

**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  
JANUARY 18, 2022 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma, on January 18, 2022 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, Lewis

ABSENT: Williams, Webb, Hamm

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Attorney, Brian Miller; City Attorney, Randy Brink; City Clerk, Vanessa Kemp; Community Development Director, Elizabeth Weitman; Finance Director, Betty Koehn; Fire Chief, Greg Herbster; Human Resources Director, Christine Jolly; Manager of Information Technology, David Thompson; Assistant Parks and Recreation Director, Whitney Wathen; Police Chief Todd Gibson; Project-Grants Manager (Capital Planning & Resiliency), Kahley Gilbert; and Public Affairs Director, Deidre Ebrey.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD JANUARY 3, 2022.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$2,361,965.95.

**Councilwoman McKenzie moved to approve the Consent Docket in its entirety, second by Councilwoman Hunt. Motion carried unanimously.**

Ayes: McKenzie, Blair, Hunt, Lewis

Nays: None

Absent: Williams, Webb, Hamm

**Agenda Item Number 3 being:**

CONSIDER APPROVAL OF A BUDGET SUPPLEMENT TO BUDGET FUNDS AND RELATED EXPENSES FOR THE GENERAL FUND AND THE SPECIAL REVENUE FUND (STATE SEIZURE, TRANSPORTATION IMPACT FEE, AND HOTEL/MOTEL TAX).

Betty Koehn, Finance Director, requested approval of the following budget requests:

- Increase the state seizure account to allow for the purchase of software for reporting and tracking of incidents and for equipment and uniforms for police officers originally budgeted out of federal seizure funds.
- Budget Transportation Impact Fees to re-class the Shops at Moore expense originally budgeted in the General Fund and to fund engineering and design fees for the Telephone Road project from SW 34<sup>th</sup> to ½ mile south.
- Move funding for the Buck Thomas Maintenance Facility from the ¼ cent sales tax to Hotel/Motel tax necessary due to the Parks portion of the ¼ cent sales tax revenues being dedicated to The Station expansion.
- Budget additional revenue received from outside participants in a Fire Training classes to the Fire training budget.

**Councilman Blair moved to approve a budget supplement to budget funds and related expenses for the General Fund and the Special Revenue Fund (State Seizure, Transportation Impact Fee, and Hotel/Motel Tax), second by Councilwoman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 4 being:**

CONSIDER AWARDDING RFP NO. 2022-001 "INTERNAL AUDIT FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY" TO WEAVER & TIDWELL, LLP IN AN AMOUNT NOT TO EXCEED \$62,370.

Kahley Gilbert, Project-Grants Manager (Capital Planning & Resiliency), advised that an internal audit was required for the CDBG-DR Program to provide independent assurance of the City's grant management. Ms. Gilbert stated that a notice for request for proposals was published on November 12, 2021. Two proposals were received on December 13, 2021 which staff evaluated and scored. Ms. Gilbert indicated that Weaver & Tidwell, LLP received the highest score. Staff recommended awarding the bid to Weaver & Tidwell in an amount not to exceed \$62,370. Ms. Gilbert noted that the contract would be funded using CDBG-DR funds.

**Councilwoman Hunt moved to award RFP No. 2022-001 "Internal Audit for the Community Development Block Grant Disaster Recovery" to Weaver & Tidwell, LLP in an amount not to exceed \$62,370, second by Councilman Blair. Motion carried unanimously.**

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

**Agenda Item Number 5 being:**

CONSIDER ACCEPTANCE OF A QUOTE FROM CONRAD FIRE EQUIPMENT, INC. IN THE AMOUNT OF \$27,796.60 FOR THE REPAIR OF AN AERIAL SWIVEL ON A 2009 E-ONE 75' LADDER TRUCK.

Fire Chief Greg Herbster requested authorization to accept a quote from Conrad Fire Equipment, Inc. in the amount of \$27,796.60 for the repair of an aerial swivel on a 2009 75' ladder truck. Chief Herbster indicated that the truck was out of service until the swivel could be replaced. Once repaired staff anticipated utilizing the truck for an additional eight years.

**Councilwoman McKenzie moved to accept a quote from Conrad Fire Equipment, Inc. in the amount of \$27,796.60 for the repair of an aerial swivel on a 2009 E-One 75' Ladder Truck, second by Councilman Blair. Motion carried unanimously.**

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

**Agenda Item Number 6 being:**

CONSIDER APPROVAL OF ORDINANCE NO. 999(21) AMENDING PART 7, CHAPTER 2, SECTION 7-205 OF THE MOORE MUNICIPAL CODE BY AMENDING 7-205(B) DECLINING CERTAIN PURCHASES OF COMPUTER SOFTWARE AS SOLE SOURCE PURCHASES WHICH MAY BE MADE WITHOUT COMPETITIVE BIDDING; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR A REPEALER.

Mayor Lewis noted that Agenda Item No. 6 should read "declaring" instead of "declining" certain purchases of computer software as sole source purchases.

**Councilman Blair moved to amend the agenda item and ordinance language to replace "declining" with the word "declaring", second by Councilwoman McKenzie. Motion carried unanimously.**

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

Randy Brink, City Attorney, stated that Ordinance No. 999(21) would define sole source when purchasing computer software. Mr. Brink advised that it was sometimes necessary to declare a purchase as sole source when compatibility issues come into play.

**Councilwoman McKenzie moved to approve Ordinance No. 999(21) as amended, providing for severability and providing for a repealer; second by Councilman Blair. Motion carried unanimously.**

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

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT APPROXIMATELY 6:51 P.M.**

**Agenda Item Number 7 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD JANUARY 3, 2022.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$1,573,037.76.

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

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

**Agenda Item Number 8 being:**

CONSIDER AUTHORIZING THE PURCHASE OF A 2022 JOHN DEERE FRONT-END LOADER FROM C.L. BOYD IN THE AMOUNT OF \$213,200 UTILIZING SOURCEWELL NATIONAL PURCHASING PRICING.

Brooks Mitchell, City Manager, advised that the proposed purchase of a 2022 John Deere front-end loader was requested by the Public Works Department to be used for drainage and maintenance. Mr. Mitchell stated that the purchase was not a budgeted item; however, funding was available and a budget amendment would be presented to the City Council at a future meeting.

**Trustee Blair moved to authorize the purchase of a 2022 John Deere Front-End Loader from C.L. Boyd in the amount of \$213,200 utilizing Sourcewell National Purchasing pricing, second by Trustee Hunt. Motion carried unanimously.**

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

**THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:53 P.M.**

**Agenda Item Number 9 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD JANUARY 3, 2022
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$276,827.01.

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

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

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED AT 6:54 P.M. WITH JASON BLAIR PRESIDING:**

**Agenda Item Number 10 being:**

ROLL CALL

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

**Agenda Item Number 11 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD DECEMBER 20, 2021.

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

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

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 6:55 P.M. WITH MAYOR GLENN LEWIS PRESIDING:**

**Agenda Item Number 12 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 commended the Police Department for substituting for Moore Public Schools while they experienced a shortage of teachers.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, announced that he would be attending the City Manager's Winter Conference this week but would be available by phone if needed.

**Agenda Item Number 13 being:**

EXECUTIVE SESSION:

- A) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, TAKE POSSIBLE ACTION REGARDING PENDING CLAIM BY TERRANCE MORRISON AGAINST THE CITY OF MOORE;

AND AUTHORIZATION FOR LEGAL COUNSEL AND STAFF TO TAKE ACTION(S) AS NECESSARY AND APPROPRIATE IN THE INTEREST OF THE CITY OF MOORE, AS AUTHORIZED BY 25 OKLA. STAT. § 307 (B)(4).

B) CONVENE INTO EXECUTIVE SESSION

**Councilwoman Hunt moved to convene into executive session, second by Councilwoman McKenzie. Motion carried unanimously.**

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

**The City Council convened into executive session at 6:57 p.m.**

C) RECONVENE FROM EXECUTIVE SESSION

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

**The City Council reconvened from executive session at 7:08 p.m.**

D) ACTION.

A) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, TAKE POSSIBLE ACTION REGARDING PENDING CLAIM BY TERRANCE MORRISON AGAINST THE CITY OF MOORE; AND AUTHORIZATION FOR LEGAL COUNSEL AND STAFF TO TAKE ACTION(S) AS NECESSARY AND APPROPRIATE IN THE INTEREST OF THE CITY OF MOORE, AS AUTHORIZED BY 25 OKLA. STAT. § 307 (B)(4).

**Councilwoman Hunt moved to approve pending claim filed by Terrance Morrison against the City of Moore; and authorize legal counsel and staff to take action(s) as necessary and appropriate in the interest of the defendant as authorized by 25 Okla. Stat. § 307(B)(4), second by Councilman Blair. Motion carried unanimously.**

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

**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, Lewis  
Nays: None  
Absent: Williams, Webb, Hamm

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:10 p.m.**

TRANSCRIBED BY:

\_\_\_\_\_  
RHONDA BAXTER, Executive Assistant

FOR:

\_\_\_\_\_  
MELISSA HUNT, MPWA Secretary

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
VANESSA KEMP, City Clerk