

**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  
OCTOBER 18, 2021 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma, on October 18, 2021 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: Blair, Hunt, Williams, Webb, Hamm, Lewis  
ABSENT: McKenzie

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; Manager of Information Technology, David Thompson; Parks and Recreation Director, Sue Wood; Police Chief Todd Gibson; Public Affairs Director, Deidre Ebrey; Public Works Director, Tony Mensah; and Veolia Water Project Manager, Robert Pistole.

Mayor Lewis introduced Phil Clark as the newly appointed Branch Manager for the Moore Public Library. Chris Manna announced that effective November 8, 2021 he would be stepping down from his position as Branch Manager due to family health issues. Mr. Manna thanked the Council for their support during his four year tenure with the City of Moore. The council members expressed their appreciation for Mr. Manna's service to the community and wished him and his family the best of luck. Mr. Clark then introduced himself advising that he had been with the Pioneer Library System for eleven years and served as Branch Manager with the Newcastle Public Library for seven of those years. Mr. Clark stated that he had big shoes to fill and ended his comments by inviting the Council to contact him with any questions or concerns.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD OCTOBER 4, 2021.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD SEPTEMBER 13, 2021.

- C) ACCEPT A PERPETUAL BILLBOARD SIGN EASEMENT FROM WARREN UHLFELDER AND FRANCINE FRAZIER FOR THE PURPOSE OF CONSTRUCTING, MAINTAINING AND OPERATING A PUBLIC ANIMAL WELFARE SHELTER.
- D) APPROVE AN AMENDMENT TO THE CONTRACT WITH MESHEK AND ASSOCIATES FOR THE COMPLETION OF A LETTER OF MAP REVISION FOR LITTLE RIVER PARK AND DRAINAGE CHANNEL FUNDED WITH CDBG-DR FUNDS.
- E) ACCEPT PUBLIC WATER AND SEWER IMPROVEMENTS TO SERVE THE SANTA FE EXECUTIVE CENTER ADDITION, BEING SOUTH OF SW 19<sup>TH</sup> STREET AND EAST OF SANTA FE AVE. APPLICATION BY TBF, LLC/SHARON SHILLREFF.
- F) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$3,318,714.59.

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

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

**Agenda Item Number 3 being:**

CONSIDER APPROVAL OF AMENDMENT NO. 2 IN THE AMOUNT OF \$19,931 WITH MESHEK & ASSOCIATES FOR ENVIRONMENTAL COMPLIANCE CORP OF ENGINEERS 404 PERMIT, STRUCTURAL DESIGN, CIVIL PLANS AND A CAD MODEL FOR ADDITIONAL BANK STABILIZATION ON THE EAST SIDE OF THE VETERANS PARK DRAINAGE CHANNEL.

Jerry Ihler, Assistant City Manager, stated that changes in the type of baskets and rock used for bank stabilization for the west side of the Veteran's Park Drainage Channel construction project resulted in a cost savings. Mr. Ihler indicated that the Corp of Engineers required an amendment to the City's 404 Permit to include the same changes for the east side of the channel. The proposed amendment to the contract with Meshek & Associates in the amount of \$19,931 would include structural design plans and a CAD Model of the channel as a requirement for the 404 Permit amendment.

**Councilwoman Hunt moved to approve Amendment No. 2 in the amount of \$19,931 with Meshek & Associates for Environmental Compliance Corp of Engineers 404 Permit, Structural Design, Civil Plans and a CAD Model for additional bank stabilization on the east side of the Veterans Park Drainage Channel, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 4 being:**

CONSIDER APPROVAL OF RESOLUTION NO. 2(21) CHANGING THE STREET NAME OF SW 25<sup>TH</sup> STREET FROM TELEPHONE ROAD TO FRITTS BOULEVARD TO GLENN LEWIS BOULEVARD.

Mayor Lewis felt that the entire City Council should get the recognition for the economic development project for the area. Councilman Webb indicated that Mayor Lewis served on the Council for more than 25 years and was deserving of the recognition for his service to the City. Councilwoman Hunt added that changing the street name for the section SW 25<sup>th</sup> to Glenn Lewis Boulevard would serve as a reminder of

what the Mayor has done for the City over the years. Mayor Lewis expressed his appreciation to the City Council for the honor.

**Councilman Blair moved to approve Resolution No. 2(21) changing the street name of SW 25<sup>th</sup> Street from Telephone Road to Fritts Boulevard to Glenn Lewis Boulevard, second by Councilman Webb. Motion carried by majority vote.**

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

**Agenda Item Number 5 being:**

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR A BATTALION CHIEF OF SUPPORT IN THE FIRE DEPARTMENT'S ADMINISTRATION DIVISION, AS APPROVED IN THE FY 21-22 BUDGET, AND ASSIGN IT TO PAY RANGE 931 OF THE FIRE DEPARTMENT'S PAY MATRIX IN ACCORDANCE WITH THE IAFF CONTRACT FOR FISCAL YEAR 2021-2022, WITH AN EFFECTIVE DATE OF OCTOBER 19, 2021.

Brooks Mitchell, City Manager, advised that the position of Battalion Chief of Support was approved during the FY 21-22 budget. Mr. Mitchell stated that the agenda item was for consideration of the proposed job description and pay range. He noted that Fire Chief Herbster was in attendance to answer any specific questions regarding the position.

**Councilman Hamm moved to approve a new job description for a Battalion Chief of Support in the Fire Department's Administration Division, as approved in the FY 21-22 budget, and assign it to Pay Range 931 of the Fire Department's Pay Matrix in accordance with the IAFF contract for Fiscal Year 2021-2022, with an effective date of October 19, 2021, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 6 being:**

RECONSIDER ACTION PREVIOUSLY TAKEN BY THE CITY COUNCIL ON SEPTEMBER 20, 2021 FOR APPROVAL OF THE BUDGETED PURCHASE OF AN ANIMAL TRANSPORT BODY FROM SWAB WAGON COMPANY BY AMENDING THE AMOUNT OF THE PURCHASE FROM \$21,695.00 TO \$24,050.00 PLUS SHIPPING.

Tony Mensah, Public Works Director, stated that the agenda item was previously considered at the September 20, 2021 City Council Meeting. The proposed action was to correct an error in the amount of the quote from Swab Wagon Company. He advised that staff inadvertently used a quote from January 2019 instead of a quote from July 2021. Mr. Mensah indicated that the shipping charges would be approximately \$2,500 to \$2,700.

**Councilman Blair moved to reconsider action previously taken by the City Council on September 20, 2021 for approval of the budgeted purchase of an Animal Transport Body from Swab Wagon Company by amending the amount**

**of the purchase from \$21,695.00 to \$24,050.00 plus shipping, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 7 being:**

CONSIDER APPROVAL OF A BUDGET SUPPLEMENT TO BUDGET FUNDS AND RELATED EXPENSES FOR THE GENERAL FUND, 1/8 CENT SALES TAX FUND, 1/2 CENT SALES TAX FUND, 1/4 CENT SALES TAX FUND, AND THE SPECIAL REVENUE FUND.

Betty Koehn, Finance Director, requested approval of seven budget amendments described as follows:

1. Transfer of \$121,158.83 from the 1/4 cent sales tax revenues to the General Fund as reimbursement of final construction costs for Fire Station No. 2.
2. Budget \$67,000 of carryover cash from FY 21 to fund a portion of the cost of a \$342,000 excavator for the Public Works Department. (The remaining \$275,000 would be funded using 1/8 cent sales tax in the contingency budget).
3. Budget \$4,000 from the Police Federal Seizure Account to purchase bullet proof vests for new officers.
4. Budget \$34,178 in Transportation Impact Fees to fund final expenses related to SW 25<sup>th</sup> Street.
5. Budget \$65,000 in funds received from State seizures for repairs, upgrades, and equipment needs for the Police Department.
6. Budget \$20,000 in 9-1-1 funds for upgrading the Dispatch quality control services with Priority Dispatch as approved by Council on September 20, 2021.
7. Budget \$287,500 in 1/2 cent public safety sales tax funds for the purchase of a new fire truck instead of budgeting half the funds this fiscal year and half the funds next fiscal year due to anticipated price increases.

**Councilman Blair moved to approve a budget supplement to budget funds and related expenses for the General Fund, 1/8 cent Sales Tax Fund, 1/2 cent Sales Tax Fund, 1/4 cent Sales Tax Fund, and the Special Revenue Fund, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 8 being:**

CONSIDER APPROVAL OF ORDINANCE NO. 991(21) AMENDING PART 7, CHAPTER 2, SECTION 7-202, 7-203 AND 7-205 OF THE MOORE MUNICIPAL CODE BY INCREASING THE CITY MANAGER'S APPROVAL LIMIT; INCREASING THE THRESHOLD FOR PURCHASES REQUIRING CITY COUNCIL APPROVAL; INCREASING THE THRESHOLD FOR PROFESSIONAL SERVICES/EMPLOYMENT CONTRACTS REQUIRING CITY COUNCIL APPROVAL; INCREASING THE LIMIT FOR PURCHASES THAT DO NOT REQUIRE BIDDING; PROVIDING FOR A REPEALER; AND PROVIDING FOR SEVERABILITY.

Betty Koehn, Finance Director, advised that the State legislature passed House Bill 2862 effective November 1, 2021 increasing the competitive bidding requirement for public construction contracts from \$50,000 to \$100,000 and requiring that construction management trade contracts or subcontracts be

competitively bid over \$50,000. Ms. Koehn requested approval of Ordinance No. 991(21) which would amend the purchasing requirements by increasing competitive bidding requirements from \$50,000 to \$100,000, increase the City Manager's payment authority from \$15,000 or less to \$22,500 or less, increase the amount to be approved by Council from more than \$15,000 to more than \$22,500, and increase the threshold for professional services contracts or employment contracts for non-classified personnel requiring council approval from \$7,500 to \$12,500.

**Councilwoman Hunt moved to approve Ordinance No. 991(21) amending Part 7, Chapter 2, Section 7-202, 7-203 and 7-205 of the Moore Municipal Code by increasing the City Manager's approval limit; increasing the threshold for purchases requiring City Council approval; increasing the threshold for professional services/employment contracts requiring City Council approval; increasing the limit for purchases that do not require bidding; providing for a repealer; and providing for severability, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 9 being:**

CONSIDER APPROVAL OF THE TRANSFER OF \$24,839.98 CURRENTLY HELD BY THE CITY FOR THE SHOP WITH A COP PROGRAM TO THE NEWLY ESTABLISHED 501(C)(3) MOORE SHOP WITH A COP FOUNDATION.

Betty Koehn, Finance Director, stated that in 2013 the City established a donation account for the Shop with a Cop Program to be used for receipts, donations, and related expenses. Ms. Koehn advised that the program has grown over the year's and the Police Department established a 501(C)(3) Moore Shop with a Cop Foundation. Ms. Koehn indicated that the agenda item was to authorize the transfer of the balance of the donation account in the amount of \$24,839.98 into the newly established foundation account.

**Councilman Webb moved to approve the transfer of \$24,839.98 currently held by the City for the Shop with a Cop program to the newly established 501(c)(3) Moore Shop with a Cop Foundation, second by Councilman Williams. Motion carried unanimously.**

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

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:47 P.M.**

**Agenda Item Number 10 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD OCTOBER 4, 2021.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$1,654,237.92.

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

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

**Agenda Item Number 11 being:**

CONSIDER AUTHORIZING THE PURCHASE OF A VOLVO EW180E GPE WHEEL EXCAVATOR AND ATTACHMENTS FROM G.W. VAN KEPPEL COMPANY IN THE AMOUNT OF \$341,153.00 USING STATE CONTRACT NO. SW455.

Tony Mensah, Public Works Director, advised that this single piece of versatile equipment would allow the Public Works Department to do excavating, ditching, mowing steep slopes, and street repair work, among other things. Mr. Mensah requested approval of the item.

**Trustee Williams moved to authorize the purchase of a Volvo EW180E GPE Wheel Excavator and attachments from G.W. Van Keppel Company in the amount of \$341,153.00 using State Contract No. SW455, second by Trustee Hunt. Motion carried unanimously.**

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

**THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:51 P.M.**

**Agenda Item Number 12 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD OCTOBER 4, 2021.
- B) APPROVE PAYMENT OF A WORKER'S COMPENSATION SETTLEMENT IN THE AMOUNT OF \$6,160.00 FOR CBR NO. 2050000873 TO UGENE MARSHALL.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$295,435.34.

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

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

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

**Agenda Item Number 13 being:**

ROLL CALL

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

**Agenda Item Number 14 being:**

CONSENT DOCKET:

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

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

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

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 6:53 P.M. WITH MAYOR GLENN LEWIS 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 Lewis thanked City Manager Brooks Mitchell for his assistance on the various economic development projects.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, stated that the "terminator" or big trash pickups were being scheduled a week out. The first of three Town Hall Meetings would be held on October 19, 2021 at 7:00 p.m. at The Station regarding the November 9, 2021 General Obligation Bond Election regarding the construction and equipping of a new Animal Shelter and various street projects. Mr. Mitchell indicated that a second meeting would be held on October 28, 2021 at 7:00 p.m. at Winding Creek Elementary, and a third would be held on November 4, 2021 at 7:00 p.m. at Oak Ridge Elementary.

**Agenda Item Number 16 being:**

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 6:55 p.m.**

TRANSCRIBED BY:

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

FOR:

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

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

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