

**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 18, 2023 – 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 18, 2023 at 6:30 p.m. with Vice-Mayor Mark Hamm presiding.

*Adam Webb*  
*Councilman, Ward I*

*Kathy Griffith*  
*Councilwoman, Ward I*

*Melissa Hunt*  
*Councilwoman, Ward II*

*Mark Hamm*  
*Councilman, Ward II*

*Jason Blair*  
*Councilman, Ward III*

*Louie Williams*  
*Councilman, Ward III*

PRESENT: Griffith, Hunt, Williams, Webb, Hamm

ABSENT: Blair, Lewis

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Jerry Ihler; City Attorney/Risk Manager, Brian Miller; City Clerk, Vanessa Kemp; Community Development Director, Elizabeth Weitman; Emergency Management Director, Gayland Kitch; Finance Director, John Parker; Fire Chief Greg Herbster; Human Resources Director, Christine Jolly; Information Technology Director, David Thompson; Parks and Recreation Director, Sue Wood; Police Chief Todd Gibson; Major Kyle Dudley; Sergeant David Dickinson; Project Grants Manager, 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 SEPTEMBER 5, 2023.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD AUGUST 1, 2023.
- C) APPROVE CONTRACTS WITH AGING SERVICES, BETHESDA, MOORE YOUTH AND FAMILY, MARY ABBOTT CHILDREN'S HOUSE, ST. VINCENT DE PAUL, METROPOLITAN FAIR HOUSING, ROSE ROCK HABITAT FOR HUMANITY, AND THE VIRTUE CENTER USING COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT (CDBG) FUNDS AND CDBG-COVID 19 (CDBG-CV) FUNDS.
- D) ACCEPT 301 SQ. FT. OF TEMPORARY CONSTRUCTION EASEMENT FROM THE CENTRAL CHURCH OF CHRIST HOLDING COMPANY FOR CONSTRUCTION OF THE EASTERN AVENUE PHASE 2 PROJECT LOCATED ON EASTERN AVENUE FROM SE 4<sup>TH</sup> STREET TO NE 9<sup>TH</sup> STREET.
- E) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$2,904,456.74.

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

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

**Agenda Item Number 3 being:**

RECEIVE A REPORT FROM SELECT ACTUARIAL SERVICES AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2023.

Brian Miller, Risk Manager, advised that the actuarial report is used to evaluate risk regarding worker's compensation, health insurance, and general liability. Mr. Miller introduced Betsy Southworth with Select Actuarial who presented their findings.

Ms. Southworth stated that the Actuarial Report was an annual study performed with two objectives in mind. One objective is to obtain a reserve analysis to estimate the City's outstanding losses for any accidents or claims that occurred during the last fiscal year. The other objective is to obtain a loss forecast, or a two-year projection of claims, to assist with preparation of the budget. A summary of Ms. Southworth's presentation is included in the table below:

Program	Reserves @6/30/23	Forecast 7/1/23-24	Forecast 7/1/24-25
Health Benefits	\$668,000	\$6,419,000	\$6,679,000
Workers Compensation	\$1,097,000	\$478,000	\$491,000
Liability	\$280,000	\$120,000	\$126,000
Other Open tort claims	\$25,000		
<b>Total</b>	<b>\$2,070,000</b>	<b>\$7,017,000</b>	<b>\$7,296,000</b>

**Councilwoman Hunt moved to accept the annual Actuarial Report for fiscal year ended June 30, 2023, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 4 being:**

CONSIDER AN APPEAL OF AN ADMINISTRATIVE ORDER CONDEMNING PROPERTY LOCATED AT 2873 WOODLAWN DRIVE. APPLICATION BY ROBERT GROSHON, JR., ATTORNEY FOR HOMEOWNERS OLIE AND DILWYN DUREE.

Elizabeth Weitman, Community Development Director, stated that the item was tabled from the September 5, 2023 City Council Meeting to allow staff the opportunity to meet with the homeowners and

determine a plan of action. Ms. Weitman advised that following the last council meeting the homeowners moved out of their home while an assessment of damages and necessary repairs was made. She indicated that a meeting was held earlier in the day with Mr. and Mrs. Duree, their attorney Robert Groshon, Jr., and a representative from Triton Foundation Repair. She noted that Habitat for Humanity was identified as a partner in the repair of the home but did not attend the meeting. Ms. Weitman stated that Triton Foundation Repair evaluated the foundation and agreed to install new footings and stem walls as needed. She advised that Triton understands that applicable City Codes and Building Codes must be met to the fullest extent possible considering the age of the home. She added that Triton will also repair the floor joists as needed. Habitat for Humanity will be responsible for the remainder of the repairs which include replacement of doors and windows, trim and flashing, and removal of damaged exterior wall covering and installation of vinyl siding. She stated that Habitat for Humanity will ensure the sheathing and insulation parts of the project meet City Code. Ms. Weitman advised that they will also remove or repair the porches and overhangs as the homeowners elect. Ms. Weitman noted that Habitat for Humanity requested the deadline for repairs be extended from the middle of December 2023 to February 2024 since they rely on volunteers and other projects have already been scheduled. She stated that staff believes the request is reasonable since the homeowners have moved out of the home.

Ms. Weitman noted that prior to January 2024 Triton Foundation Repair will remove the siding on certain walls to determine the extent of damage to the wall system. If it is determined that the wall system does not have extensive damage the repair plan will fall into place. However, if the damage is determined to be so extensive that repairs would be financially unfeasible, another meeting will be scheduled with the parties to determine an additional plan.

Ms. Weitman stated that the next meeting with City staff is scheduled for December 18, 2023 to discuss a plan for removal of the exterior walls for inspection of the framing. She requested Council action to affirm the administrative officer's findings that the house is dilapidated and to approve the treatment plan as outlined. Ms. Weitman advised that staff would update the plan if any major changes to the treatment plan become necessary after further inspection.

Councilwoman Hunt expressed her appreciation to Ms. Weitman for her work with the homeowners.

Councilwoman Griffith asked if the property owners have homeowner's insurance and if the City would liable if a worker is injured during the evaluation and construction process. Ms. Weitman advised that it was her understanding that the homeowners do not have homeowners insurance. She stated that liability would not fall to the City since the home was on private property. She added that Habitat for Humanity typically has their volunteers sign waivers and Triton is a private business with their own workers.

**Councilman Webb moved to affirm the administrative officer's findings that the house is dilapidated and approve the treatment plan as outlined by staff, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 5 being:**

CONSIDER APPROVAL OF THE 2023 CITY OF MOORE STANDARDS AND SPECIFICATIONS TO BE USED FOR INFRASTRUCTURE DEVELOPMENT WITHIN THE CITY.

Elizabeth Weitman, Community Development Director, stated that the item was tabled from the September 5, 2023 City Council Meeting. Ms. Weitman advised that since that time staff has met with each council member individually to go over the proposed changes to the City's Standards and

Specifications in more detail and allow an opportunity for questions. The item is now back on the agenda for consideration.

Ms. Weitman gave a brief summary of some of the changes being proposed:

- GO Technical Reports required on all developments at an estimated cost of \$2,000 to \$4,000 for each section of development.
- Recycled asphalt allowed only as a base material under concrete streets. Virgin asphalt will be required on all asphalt streets.
- Right-of-Way width on arterial streets increased from the current width of 100' to 130'. This would require developers to deed 32' of property along the arterial roadway to their development to the City for future roadway and utility use. It was noted that in some instances a variance can be granted by Council to reduce the required width to 120'. In this case the developers would grant 27' of property to the City.

**Councilman Williams moved to approve the 2023 City of Moore Standards and Specifications to be used for infrastructure development within the City, second by Councilwoman Hunt. Motion carried unanimously.**

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

Councilman Williams commended Ms. Weitman for the good job she did on the update to the Standards and Specifications.

**Agenda Item Number 6 being:**

CONSIDER APPROVAL OF PAYMENT THREE OF FIVE IN THE AMOUNT OF \$41,588.82 ON A FIVE-YEAR TASER 7 BUNDLE PURCHASE TO AXON ENTERPRISES FOR SIXTY (60) TASER DEVICES.

Police Chief Gibson stated that staff requested authorization for the annual payment to be made to Axon Enterprises for update, maintenance, and continued operation of the Taser 7 bundle purchase. Councilman Williams asked if Axon would replace defective units. Chief Gibson stated if a Taser is deployed Axon will replace the cartridge. If a Taser is damaged the unit will be sent in for replacement. He advised that at the end of five years the technology will be evaluated and a similar maintenance agreement proposed or a possibly a proposal for newer technology.

**Councilman Williams moved to approve payment three of five in the amount of \$41,588.82 on a five-year Taser 7 Bundle purchase to Axon Enterprises for sixty (60) Taser devices, second by Councilman Webb. Motion carried unanimously.**

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

**Agenda Item Number 7 being:**

CONSIDER AUTHORIZING THE POLICE DEPARTMENT TO SOLICIT BIDS FOR THE BUDGETED PURCHASE OF EIGHT (8) FLEET VEHICLES.

Police Chief Gibson requested authorization to solicit bids for seven budgeted police vehicles. He stated that staff does not know when bids will be solicited since the market is volatile and the timeline tight. Chief Gibson felt that approval of the item now would give staff the flexibility to act when the opportunity is right.

**Councilman Webb moved to authorize the Police Department to solicit bids for the budgeted purchase of eight (8) fleet vehicles, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 8 being:**

CONSIDER APPROVAL OF THE BUDGETED PURCHASE OF FURNISHINGS FOR THE MOORE POLICE ADVANCEMENT CENTER IN THE AMOUNT OF \$98,220.25 TO BILL WARREN OFFICE PRODUCTS AS THE LOWEST QUOTE.

Police Chief Gibson stated that the agenda item was for purchase of items such as desks, tables, and chairs for the new Police Advancement Center. Chief Gibson advised delivery of the furniture is anticipated to take eight to nine weeks. Councilman Williams asked when the Advancement Center would open. Chief Gibson stated that with the necessary permits obtained the contractor estimates construction to take six to eight weeks.

Vice-Mayor Hamm asked Chief Gibson to explain the purpose of the Advancement Center. Chief Gibson stated that the facility would be located in an area of the community where the Police Department can engage with children who might experience educational and socio-economic challenges. Chief Gibson added that the building could be used to host community forums, classroom training, events, and homeowner association or community meetings. The building could also be utilized by the Fire Department for training purposes. He stated that the hope is to be a place in the community where residents can obtain police or social services.

**Councilman Williams moved to approve the budgeted purchase of furnishings for the Moore Police Advancement Center in the amount of \$98,220.25 to Bill Warren Office Products as the lowest quote, second by Councilwoman Griffith. Motion carried unanimously.**

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

**Agenda Item Number 9 being:**

CONSIDER ADOPTING RESOLUTION NO. 59(23) AUTHORIZING THE CITY OF MOORE TO SUBMIT AN APPLICATION TO THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS ("ACOG") FOR THE AIR QUALITY SMALL GRANT PROGRAM.

Kahley Gilbert, Project Grants Manager, stated that Resolution No 59(23) would authorize the City to submit an application to the Association of Central Oklahoma Governments ("ACOG") for the Air Quality Small Grant Program for construction of a 10' wide multi-use trail on Bryant from NE 12<sup>th</sup> Street to SE 4<sup>th</sup> Street. Ms. Gilbert advised that the total estimated cost of the project is \$1,169,000. The City would be

required to contribute 20% in matching funds or \$233,800. The grant request would be for the remaining 80% or \$935,200. Councilman Williams asked when the award would be made. Ms. Gilbert stated that ACOG anticipates making the award in November 2023 with a Notice to Proceed issued around December 2023 or January 2024.

**Councilman Webb moved to adopt Resolution No. 59(23) authorizing the City of Moore to submit an application to the Association of Central Oklahoma Governments ("ACOG") for the Air Quality Small Grant Program, second by Councilwoman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 10 being:**

CONSIDER APPROVAL OF A SPORTS ASSOCIATION AGREEMENT FOR THE 2023-2024 TABLE TENNIS PROGRAM AT THE MOORE COMMUNITY CENTER.

Sue Wood, Parks and Recreation Director, advised that the proposed Sports Association Agreement was with the Essential Table Tennis non-profit organization for use of the Moore Community Center on Saturday and Sunday afternoons. Ms. Wood stated that it was a popular sport and recommended approval of the item.

**Councilman Webb moved to approve a Sports Association Agreement for the 2023-2024 Table Tennis Program at the Moore Community Center, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 11 being:**

CONSIDER APPROVAL OF A TRANSFER IN THE AMOUNT OF \$1.5 MILLION INTO THE GENERAL FUND RESERVE FUND.

John Parker, Finance Director, advised that in 2019 the City Council approved Ordinance No. 923(19) to establish the General Fund Reserve Fund. After close of the fiscal year staff is required to recommend an amount to transfer based on excess revenues over expenditures. Mr. Parker stated that staff feels confident recommending a transfer of \$1.5 million.

Councilman Williams asked what the Reserve Fund balance would be following the transfer. Mr. Parker advised that the current fund balance was \$3 million. If the recommended \$1.5 million transfer is approved it would result in a fund balance of \$4.5 million.

**Councilman Williams moved to approve a transfer in the amount of \$1.5 million into the General Fund Reserve Fund, second by Councilwoman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 12 being:**

CONSIDER ADOPTING RESOLUTION NO. 60(23) APPROVING THE PURCHASE OF CERTAIN REAL PROPERTY LOCATED AT 2001 N. MOORE AVENUE, APPROVING THE FINAL PURCHASE PRICE OF SAID REAL PROPERTY, AND DIRECTING THE CITY MANAGER/DESIGNEE TO EXECUTE NECESSARY DOCUMENTS.

Brooks Mitchell, City Manager, stated that Agenda Items No. 12, 14 and 15 are companion items relating to the proposed purchase of property previously occupied by Sunstate Equipment at 2001 N. Moore Avenue. Staff proposes utilizing the property for the relocation of the Street Division. Mr. Mitchell advised that the building is in good condition with additional land that could be utilized in the future. He stated that it was more economical to purchase the land than to construct a new building on the current Public Works site. Mr. Mitchell advised that inspection of the site has occurred and the sale is ready for closing.

Councilman Williams asked if the money originally intended to be used for the construction of a new building would go toward the purchase of the subject property. Mr. Mitchell stated that the money for the Public Works facility was funded with the ¼ cent sales tax; however, the property under discussion would be purchased outright.

**Councilwoman Hunt moved to adopt Resolution No. 60(23) approving the purchase of certain real property located at 2001 N. Moore Avenue, approving the final purchase price of said real property, and directing the City Manager/designee to execute necessary documents, second by Councilman Williams. Motion carried unanimously.**

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

**Addendum Item Number 12.1 being:**

CONSIDER AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER OF INTENT TO PURSUE A GRANT FROM THE OKLAHOMA OPIOID ABATEMENT BOARD.

John Parker, Finance Director, advised that the Oklahoma Opioid Abatement Board is making \$22 million of the State's settlement monies available for grants to various political subdivisions. Mr. Parker stated that a Letter of Intent must be executed in advance notifying the Board of the City's intention to pursue a grant. The agenda item authorizes the City Manager to execute said letter.

**Councilwoman Hunt moved to authorize the City Manager to execute a letter of intent to pursue a grant from the Oklahoma Opioid Abatement Board, second by Councilman Williams. Motion carried unanimously.**

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

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 7:06 P.M.**

**Agenda Item Number 13 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD SEPTEMBER 5, 2023.
- B) RATIFY AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2023.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$578,145.81.

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

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

**Agenda Item Number 14 being:**

CONSIDER AUTHORIZING THE PURCHASE OF PROPERTY LOCATED AT 2001 N. MOORE AVENUE IN THE AMOUNT OF \$875,000.

**Trustee Hunt moved to authorize the purchase of property located at 2001 N. Moore Avenue in the amount of \$875,000, second by Trustee Williams. Motion carried unanimously.**

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

**Agenda Item Number 15 being:**

CONSIDER APPROVAL OF A PAYMENT TO PRICE EDWARDS & COMPANY, LLC IN THE AMOUNT OF \$26,250 FOR COMMISSION ON THE SALE OF PROPERTY LOCATED AT 2001 N. MOORE AVENUE.

Brooks Mitchell, City Manager, stated that the item was for payment of the City's share of the commission on the sale of property located at 2001 N. Moore Avenue.

**Trustee Hunt moved to approve payment to Price Edwards & Company, LLC in the amount of \$26,250 for commission on the sale of property located at 2001 N. Moore Avenue, second by Trustee Williams. Motion carried unanimously.**

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

**MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 7:08 P.M.**

**Agenda Item Number 16 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD SEPTEMBER 5, 2023
- B) RATIFY AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2023.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$271,923.90.

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

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

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH CHAIRWOMAN MELISSA HUNT PRESIDING AT 7:09 P.M.**

**Agenda Item Number 17 being:**

ROLL CALL

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

**Agenda Item Number 18 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD AUGUST 21, 2023.

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

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

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH VICE-MAYOR MARK HAMM PRESIDING AT 7:10 P.M.**

**Agenda Item Number 19 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 Williams stated that he appreciated all of the work that Community Development Director Elizabeth Weitman and her staff put into peacefully resolving the appeal of an Administrative Order condemning property located at 2873 Woodlawn Drive.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, stated that with the \$1.5 million transfer to the General Fund Reserve Fund, which was approved under Agenda Item No. 11, the City is 37.5% closer to the goal of \$12 million in the reserve account.

**Agenda Item Number 20 being:**

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, Moore Risk Management, and Moore Economic Development Authority meetings were adjourned at 7:12 p.m.**

TRANSCRIBED BY:

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

FOR:

\_\_\_\_\_  
VANESSA KEMP, MPWA Assistant Secretary

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

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