2018-2019 IN THE AMOUNT OF \$215,984.61.

Trustee Williams to approve the consent docket in its entirety, second by Trustee Hunt. 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 7:27 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.

Mayor Lewis stated that Councilman Hamm was absent from the meeting due to a medical procedure he had undergone.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, advised that a Leadership Moore class was held April 1, 2019. The class participated in tours of city facilities, received presentations from staff, and were in attendance at the City Council Meeting. Mr. Mitchell thanked them for their presence at the meeting and noted that he was a 2018 graduate of Leadership Moore and felt that the class was very informative.

Mr. Mitchell noted that City Council budget meetings would be held the week of April 15, 2019.

Agenda Item Number 12 being:

ADJOURNMENT

Councilman Blair moved to adjourn the City Council meeting, second by Councilman Webb. 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 7:29 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

ADAM WEBB, MPWA Secretary

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

ATTEST:

VANESSA KEMP, City Clerk