

**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 15, 2024 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on April 15, 2024 at 6:30 p.m. with Mayor Mark Hamm presiding.

Adam Webb
Councilman, Ward I

Kathy Griffith
Councilwoman, Ward I

Melissa Hunt
Councilwoman, Ward II

Rob Clark
Councilman, Ward II

Jason Blair
Councilman, Ward III

Louie Williams
Councilman, Ward III

PRESENT: Griffith, Blair, Williams, Webb, Clark, Hamm

ABSENT: Hunt

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; Sergeant Kevin Stromski; Public Affairs Director, Deidre Ebrey; and Veolia Water Project Manager, Robert Pistole.

Mayor Hamm read a proclamation honoring Glenn Lewis for 30 years of dedicated service as Mayor for the City of Moore. Mayor Hamm stated that he would also like to present Glenn Lewis with a key to the city as a gesture of gratitude for his significant contributions to the community. Brooks Mitchell, City Manager, also presented a plaque from City staff in recognition of his service and leadership. The proclamation, key to the city, and plaque were accepted on behalf of Glenn Lewis by his brother Tim Lewis and daughter Laura Lewis. Tim Lewis stated that when Glenn decided to file for office 30 years ago Moore was in a completely different place. He explained how proud he was of Glenn for utilizing his municipal management degree and unimpeachable integrity to make Moore the showpiece it is today. He expressed his appreciation on behalf of his brother, his late sister-in-law Pam, and his niece Laura, and wished the City of Moore continued success.

Mayor Hamm read a proclamation declaring the week of April 14-20, 2024 as "National Telecommunicator Week" in the City of Moore. The proclamation was accepted by Communications Director, Tammy Koehn.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD APRIL 2, 2024.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD MARCH 5, 2024.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$3,052,149.06.

Councilman Williams moved to approve the Consent Docket Items No. A-C, second by Councilwoman Griffith. Motion carried unanimously.

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

Agenda Item Number 3 being:

CONSIDER APPROVAL OF ORDINANCE NO. 1049(24) AMENDING PART 12, CHAPTER 5, ARTICLE B, OF THE MOORE LAND DEVELOPMENT CODE BY ADDING SECTION 12-512 ESTABLISHING EXPIRATION DATES FOR PLATS, CONSTRUCTION PLAN CHECK PRINTS AND CONSTRUCTION PLANS APPROVED OR SUBMITTED PRIOR TO APRIL 15, 2024, AND ESTABLISHING EXTENSION AND APPEALS PROCESS FOR SAME.

Elizabeth Weitman, Community Development Director, advised that Agenda Items No. 3 through 5 are proposed ordinances establishing expiration dates on preliminary plats, final plats, construction plans, and construction plan check prints; and establishing extension and appeal processes. Ms. Weitman stated that staff reviewed plans following adoption of the new Construction Standards and Details and the 2021 Drainage Criteria and found twenty (20) preliminary plats which were never developed or are still under development, and ten (10) approved final plats never completed and not currently under construction. She indicated that the current City Code contains a two-year expiration on final plats and an implied five-year expiration on preliminary plats but does not set an expiration date for construction plans or construction plan check prints. However, staff believes it is important to establish consistent expiration dates to facilitate enactment of the new standards.

Ms. Weitman proposed a tiered grace period for preliminary plats, final plats, construction plans, and construction plan check prints, with the ability to grant extensions. If Council approves the proposed agenda items, any plats approved after the effective date of the ordinance, or May 15, 2024, would have a five-year preliminary plat expiration date, a two-year final plat expiration date, a six-month expiration on construction plans from approval of the work order, and six-month expiration date on construction plan check prints from the return of the last comment.

She stated that preliminary and final plat approvals between January 1, 2020 and May 15, 2024 would have an expiration of three-years for preliminary and final plats, one-year expiration on construction plans, and a six-month expiration on construction plan check prints.

Anything approved between January 1, 2015 and December 31, 2019, which would include the Homestead at Seiter Farms, Mahogany Hill Estates, and Broadmoore Heights Additions, would have an automatic extension of two-years on the preliminary plat with a final plat extension of one-year for any undeveloped final plats.

Ms. Weitman proposed allowing anything approved prior to January 1, 2015 to expire; however staff will contact the developers to see if they would like a one-year extension. Most of the additions are not seeing any forward movement with the only exception being Sendera Lakes, which has one more section to complete the development.

Councilman Williams asked when a request for an extension must be made to Community Development. Ms. Weitman stated the requests for an extension must be made 30 days prior to the expiration date.

Councilman Blair asked what would happen to those developments that fall within the expiration period but construction is still occurring. Ms. Weitman stated that if there is active construction it would not fall under the proposed expiration dates. He then asked if an item would need to come before the Council if a developer wanted to continue with construction after the expiration period. Ms. Weitman stated that she could administratively grant a one (1) year extension. If an agreement cannot be reached an appeal can be made to the City Council. Councilman Blair asked if plats approved before the new drainage criteria was implemented would be required to comply with the updated criteria. Ms. Weitman indicated that any part of the new drainage criteria that can be applied will be required.

Councilman Williams moved to approve Ordinance No. 1049(24) amending Part 12, Chapter 5, Article B, of the Moore Land Development Code by adding Section 12-512 establishing expiration dates for plats, construction plan check prints and construction plans approved or submitted prior to April 15, 2024, and establishing extension and appeals process for same, second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF ORDINANCE NO. 1050(24) AMENDING PART 12, CHAPTER 5, ARTICLE C, OF THE MOORE LAND DEVELOPMENT CODE BY AMENDING SUBMITTAL REQUIREMENTS FOR PRELIMINARY PLATS, ESTABLISHING A REQUIRED PRE-APPLICATION CONFERENCE PRIOR TO PRELIMINARY PLAT SUBMITTAL, AMENDING TIME LIMIT FOR CONSIDERATION OF PRELIMINARY PLATS TO SIXTY-DAYS FROM DATE OF SUBMITTAL, ESTABLISHING A 5-YEAR EXPIRATION DATE FOR APPROVED PRELIMINARY PLATS, AND ESTABLISHING EXTENSION AND APPEALS PROCESS FOR SAME.

Councilman Blair moved to approve Ordinance No. 1050(24) amending Part 12, Chapter 5, Article C, of the Moore Land Development Code by amending submittal requirements for preliminary plats, establishing a required pre-application conference prior to preliminary plat submittal, amending time limit for consideration of preliminary plats to sixty-days from date of submittal, establishing a 5-year expiration date for approved preliminary plats, and establishing extension and appeals process for same, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER APPROVAL OF ORDINANCE NO. 1051(24) AMENDING PART 12, CHAPTER 5, ARTICLE D OF THE MOORE LAND DEVELOPMENT CODE BY AMENDING SUBMITTAL REQUIREMENTS FOR FINAL PLATS, AMENDING TIME LIMIT FOR CONSIDERATION OF FINAL PLATS TO 45-DAYS FROM DATE OF SUBMITTAL, ESTABLISHING A 2-YEAR EXPIRATION DATE FOR APPROVED FINAL PLATS, ESTABLISHING EXTENSION AND APPEALS PROCESS FOR SAME; ESTABLISHING REVIEW AND APPROVAL PROCESS FOR SUBDIVISION IMPROVEMENT CONSTRUCTION PLANS, ESTABLISHING A 6-MONTH EXPIRATION DATE

FOR SUBDIVISION IMPROVEMENT CONSTRUCTION PLAN REVIEW PRINTS, AND AN EXTENSION PROCESS FOR SAME.

Councilman Blair moved to approve Ordinance No. 1051(24) amending Part 12, Chapter 5, Article D of the Moore Land Development Code by amending submittal requirements for final plats, amending time limit for consideration of final plats to 45-days from date of submittal, establishing a 2-year expiration date for approved final plats, establishing extension and appeals process for same; establishing review and approval process for subdivision improvement construction plans, establishing a 6-month expiration date for subdivision improvement construction plan review prints, and an extension process for same, second by Councilwoman Griffith. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER APPOINTING KELLEY MATTOCKS, BRANDON LAIB, AND KATHY GRIFFITH TO THE SW 17TH STREET/JANEWAY REDEVELOPMENT DESIGN REVIEW COMMITTEE.

Councilman Williams moved to appoint Kelley Mattocks, Brandon Laib, and Kathy Griffith to the SW 17th Street/Janeway Redevelopment Design Review Committee, second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 7 being:

CONSIDER APPROVAL OF AN AGREEMENT WITH GENUINE PARTS COMPANY D/B/A NAPA AUTO PARTS FOR A REPAIR PARTS ON-SITE MANAGEMENT PROGRAM IN RESPONSE TO RFP NO. 2024-008.

Jerry Ihler, Assistant City Manager, stated that in February 2024 staff solicited Request for Proposals ("RFP") from four companies for an on-site Parts Management Program for Fleet Maintenance. Mr. Ihler indicated that the City received one proposal from Genuine Parts Company d/b/a NAPA Auto Parts. Mr. Ihler advised that the contract states that NAPA will be the primary supplier of automobile replacement parts and other supplies and equipment for the City of Moore. The City will provide an on-premises space for the management and distribution of the parts inventory and NAPA will provide an employee to serve as Parts Manager. The term of the contract is for one-year with a recommended start date around July 1, 2024, with the option of four additional one-year terms if agreed upon by both parties. Mr. Ihler stated that benefits of the parts management program include improved recordkeeping, efficiency, and accountability. NAPA parts will be stocked; however, the parts manager will also search for specialty parts necessary for other types of vehicles and equipment such as fire truck pumps, etc.

Councilman Williams asked if NAPA had a list of required inventory. Mr. Ihler stated that NAPA was given a complete list of the 350 vehicles and equipment included in the City's fleet.

Councilman Williams moved to approve an agreement with Genuine Parts Company d/b/a NAPA Auto Parts for a Repair Parts On-Site Management Program in response to RFP No. 2024-008, second by Councilman Clark. Motion carried unanimously.

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

Agenda Item Number 8 being:

CONSIDER APPOINTING COUNCILWOMAN GRIFFITH AS A MEMBER TO SERVE ON THE ACOG BOARD OF DIRECTORS, INTERMODAL TRANSPORTATION POLICY COMMITTEE, GARBER WELLINGTON POLICY COMMITTEE, AND THE 911 ASSOCIATION BOARD OF DIRECTORS, WITH THE REMAINING CITY COUNCIL MEMBERS TO SERVE AS ALTERNATES.

Councilman Webb moved to appoint Kathy Griffith as a member to serve on the ACOG Board of Directors, Intermodal Transportation Policy Committee, Garber Wellington Policy Committee, and the 911 Association Board of Directors, with the remaining City Council Members to serve as alternates, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 9 being:

CONSIDER AWARDDING BID NO. 2024-010 FOR CONSTRUCTION OF A NEW RESCUE APPARATUS AND INSTALLATION ON CURRENTLY OWNED CHASSIS TO BANNER FIRE EQUIPMENT, INC. IN THE AMOUNT OF \$144,960.54.

Fire Chief Greg Herbster advised that staff solicited requests for proposals for the budgeted construction of a new rescue apparatus from several companies. Chief Herbster indicated that two responses were received. Staff recommended awarding the bid to Banner Fire Equipment in the amount of \$144,960.54, which was around \$90,000 less than the other bid.

Councilman Blair moved to award Bid No. 2024-010 for construction of a new rescue apparatus and installation on currently owned chassis to Banner Fire Equipment, Inc. in the amount of \$144,960.54, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 10 being:

CONSIDER APPROVAL OF A CONTRACT FOR FISCAL YEAR 2025 WITH THE COMMUNITY INTERVENTION CENTER A/K/A PIVOT IN THE ANNUAL AMOUNT OF \$20,000 TO RECEIVE AND HOLD JUVENILES WHO HAVE BEEN TAKEN INTO CUSTODY BY LAW ENFORCEMENT AGENCIES.

Police Chief Todd Gibson advised that the item was for the annual renewal of a contract with PIVOT who holds juveniles taken into custody by law enforcement agencies. Chief Gibson noted that there was a budgeted \$2,000 increase in the contract amount from last fiscal year.

Councilman Blair moved to approve a contract for fiscal year 2025 with the Community Intervention Center a/k/a PIVOT in the annual amount of \$20,000 to receive and hold juveniles who have been taken into custody by law enforcement agencies, second by Councilman Williams. Motion carried unanimously.

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

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 7:00 P.M.

Agenda Item Number 11 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD APRIL 2, 2024.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$1,176,497.26.

Trustee Griffith moved to approve Consent Docket Items No. A through B, second by Trustee Clark. Motion carried unanimously.

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

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 7:01 P.M.

Agenda Item Number 12 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD APRIL 2, 2024.
- B) APPROVE PAYMENT OF A WORKER'S COMPENSATION SETTLEMENT IN THE AMOUNT OF \$12,000.00 FOR CBR CLAIM NO. 2050001085 TO VERNON BOYCE; AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$184,804.04.

Trustee Williams moved to approve Consent Docket Items A through C, second by Trustee Webb. Motion carried unanimously.

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED AT 7:02 P.M. WITH LOUIE WILLIAMS PRESIDING:

Agenda Item Number 13 being:

ROLL CALL

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

Agenda Item Number 14 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD MARCH 18, 2024.

Trustee Griffith moved to approve Consent Docket Item A, second by Trustee Hamm. Motion carried unanimously.

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

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 7:02 P.M. WITH MAYOR MARK HAMM PRESIDING:

Agenda Item Number 15 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 Hamm announced that the grand opening of the new Animal Shelter was held on April 10, 2024. He thanked the citizens of Moore for voting on the G.O. Bond that funded construction of the new facility.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, advised that AT&T completed the necessary relocations on the Eastern Avenue roadway project. Allen Contracting notified the City that due to inclement weather they will not be back on site to complete construction of the project until April 29, 2024.

Agenda Item Number 16 being:

EXECUTIVE SESSION:

- A) DISCUSS AND CONSIDER TAKING ACTION CONCERNING THE CITY MANAGER'S EVALUATION AND EMPLOYMENT BENEFITS, AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(1).
- B) CONVENE INTO EXECUTIVE SESSION

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

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

The City Council convened into executive session at 7:04 p.m.

- C) RECONVENE FROM EXECUTIVE SESSION

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

The City Council reconvened from executive session at 7:40 p.m.

- D) ACTION

- A) DISCUSS AND CONSIDER TAKING ACTION CONCERNING THE CITY MANAGER'S EVALUATION AND EMPLOYMENT BENEFITS, AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(1).

No action was taken on the item.

Agenda Item Number 17 being:

ADJOURNMENT

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

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

The City Council, Moore Public Works Authority, Moore Risk Management, and Moore Economic Development Authority meetings were adjourned at 7:42 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

KATHY GRIFFITH, MPWA Secretary

These minutes passed and approved as noted this ____ day of _____, 2024.

ATTEST:

VANESSA KEMP, City Clerk