

**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
APRIL 20, 2020 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma and by videoconference, on April 20, 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*

Mayor Lewis read the following statements prior to roll call:

The meeting shall be conducted pursuant to all Orders of the President of the United States, Donald J. Trump, the Governor of the State of Oklahoma, J. Kevin Stitt, and the Mayor of the City of Moore, Glenn Lewis.

If connections are lost the City will attempt to restore communications for a maximum of thirty minutes. If communications cannot be restored, the meeting will reconvene at a certain date, time and place.

APPEARED IN PERSON: Hamm, Lewis
APPEARED BY VIDEOCONFERENCE: McKenzie, Blair, Hunt, Williams, Webb

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

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; City Clerk, Vanessa Kemp; Finance Director, Betty Koehn; Manager of Information Technology, David Thompson; and Police Chief Todd Gibson.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD APRIL 6, 2020.
- B) APPROVE CHANGE ORDER NO. 1 IN THE AMOUNT OF -\$67,967 TO THE SW 34TH STREET WIDENING PROJECT FROM SANTA FE AVENUE TO S. TELEPHONE ROAD REVISING THE

- ORIGINAL CONTRACT AMOUNT OF \$3,861,510.35 TO \$3,793,543.35, A NET DECREASE OF \$67,967.00 FROM THE ORIGINAL CONTRACT AMOUNT.
- C) APPROVE CHANGE ORDER NO. 2 IN THE AMOUNT OF \$17,408.88 TO THE SW 34TH STREET WIDENING PROJECT FROM SANTA FE AVENUE TO S. TELEPHONE ROAD REVISING THE ORIGINAL CONTRACT AMOUNT OF \$3,861,510.35 TO \$3,810,952.23, A NET DECREASE OF \$50,558.12 FROM THE ORIGINAL CONTRACT AMOUNT.
 - D) APPROVE LIBRARY SERVICES, FACILITIES AND MAINTENANCE AGREEMENT WITH THE PIONEER LIBRARY SYSTEM FOR FISCAL YEAR 2020-2021.
 - E) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$2,536,549.85.

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

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

Agenda Item Number 3 being:

CONSIDER APPROVAL OF A CONTRACT WITH CRAWFORD & ASSOCIATES TO PROVIDE THE FINANCE DEPARTMENT WITH FINANCIAL SERVICES ON SPECIAL PROJECTS AND TO PREPARE THE CITY'S ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2020.

Betty Koehn, Finance Director, stated that the proposed contract with Crawford & Associates was primarily for financial statement preparation, but may include limited special projects as needed. Ms. Koehn indicated that the cost for the services was estimated to be approximately \$50,000.

Councilwoman Hunt to approve a contract with Crawford & Associates to provide the Finance Department with financial services on special projects and to prepare the City's annual financial statements for fiscal year ended June 30, 2020 the consent docket in its entirety, second by Councilman Hamm. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF A CONTRACT WITH NYHART IN THE AMOUNT OF \$8,700 FOR PREPARATION OF THE GASB 75 ACTUARIAL VALUATION REPORT FOR FISCAL YEAR ENDED JUNE 30, 2020.

Betty Koehn, Finance Director, stated that the GASB 75 Actuarial Valuation Report was used to provide required financial and note disclosure information in the City's audited financial statements as it relates to other post-employment benefits, such as health insurance, that the City provides to its employees. Ms. Koehn indicated that the City was required to have a full actuarial report prepared every other year. The full report was due for fiscal year ended 2020. She added that the next report would be a less costly interim report.

Councilman Hamm moved to approve a contract with Nyhart in the amount of \$8,700 for preparation of the GASB 75 Actuarial Valuation Report for fiscal year ended June 30, 2020, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER APPROVAL OF A CONTRACT WITH DILLON & ASSOCIATES FOR AUDITING SERVICES FOR FISCAL YEAR ENDED JUNE 30, 2020.

Betty Koehn, Finance Director, indicated that the proposed contract with Dillon & Associates was for auditing services for FY 20, filing the Annual Survey of Cities and Towns Finances with the State Auditor, and preparation of the Sinking Fund Estimate of Needs for the Cleveland County Excise Board, in the estimated amount of \$50,000.

Councilman Hamm moved to approve a contract with Dillon & Associates for auditing services for fiscal year ended June 30, 2020, second by Councilman Blair. 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 6:38 P.M.

Agenda Item Number 6 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD APRIL 6, 2020.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$272,763.73.

Trustee Hamm moved to approve the consent docket in its entirety, second by Trustee McKenzie. 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 6:39 P.M.

Agenda Item Number 7 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD APRIL 6, 2020.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$280,966.90.

Trustee Williams moved to approve the consent docket in its entirety, second by Trustee Blair. 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 6:40 P.M.

Agenda Item Number 8 being:

ROLL CALL

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

Agenda Item Number 9 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD MARCH 16, 2020.

Trustee Hamm moved to approve the consent docket in its entirety, second by Trustee Lewis. 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 6:41 P.M.

Agenda Item Number 10 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.

Councilman Hamm asked how much of a decrease in sales tax revenues was anticipated and what actions would be taken in preparation of the loss. Brooks Mitchell, City Manager, advised that he had submitted a preliminary budget to Council earlier in the day. Mr. Mitchell noted that currently the sales and use tax was higher than anticipated. The May figures are unknown; however, staff was working on a contingency plan for any anticipated loss in revenues. He indicated his intent to discuss the situation with the City Council next month after receiving the latest sales tax figures. Councilman Hamm asked if the City was still hiring new employees. Mr. Mitchell stated that lifeguards were being hired in anticipation of opening the aquatic center. He indicated that although some key positions were being filled, the remaining openings had been placed on hold.

Mayor Lewis announced that the Department of Housing and Urban Development (“HUD”) awarded the City a special allocation to the Community Development Block Grant (“CDBG”) fund in the amount of \$200,472 to be used to prevent, prepare for, and respond to Coronavirus 19. Councilman Williams indicated that he served on a CDBG Committee who had received notice of the allocation and had been discussing ways to utilize the funds. Mayor Lewis asked what ideas had been discussed. Councilman Williams advised that the committee discussed engaging some of the agencies that already had plans in place for screening individuals for the virus.

Councilwoman McKenzie thanked Police Chief Gibson and his staff for their comments on social media reminding everyone of the current COVID-19 guidelines and encouraging everyone to maintain social distancing.

Mayor Lewis stated that several residents asked if raising chickens and livestock was allowed in Moore. He indicated that those types of animals are not allowed in residential areas within the City limits.

A welcome was given to Police Chief Gibson.

Councilwoman Hunt expressed her appreciation to staff for working on the audio conferencing difficulties they experienced at the last meeting. She stated it was much better this time.

C) ITEMS FROM THE CITY/TRUST MANAGER.

There were no items from City Manager Brooks Mitchell.

Agenda Item Number 11 being:

ADJOURNMENT

Councilman Hamm 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 6:47 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