

**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
MARCH 16, 2020 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on March 16, 2020 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, Hunt, Williams, Webb, Hamm, Lewis
ABSENT: Blair

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 Todd Strickland; Police Sergeant Becky 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 2, 2020.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD DECEMBER 3, 2019.
- C) ACCEPT PUBLIC WATER AND DRAINAGE IMPROVEMENTS TO SERVE LOT 1, BLOCK 1, FRITTS FARM ADDITION, SECTION 2, BEING SOUTH OF SW 19TH STREET AND WEST OF TELEPHONE ROAD. APPLICATION BY BLEUCIEL OKLAHOMA LLC/ GRANT MCKINNEY.
- D) ACCEPT THREE VARIABLE WIDTH UTILITY EASEMENTS LOCATED IN LOT 1, BLOCK 1, FRITTS FARM ADDITION, SECTION 2, BEING SOUTH OF SW 19TH STREET AND WEST OF TELEPHONE ROAD. APPLICATION BY BLEUCIEL OKLAHOMA LLC/ GRANT MCKINNEY.
- E) ACCEPT A 15' WATERLINE EASEMENT TO SERVE THE GRACE POINTE ADDITION, SECTION 2, BEING SOUTH OF SW 12TH STREET AND WEST OF SANTA FE AVENUE. APPLICATION BY WALKER TOWER LLC/ RON WALTERS.

- F) APPROVE A CONTRACT WITH THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (“ACOG”) FOR ACCEPTANCE OF A PUBLIC FLEET CONVERSION GRANT IN THE AMOUNT OF \$64,974.
- G) APPROVE AN ENCROACHMENT AGREEMENT BETWEEN SOUTHERN STAR CENTRAL GAS PIPELINE, INC. AND THE CITY OF MOORE FOR THE PURPOSE OF CONSTRUCTING A ROADWAY WITHIN THEIR PIPELINE EASEMENTS.
- H) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$2,059,780.19.

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

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

Agenda Item Number 3 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. WARD 2.

Agenda Item Number 4 being:

CONSIDER REZONING APPLICATION NO. RZ991, 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; AND APPROVE ORDINANCE NO. 937(20). APPLICATION BY BNSF RAILWAY COMPANY/ DARRELL COFFEY. WARD 2.

Councilwoman Hunt moved to table Agenda Items No. 3 and 4, second by Councilman Webb. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER APPROVING A LETTER AGREEMENT WITH TRAFFIC ENGINEERING CONSULTANTS, INC. IN THE LUMP SUM AMOUNT OF \$17,500 TO PROVIDE TRAFFIC ENGINEERING SERVICES FOR THE PREPARATION OF TRAFFIC SIGNAL PLANS FOR A SIGNAL TO BE LOCATED AT THE INTERSECTION OF SW 25TH STREET AND TELEPHONE ROAD.

Jerry Ihler, Assistant City Manager, advised that the City would be extending SW 25th to the west to serve a housing addition and future retail development. Mr. Ihler indicated that a traffic signal was planned for the intersection of SW 25th and Telephone Road in anticipation of the resulting increase in traffic congestion. He stated that a design proposal for the project was received from Traffic Engineering Consultants, Inc. (“TEC”) in the amount of \$17,500. Mr. Ihler indicated that if the agenda item is approved the plans and specifications should be completed and reviewed by the City within 90 days. Mr. Ihler advised that the item would be funded using Transportation Impact Fees.

Councilwoman Hunt moved to approve a Letter Agreement with Traffic Engineering Consultants, Inc. in the lump sum amount of \$17,500 to provide traffic engineering services for the preparation of traffic signal plans for a signal to be located at the intersection of SW 25th Street and Telephone Road, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER APPROVAL OF THE ANNUAL RENEWAL OF THE SOFTWARE LICENSE AND SUPPORT AGREEMENT WITH DB SQUARED EFFECTIVE APRIL 1, 2020 THROUGH MARCH 31, 2021.

Christine Jolly, Human Resources Director, stated that the City contracted with The Johansson Group for a Classification and Compensation Study approved by the City Council and implemented in July 2016. Part of the implementation of the study included a software license and a technical support agreement with DB Squared. Ms. Jolly advised that the software, which assists staff in writing uniform job descriptions, was renewable on an annual basis. The cost of the agreement would remain at \$1,000 and covered the period of April 1, 2020 through March 31, 2021. Staff recommended approval of the item.

Councilman Williams moved to approve the annual renewal of the Software License and Support Agreement with DB Squared effective April 1, 2020 through March 31, 2021, second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 7 being:

CONSIDER APPROVAL OF CHANGES TO THE PLAN DOCUMENT AND SUMMARY PLAN DESCRIPTION FOR THE EMPLOYEE DENTAL BENEFITS PLAN AS ADMINISTERED BY FRATES BENEFITS ADMINISTRATORS BETWEEN THE CITY OF MOORE AND THE MOORE PUBLIC WORKS AUTHORITY AND DELTA DENTAL PLAN OF OKLAHOMA, WITH AN EFFECTIVE DATE OF JANUARY 1, 2020.

Christine Jolly, Human Resources Director, advised that the Employee Dental Benefits Plan was previously approved by the City Council with an effective date of January 1, 2020. Ms. Jolly stated that the agenda item being considered was for approval of minor changes that would align the Dental Benefits Plan with the Health Benefits Plan. She noted that the proposed changes would not affect benefits offered to the plan participants.

Councilwoman McKenzie moved to approve changes to the Plan Document and Summary Plan Description for the Employee Dental Benefits Plan as administered by Frates Benefits Administrators between the City of Moore and the Moore Public Works Authority and Delta Dental Plan of Oklahoma, with an effective date of January 1, 2020, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 8 being:

CONSIDER THE BUDGETED PURCHASE OF SIX (6) REPLACEMENT HAND HELD MOBILE RADIOS FROM MOTOROLA SOLUTIONS INC. USING STATE CONTRACT NO. SW1053M AT A COST OF \$25,362.90.

Police Chief Todd Strickland stated that the proposed purchase of six handheld mobile radios would be utilized as replacement radios. He indicated that the budgeted purchase would be funded using Public Safety Sales Tax.

Councilwoman Hunt moved to approve the budgeted purchase of six (6) replacement hand held mobile radios from Motorola Solutions Inc. using State Contract No. SW1053M at a cost of \$25,362.90, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 9 being:

CONSIDER AWARDING BID NO. 1900-24 "MOORE CITY HALL HARDENED CONFERENCE ROOM" TO CAVINS CONSTRUCTION GROUP IN THE AMOUNT OF \$128,500 AS THE LOWEST AND MOST RESPONSIBLE BID; AND APPROVE CONTRACT FOR SAME.

Brooks Mitchell, City Manager, stated that the proposed bid award was for the construction of a storm shelter in City Hall. Mr. Mitchell advised that Cavins Construction Group submitted the lowest bid in the amount of \$128,500. He indicated that Tap Architecture reviewed the bid specifications and found them to be in order.

Mayor Lewis asked how long it would take to complete the storm shelter. Mr. Mitchell estimated a completion date of approximately 60 days.

Councilman Webb moved to award Bid No. 1900-24 "Moore City Hall Hardened Conference Room" to Cavins Construction Group in the amount of \$128,500 as the lowest and most responsible bid; and approve contract for same, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 10 being:

RECEIVE A PRESENTATION DISCUSSING REPAIR OPTIONS (STAMPED CONCRETE VERSUS GABION BASKETS) TO ADDRESS THE CHANNEL EROSION PROBLEMS IN VETERAN'S PARK.

Jerry Ihler, Assistant City Manager, discussed existing erosion problems at Veterans Park and the use of either stamped concrete or gabion baskets as the best repair option.

Mr. Ihler stated that stamped concrete would restore more of the greenbelt area with little to no maintenance. He felt that the concrete wall would be durable although there was a possibility of cracks developing at some point. He advised that due to the differences in elevation a safety railing would be required. Mr. Ihler also mentioned that a cofferdam would be necessary during construction to prevent water from entering the channel while the footing was being poured.

Mr. Ihler advised that the use of gabion baskets would give the wall a more natural appearance; however, ongoing maintenance would be necessary to prevent the buildup of silt. Mr. Ihler indicated that the baskets were flexible and durable. He stated that he did not anticipate the need for safety railings since they would be built on three foot drops. He stated that, although it was not the preferred method, the baskets could be constructed in six inches of water. Mr. Ihler noted that the cost estimate for gabion baskets was approximately 15% higher than the stamped concrete option.

Mr. Ihler felt both alternatives would address the erosion problem. He stated that a check damn could be built on either option to establish a flow line elevation which could reduce the amount of siltation thereby lowering the Total Maximum Daily Loads (“TMDLs”) as it related to stormwater quality issues. Mr. Ihler indicated that quotes were received for both options. The stamped concrete option for three sites would be around \$800,000. The cost difference between the two options would be between \$100,000 and \$120,000. He asked the City Council for their preference between the two options.

Councilman Williams indicated that he initiated the conversation regarding the erosion issues to see what measures could be taken to ensure the quality of water passing into Lake Thunderbird was an acceptable level in order to prevent fines from being assessed to the City. He indicated his preference for the least expensive option. Councilwoman McKenzie stated that she lived in the area and was in favor of the more expensive gabion basket option because it looked more natural. She stated her belief that the concrete option posed a risk for kids walking or riding their bikes to school who must pass by the estimated ten-foot drop to the channel. Councilman Webb also believed that the natural aesthetic of the park would be taken away by using stamped concrete. Councilman Webb suggested an additional \$10,000 be incorporated into the budget to include a natural feature to offset the industrial look.

Councilwoman Hunt and Councilman Williams expressed concern that kids might climb on the gabion baskets and get caught in the wire encasement. Mr. Ihler suggesting installing the gabion baskets at 100-foot intervals across the channel. He noted that the area between the baskets would require periodic cleaning. Councilman Webb stated he would like to determine the thoughts of individuals living in the area regarding the hand railing.

Brooks Mitchell, City Manager, suggested that staff meet with Tap Architecture to determine if the safety feature could be made more aesthetically pleasing and to discuss the possibility of adding another green feature as recommended by Councilman Webb.

No action was taken on the item.

Agenda Item Number 11 being:

CONSIDER APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MOORE AND FRITTS LAND COMPANY, LLC AND TEDDY BEAR PARTNERS, LLC FOR DEVELOPMENT OF THE SW 25TH STREET EXTENSION; AND AUTHORIZE THE CITY MANAGER TO EXECUTE SAID DOCUMENT.

Councilwoman McKenzie moved to approve a Memorandum of Understanding between the City of Moore and Fritts Land Company, LLC and Teddy Bear Partners, LLC for development of the SW 25th Street extension; and authorize

the City Manager to execute said document, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 12 being:

CONSIDER ACCEPTANCE OF WARRANTY DEEDS FROM FRITTS LAND COMPANY, LLC AND TEDDY BEAR PARTNERS, LLC TRANSFERRING OWNERSHIP OF LAND LYING IN THE NE/4 OF SECTION 27, T10N, R3W, MORE PARTICULARLY DESCRIBED IN EXHIBIT "A", FOR THE EXTENSION OF SW 25TH STREET.

Brooks Mitchell, City Manager, stated that Agenda Items No. 11 and 12 were companion items related to the extension of SW 25th Street. The warranty deeds would provide the land on which the street would be constructed.

Councilwoman McKenzie moved to accept Warranty Deeds from Fritts Land Company, LLC and Teddy Bear Partners, LLC transferring ownership of land lying in the NE/4 of Section 27, T10N, R3W, more particularly described in Exhibit "A", for the extension of SW 25th Street, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 13 being:

CONSIDER THE APPOINTMENT OF A COMMITTEE TO SERVE ON THE NE 12TH AND EASTERN AVENUE STREET IMPROVEMENT PROJECT.

Brooks Mitchell, City Manager, requested the appointment of a committee, initially comprised of council members, to make recommendations regarding the NE 12th and Eastern Avenue Street projects.

Councilman Webb and Councilman Hamm advised that they would be willing to serve on the committee. A motion was not originally made on the item. Before Agenda Item No. 18 Randy Brink, City Attorney, requested that the City Council move to reconsider Agenda Item No. 13 and include in the motion the appointment of Council Members Webb and Hamm to serve on said committee.

Councilwoman McKenzie moved to reconsider Agenda Item No. 13 and appoint Councilman Webb and Councilman Hamm to serve on the NE 12th and Eastern Avenue projects committee, second by Councilman Williams. Motion carried unanimously.

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

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

Agenda Item Number 14 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD MARCH 2, 2020.
- B) RATIFY ACTION OF CITY COUNCIL ON APPROVAL OF THE ANNUAL RENEWAL OF THE SOFTWARE LICENSE AND SUPPORT AGREEMENT WITH DB SQUARED EFFECTIVE APRIL 1, 2020 THROUGH MARCH 31, 2021
- C) RATIFY ACTION OF CITY COUNCIL ON APPROVAL OF CHANGES TO THE PLAN DOCUMENT AND SUMMARY PLAN DESCRIPTION FOR THE EMPLOYEE DENTAL BENEFITS PLAN AS ADMINISTERED BY FRATES BENEFITS ADMINISTRATORS BETWEEN THE CITY OF MOORE AND THE MOORE PUBLIC WORKS AUTHORITY AND DELTA DENTAL PLAN OF OKLAHOMA, WITH AN EFFECTIVE DATE OF JANUARY 1, 2020
- D) RATIFY ACTION OF CITY COUNCIL ON APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH FRITTS LAND COMPANY, LLC AND TEDDY BEAR PARTNERS, LLC FOR DEVELOPMENT OF THE 25TH STREET EXTENSION.
- E) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$856,564.91.

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

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

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT APPROXIMATELY 6:58 P.M.

Agenda Item Number 15 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD MARCH 2, 2020.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$36,836.62.

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

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH COUNCILMAN LOUIE WILLIAMS PRESIDING AT 6:59 P.M.

Agenda Item Number 16 being:

ROLL CALL

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

Agenda Item Number 17 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD FEBRUARY 18, 2020.

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

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

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 7:00 P.M.

Randy Brink, City Attorney asked that a motion be made to reconsider Agenda Item No. 13 and include in the motion the appointment of Council Members Webb and Hamm.

Agenda Item Number 18 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 advised that he signed an Emergency Declaration due to the community spread of the Coronavirus ("COVID-19"). He advised that a copy of the declaration would be available to view on the City's webpage. He recommended that everyone take the necessary precautions to help ensure the health and safety of all of the citizens.

Councilman Williams thanked the City Manager, Police Department, and staff for their assistance with a parking problem that occurred around Oak Ridge Elementary and Southmoore High School.

Councilwoman Hunt expressed her appreciation to the Moore Police Department for their support of the 10 Moore Minute Run held in honor of the victims of the Moore High School tragedy that occurred on February 3, 2020.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

City Manager Brooks Mitchell stated that after receiving updated figures on the cost of purchasing the old train depot he felt it was the more cost effective option rather than constructing a replica. He indicated that the information would be forwarded to the City Council and a committee meeting scheduled sometime in the future to obtain direction on moving forward.

Mr. Mitchell congratulated Police Chief Todd Strickland on his upcoming retirement and thanked him for his contribution to the City during his 30-year career.

Agenda Item Number 19 being:

ADJOURNMENT

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

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

The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:03 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

ADAM WEBB, MPWA/MEDA Secretary

These minutes passed and approved as noted this ____ day of _____, 2020.

ATTEST:

VANESSA KEMP, City Clerk