

**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  
SEPTEMBER 19, 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 September 19, 2022 at 6:30 p.m. with Vice-Mayor Adam Webb 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, Williams, Hamm, Webb  
ABSENT: None

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Jerry Ihler; 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; Fire Chief Greg Herbster; Human Resources Director, Christine Jolly; Manager of Information Technology, David Thompson; Police Chief, Todd Gibson; Police Lieutenant Kyle Hill; Public Affairs Director, Deidre Ebrey; and Veolia Water Project Manager, Robert Pistole.

Vice-Mayor Webb chaired the meeting at the request of Mayor Lewis.

Lt. Kyle Hill appeared as a citizen and as a representative of the Fraternal Order of Police Lodge No. 131 to thank the City Council and local leaders for their continued support of the Police Department and for their commitment to the safety of the citizens. The City Council thanked Lt. Hill for his comments and expressed appreciation for the work that Lt. Hill and the Police Department do for the City of Moore.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD SEPTEMBER 6, 2022.
- B) APPROVE A CHANGE TO THE CUSTOMER SERVICE REPRESENTATIVE JOB DESCRIPTION IN THE FINANCE DEPARTMENT TO CLARIFY THE TITLE AND EXPERIENCE GUIDELINES, GIVE PREFERENCE TO THOSE WITH PREVIOUS MUNICIPAL SERVICE, AND MAINTAIN ITS ASSIGNMENT TO PAY GRADE 105 OF THE SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016.
- C) APPROVE A CHANGE TO THE CITY ATTORNEY JOB DESCRIPTION IN THE LEGAL DEPARTMENT TO CLARIFY THE GENERAL DESCRIPTION, DUTIES, SUPERVISORY RESPONSIBILITIES, AND

- EXPERIENCE REQUIREMENTS, AND MAINTAIN ITS ASSIGNMENT TO PAY GRADE 125 OF THE SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016.
- D) APPROVE A CHANGE TO THE ASSISTANT CITY ATTORNEY JOB DESCRIPTION IN THE LEGAL DEPARTMENT TO CLARIFY THE GENERAL DESCRIPTION, DUTIES, SUPERVISORY RESPONSIBILITIES, AND EXPERIENCE REQUIREMENTS, AND MAINTAIN ITS ASSIGNMENT TO PAY GRADE 122 OF THE SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016.
  - E) APPROVE AN AMENDMENT INCORPORATING A MISSING FEDERAL CLAUSE TO THE CONTRACT WITH VEOLIA NORTH AMERICA-CENTRAL, LLC.
  - F) APPROVE CONTRACTS WITH AGING SERVICES, BETHESDA, MOORE YOUTH AND FAMILY, MARY ABBOTT CHILDREN’S HOUSE, CENTER FOR CHILDREN AND FAMILIES, AND THE VIRTUE CENTER USING COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT (CDBG) FUNDS AND CDBG-COVID 19 (CDBG-CV) FUNDS.
  - G) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2022-2023 IN THE AMOUNT OF \$2,804,946.31.

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

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

**Agenda Item Number 3 being:**

RECEIVE A REPORT FROM SELECT ACTUARIAL AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2022.

Brian Miller, Assistant City Attorney, advised that the actuarial report is used for budgeting purposes and as a requirement for an unmodified opinion of the City’s audit. Mr. Miller stated that Betsy Southworth with Select Actuarial would give a summary of the report.

*Program Summary*

<i>Program</i>	<i>Reserves @6/30/22</i>	<i>Forecast 7/1/22-23</i>	<i>Forecast 7/1/23-24</i>
Health Benefits	\$773,000	\$6,634,000	\$6,945,000
Workers Compensation	\$1,066,000	\$481,000	\$494,000
Liability	\$287,000	\$118,000	\$126,000
Other Open tort claims	\$25,000		
<b>Total</b>	<b>\$2,151,000</b>	<b>\$7,233,000</b>	<b>\$7,565,000</b>

Ms. Southworth stated that the Actuarial Report was an annual study performed for the City with two objectives in mind. To provide a reserve analysis which estimates outstanding losses on health benefits, workers compensation, and general liability claims incurred through June 30, 2022, and to provide a two year projection of claims incurred over the next two fiscal years.

**Councilwoman McKenzie moved to receive a report from Select Actuarial and accept the annual Actuarial Report for fiscal year ended June 30, 2022, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 4 being:**

CONSIDER ACCEPTING A BID AND APPROVING A CONTRACT WITH COPS GUNSHOP IN THE AMOUNT OF \$22,526 FOR THE SALE OF 92 SERVICE HANDGUNS PREVIOUSLY DECLARED AS SURPLUS.

Police Chief Todd Gibson stated that 92 department issued handguns were previously declared as surplus after they were replaced with upgraded firearms. Bids were submitted to reputable gun dealers licensed through the federal government for purchase of the guns. Chief Gibson advised that the best bid was submitted by Cops Gunshop in the amount of \$22,526

**Councilman Hamm moved to approve a contract with COPS Gunshop in the amount of \$22,526 for the sale of 92 service handguns previously declared as surplus, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 5 being:**

CONSIDER APPROVAL OF A TRANSFER INTO THE GENERAL FUND RESERVE FUND.

Betty Koehn, Finance Director, stated that in 2019 the City Council approved Ordinance 923(19) establishing a General Fund Reserve Fund. It states that following the close of each fiscal year staff will recommend an amount to be transferred based on excess revenues over expenditures. Ms. Koehn stated that for FY 2022 staff recommended transferring \$1.4 million into the General Fund Reserve Fund for a total fund amount of \$3 million. Brooks Mitchell, City Manager, indicated that the ultimate goal was a fund balance of \$12 million in the General Fund Reserve Fund.

Councilwoman Hunt pointed out that although money is being placed in the Reserve Fund the needs of the citizens were still being met.

**Councilman Blair moved to approve a transfer into the General Fund Reserve Fund as discussed, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 6 being:**

CONSIDER APPROVAL OF A FY 22-23 BUDGET SUPPLEMENT TO BUDGET THE 2022B GENERAL OBLIGATION BOND FUNDS, BUDGET ADDITIONAL FUNDS FOR THE FIRE DEPARTMENT, AND BUDGET THE FEMA ICE STORM REIMBURSEMENT.

Betty Koehn, Finance Director, requested approval of the FY 22-23 budget amendments:

- Budget proceeds and related expenses from the 2022B GO Bond for Streets and the Animal Shelter
- Budget fire application testing revenue and related testing expense and roll over remaining FY 22 fire training budget into FY 23 per IAFF contract.
- Budget FEMA Ice Storm reimbursement and related expense to the payoff of the 2021 Sales Tax Note issued for the ice storm.

**Councilwoman Hunt moved to approve a FY 22-23 budget supplement to budget the 2022B General Obligation Bond funds, budget additional funds for the Fire Department, and budget the FEMA ice storm reimbursement, second by Councilman Williams. Motion carried unanimously.**

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

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:49 P.M.**

**Agenda Item Number 7 being:**

CONSENT DOCKET:

- RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD SEPTEMBER 6, 2022.
- RATIFY AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2022.
- APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2022-2023 IN THE AMOUNT OF \$781,030.26.

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

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

**MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:50 P.M.**

**Agenda Item Number 8 being:**

CONSENT DOCKET:

- RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD SEPTEMBER 6, 2022.
- RATIFY AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2022.
- APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2022-2023 IN THE AMOUNT OF \$183,920.75.

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

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

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH CHAIRMAN LOUIE WILLIAMS PRESIDING AT 6:51 P.M.**

**Agenda Item Number 9 being:**

ROLL CALL

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

**Agenda Item Number 10 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD AUGUST 15, 2022.

**Trustee McKenzie moved to approve the consent docket in its entirety, second by Trustee Hamm. Motion carried by 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 VICE-MAYOR ADAM WEBB PRESIDING AT 6:52 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.

Councilwoman Hunt stated that the groundbreaking for the new Animal Shelter was held on September 16, 2022. The estimated date of completion was late 2023.

Mayor Lewis expressed his appreciation for the prayers, assistance, and support offered to him and his family following the recent passing of his wife.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, announced that Halloween would be observed on October 31, 2022 in the City of Moore.

**Agenda Item Number 12 being:**

EXECUTIVE SESSION:

- A) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, CONSIDER TAKING POSSIBLE ACTION REGARDING PENDING CASE NO. CJ-2022-980 FILED IN CLEVELAND COUNTY BY JIM BUXTON ON BEHALF OF VICKI CORBIN AGAINST THE CITY OF MOORE; AND AUTHORIZATION FOR LEGAL COUNSEL AND STAFF TO TAKE ACTION AS NECESSARY AND APPROPRIATE IN THE INTEREST OF THE CITY AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(4).
- B) CONVENE INTO EXECUTIVE SESSION

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

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

**The City Council convened into executive session at 6:54 p.m.**

- C) RECONVENE FROM EXECUTIVE SESSION

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

**The City Council reconvened from executive session at 7:04 p.m.**

- D) ACTION.

- A) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, CONSIDER TAKING POSSIBLE ACTION REGARDING PENDING CASE NO. CJ-2022-980 FILED IN CLEVELAND COUNTY BY JIM BUXTON ON BEHALF OF VICKI CORBIN AGAINST THE CITY OF MOORE; AND AUTHORIZATION FOR LEGAL COUNSEL AND STAFF TO TAKE ACTION AS NECESSARY AND APPROPRIATE IN THE INTEREST OF THE CITY AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(4).

**Councilwoman Hunt moved to authorize staff to proceed as directed in executive session regarding pending Case No. CJ-2022-980 filed in Cleveland County by Jim Buxton on behalf of Vicki Corbin against the City of Moore; and authorization for legal counsel and staff to take action as necessary and appropriate in the interest of the City as authorized by 25 Okla. Stat. § 307(B)(4), second by Councilwoman McKenzie. Motion carried unanimously.**

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

**Agenda Item Number 13 being:**

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, Moore Risk Management, and Moore Economic Development Authority meetings were adjourned at 7:06 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