

**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  
FEBRUARY 22, 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 February 22, 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, Williams, Webb, Hamm, Lewis  
ABSENT: Hunt

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Jerry Ihler; 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; Parks and Recreation Director, Sue Wood; Police Chief Todd Gibson; Project-Grants Manager (Capital Planning & Resiliency), Kahley Gilbert; Public Affairs Director, Deidre Ebrey; Public Works Director, Tony Mensah; and Veolia Water Project Manager, Robert Pistole.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD FEBRUARY 7, 2022.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD DECEMBER 7, 2021.
- C) ACCEPT PUBLIC SEWER IMPROVEMENTS TO SERVE THE WATERS ADDITION, PHASE 4, BEING NORTH OF NE 27TH STREET AND EAST OF EASTERN AVENUE. APPLICATION BY PREMIUM LAND DEVELOPMENT, LLC/TABER LEBLANC.
- D) ACCEPT PUBLIC WATER, SEWER, PAVING AND DRAINAGE IMPROVEMENTS TO SERVE THE WATERS ADDITION, PHASE 5, BEING NORTH OF NE 27TH STREET AND EAST OF EASTERN AVENUE. APPLICATION BY PREMIUM LAND DEVELOPMENT, LLC/TABER LEBLANC.
- E) ACCEPT PUBLIC WATER, SEWER, PAVING AND DRAINAGE IMPROVEMENTS TO SERVE THE APPLE VILLAS ADDITION, BEING SOUTH OF SW 34TH STREET AND WEST OF BROADWAY AVENUE. APPLICATION BY HOME CREATIONS.

- F) ACCEPT PUBLIC SEWER IMPROVEMENTS TO SERVE THE APPLE ESTATES ADDITION, SECTION 5 BEING NORTH OF SW 42ND STREET AND WEST OF CENTRAL PARK DRIVE. APPLICATION BY HOME CREATIONS.
- G) DECLARE FOURTEEN (14) EXPIRED SAFARILAND SECOND CHANCE BODY ARMOR VESTS AND SIX (6) MISCELLANEOUS VEST CARRIERS AND VELCRO STRAPS THAT ARE NO LONGER SERVICEABLE AS SURPLUS AND AUTHORIZE THE DESTRUCTION OR DONATION OF SAID ITEMS.
- H) DECLARE A FIST MODEL 333 MARTIAL ARTS TRAINING SUIT AS SURPLUS AND AUTHORIZE THE DESTRUCTION OR DONATION OF SAID ITEM.
- I) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$2,693,619.99.

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

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

**Agenda Item Number 3 being:**

RECEIVE A PRESENTATION FROM THE PARKS DEPARTMENT REGARDING LANDSCAPING PLAN FOR VETERAN'S PARK.

A presentation on a landscaping plan for Veteran's Park was given by Assistant Parks and Recreation Director Whitney Wathen. Mr. Wathen advised that the park had experienced channel erosion and the loss of several trees. The proposed landscaping plan would include:

- Transplantation of 20 large trees to be located primarily along the south end of the park
- Butterfly gardens with a seasonal grass bed and crushed granite walking trail
- Perennial flower beds in the south end of the park to provide continuity with the flower beds in the north end of the park
- Contemporary style trash cans
- Three additional perennial flower beds along the south end of the park
- 20' x 20' pavilion
- Small parking lot
- Site for a future monument location if needed.

Mr. Wathen advised that the total estimated cost of the landscaping plan was \$561,290.15. He stated that a grant application had been submitted to the Oklahoma Recreational Trails Program. Mr. Wathen gave a timeline of when the proposed improvements would be made. He estimated that remaining amenities would be added sometime in 2023 along with replacement of the 4' walking trail along the east side of the park with an 8' walking trail.

Councilman Webb thanked Mr. Wathen for his work on the landscaping plan. Councilwoman McKenzie requested that a councilperson be included on any committee that might be appointed regarding the landscaping plan. She complimented staff on improvements made to date and stated she was excited about the plan for future projects.

Mayor Lewis asked about funding for the project. Brooks Mitchell, City Manager, advised that the landscaping plan was proposed for the FY 2023 budgeted.

**Councilwoman McKenzie moved to accept the Landscaping Plan for Veteran’s Park, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 4 being:**

CONSIDER ACCEPTANCE AND CONSENT TO THE AGREEMENT BETWEEN THE MOORE URBAN RENEWAL AUTHORITY AND MOORE PUBLIC SCHOOLS RELATED TO THE ACQUISITION, ASSEMBLY, AND EVENTUAL DISPOSITION AND SALE OF APPROXIMATELY 40 ACRES IN CLEVELAND HEIGHTS PURSUANT TO THE CITY OF MOORE CLEVELAND HEIGHTS URBAN RENEWAL PLAN.

Brooks Mitchell, City Manager, stated that the Moore Urban Renewal Authority was working on the Urban Renewal Plan for redevelopment of Cleveland Heights. Mr. Mitchell advised that the Moore Public Schools agreed to purchase 40 acres located along the west side of the property for construction of an elementary or junior high school as part of the redevelopment. Mr. Mitchell expressed his appreciation to Moore Public Schools who agreed to front the cost of the land which would be used to purchase lots that were yet to be acquired. Mr. Mitchell indicated that the Moore Urban Renewal Authority accepted the proposed purchase and the item was now before the City Council for their consideration.

City Attorney Randy Brink confirmed for Mayor Lewis that the proposed land acquisition was a legal purchase.

**Councilman Blair moved to accept and consent to the agreement between the Moore Urban Renewal Authority and Moore Public Schools related to the acquisition, assembly, and eventual disposition and sale of approximately 40 acres in Cleveland Heights pursuant to the City of Moore Cleveland Heights Urban Renewal Plan, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 5 being:**

CONSIDER RENEWAL NO. 4 OF A FOUR-YEAR RENEWAL WITH THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (“COTPA”) D/B/A EMBARK TO PROVIDE NON-EMERGENCY MEDICAL TRANSPORTATION SERVICES FOR SENIORS FOR THE PERIOD OF JULY 1, 2022 TO JUNE 30, 2023; AND APPROVE MATCHING FUNDS THE AMOUNT OF \$15,000.

Brooks Mitchell, City Manager, stated that the non-emergency medical transportation services provided by the Central Oklahoma Transportation and Parking Authority (“COTPA”) over the past three years worked well for the City and recommended approval of the fourth and final contract renewal.

**Councilman Webb moved to renew No. 4 of a four-year renewal with the Central Oklahoma Transportation and Parking Authority (“COTPA”) d/b/a EMBARK to provide non-emergency medical transportation services for seniors for the period of July 1, 2022 to June 30, 2023; and approve matching funds the amount of \$15,000, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 6 being:**

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR A FITNESS FACILITY ASSISTANT IN THE PARKS AND RECREATION DEPARTMENT AND ASSIGN IT TO PAY GRADE 105 OF THE SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016.

Mayor Lewis asked for a tabling motion at the request of staff.

**Councilman Blair moved to table Agenda Item No. 6, second by Councilman Webb. Motion carried unanimously.**

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

**Agenda Item Number 7 being:**

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR A SENIOR CENTER PROGRAMS ASSISTANT IN THE PARKS AND RECREATION DEPARTMENT AND ASSIGN IT TO PAY GRADE 104 OF THE SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016.

Christine Jolly, Human Resources Director, stated that the Parks and Recreation Department was requesting approval of a draft of a new job description for a part-time Senior Center Programs Assistant. Ms. Jolly advised that the position would assist the Senior Center Coordinator in developing and implementing indoor/outdoor activities, special events and programming for seniors. The position would also be responsible for working with program instructors to coordinate and schedule classes and would drive the shuttle bus to provide transportation to seniors within the Moore city limits. She stated that the position was requested and approved in the FY 2022 budget. Staff recommended approval and placement in pay grade 104 of the City's salary table.

**Councilman Williams moved to approve a new job description for a Senior Center Programs Assistant in the Parks and Recreation Department and assign it to Pay Grade 104 of the salary table approved by City Council on June 20, 2016, second by Councilwoman McKenzie. Motion carried unanimously.**

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

**Agenda Item Number 8 being:**

CONSIDER ADOPTION OF RESOLUTION NO. 15(22) APPROVING THE JANUARY 2022 COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY ("CDBG-DR") PROGRAM INTERNAL AUDIT REPORT.

Kahley Gilbert, Project-Grants Manager (Capital Planning & Resiliency), stated that the Community Development Block Grant – Disaster Recovery program was required to have one internal audit per year.

The auditor was requested by staff to include in the audit a review of the readiness and management of both the City and Belmont Property Management for the Curve. Review of policies and procedures reflected that all Disaster Recovery and State of Oklahoma requirements were identified. Ms. Gilbert advised that interviews were held with the auditors and Belmont management staff regarding current practices concerning the turnover of key staff. She stated that the Regional Manager and Assistant Manager were interviewed while the Property Manager position remained vacant. Shortly after the site visit the Regional Manager and the Assistant Manager left Belmont making receipt of requested documentation difficult.

Ms. Gilbert noted that as of January 18, 2022 the Curve management was fully staffed. She stated that the City outlined with the new Regional Manager required training that was included in the agreement and gave them a deadline of April 30, 2022 to submit all training certifications.

City staff found that several subcontractors were found to be out of compliance. In November the contractor hired a new project manager who had been communicating with the compliance specialist weekly. She indicated that out of the 36 non-compliant subcontractors found only one remained non-compliant.

It was determined that Belmont had not submitted timely and equitable draw requests to the City and that the construction process did not align with the draw requests. Because of this staff requested copies of the completed draw requests and was reviewing them to ensure timely and equitable draws.

The auditor reviewed a sample of applications to ensure DR requirements were met. Auditors found the applications were not finalized and it was recommended that Belmont restructure their application process to add a status update for each applicant. After meeting with the new Property Manager only completed applications who have paid a deposit and been assigned a unit number are added to the final list. She stated that staff was scheduled to complete its first on-site monitoring of the applications next month.

Councilman Williams asked for a construction update. Ms. Gilbert anticipated that a certificates of occupancy would be issued on both buildings by the end of April.

**Councilman Blair moved adopt Resolution No. 15(22) approving the January 2022 Community Development Block Grant – Disaster Recovery (“CDBG-DR”) Program Internal Audit Report, second by Councilman Williams. Motion carried unanimously.**

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

Councilman Williams thanked Kahley Gilbert and her staff for their hard work on the project.

**Agenda Item Number 9 being:**

CONSIDER APPROVAL OF A SPORTS ASSOCIATION AGREEMENT FOR THE 2022-2023 MOORE BASEBALL PROGRAM HELD AT BUCK THOMAS PARK.

Sue Wood, Parks and Recreation Director, advised that Agenda Items 9 and 10 were Sports Association Agreements for Council’s consideration. Ms. Wood noted that the proposed 22-23 Moore Baseball Program agreement was similar to last year’s but with the incorporation of the light and noise ordinances to the agreement.

**Councilman Ham moved to approve a Sports Association Agreement for the 2022-2023 Moore Baseball Program held at Buck Thomas Park second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 10 being:**

CONSIDER APPROVAL OF A SPORTS ASSOCIATION AGREEMENT FOR THE 2022-2023 MOORE YOUTH GIRLS SOFTBALL PROGRAM HELD AT BUCK THOMAS PARK.

**Councilman Blair moved to approve a Sports Association Agreement for the 2022-2023 Moore Youth Girls Softball Program held at Buck Thomas Park, second by Councilman Hamm. Motion carried unanimously.**

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

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

**Agenda Item Number 11 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD FEBRUARY 7, 2022.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$1,324,983.41.

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

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

**THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:52 P.M.**

**Agenda Item Number 12 being:**

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD FEBRUARY 7, 2022.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$1,000,676.25.

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

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

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED AT 6:52 P.M. WITH CHAIRMAN MARK HAMM PRESIDING:**

**Agenda Item Number 13 being:**

ROLL CALL

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

**Agenda Item Number 14 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD JANUARY 18, 2022.

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

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

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 6:54 P.M. WITH MAYOR GLENN LEWIS PRESIDING:**

**Agenda Item Number 15 being:**

NEW BUSINESS:

- A) CITIZENS' FORUM FOR ITEMS NOT ON THE AGENDA.

Nathan Weisser, 2104 NE 9<sup>th</sup>, requested an update on the status of a request made by a citizen at the February 7, 2022 City Council meeting to allow backyard chickens. Brooks Mitchell, City Manager, indicated that he had collected information regarding the subject from staff and would be submitting it to the City Council later in the week. Councilwoman McKenzie stated that Council had also requested information from the City of Oklahoma City regarding their experience with their ordinance since it had passed approximately one month ago. Mayor Lewis commented that he had received several calls regarding the request to allow backyard chickens. He stated that half contacted him in support of the issue and half stated that they were opposed to the issue. Councilman Williams indicated that he had received 11 calls and emails and 10 of those were in favor of allowing backyard chickens.

B) ITEMS FROM THE CITY COUNCIL/MPWA TRUSTEES.

Councilwoman McKenzie complimented staff on the fencing erected at Veteran's Park. She felt that because of safety concerns it might also be a deterrent to the young children that cut across the creek while walking to the elementary school.

Councilman Blair asked for an update on the status of the 19<sup>th</sup> and Telephone Road signal lights which had not been operational due to electrical issues. Brooks Mitchell, City Manager, indicated that had been in contact with the City's O G & E representative regarding when a crew was expected on scene. He stated that he would keep the Council updated on the situation.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, announced that:

- Moore Chamber of Commerce hosted an awards ceremony on February 22, 2022 in which Mayor Lewis won the first Legacy award. Mr. Mitchell offered his congratulations and appreciation to Mayor Lewis for his work on behalf of the City.
- A reception was held at the Brand Senior Citizen with the unveiling of a new bus.
- Progress was being made on construction of the new Public Works facility.

**Agenda Item Number 16 being:**

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:00 p.m.**

TRANSCRIBED BY:

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RHONDA BAXTER, Executive Assistant

FOR:

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MELISSA HUNT, MPWA Secretary



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

ATTEST:

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