

**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
NOVEMBER 16, 2020 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on November 16, 2020 at 6:30 p.m. with Vice-Mayor Mark Hamm 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, Williams, Webb, Hamm
ABSENT: Lewis

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Jerry Ihler; City Attorney, Randy Brink; Assistant City Attorney/Risk Manager, 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; Parks and Recreation Director, Sue Wood; Police Chief Todd Gibson; Lieutenant Kyle Hill; Project-Grants Manager (Capital Planning & Resiliency), Kahley Gilbert; Public Affairs Director, Deidre Ebrey; and Veolia Water Project Manager, Robert Pistole.

Police Chief Gibson presented citizens Mercedes Bristow and Mark Taylor with a Letter of Commendation in recognition of their actions on October 24, 2020 when they witnessed a woman on top of the 12th Street Bridge about to jump to the interstate below and worked to keep her from jumping until help could arrive. Due to their actions the woman was brought down safely and was able to receive the medical attention that she needed. Chief Gibson expressed his appreciation to Ms. Bristow and Mr. Taylor on behalf of the Moore Police Department and the City of Moore for their willingness to become involved during a time of crisis and saving a life that day. Mr. Taylor stated that he and Ms. Bristow were comforted when the Police arrived and it was evident they were highly trained and knew what to do in this situation. He stated that he was aware there had been some push back against policing in our culture recently and there was some who felt the police were not empathetic. He stated that was not his experience. The first officer on the scene presented herself as a person and not just an authority figure and it was apparent she knew what she was doing. He thanked the City Council for supporting the police department and for their training.

Vice-Mayor Hamm acknowledged the attendance of the Leadership Moore class and asked Councilman Webb, who was participating in the class, to say a few words. Councilman Webb thanked the Leadership Moore class for attending the meeting. He stated it was a great program offered by the Moore Chamber

of Commerce to learn about the City and ways to become involved. He encouraged interested individuals to check into the program.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD NOVEMBER 2, 2020.
- B) RECEIVE THE MINUTES OF THE REGULAR PLANNING COMMISSION MEETING HELD SEPTEMBER 9, 2020.
- C) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD OCTOBER 6, 2020.
- D) ACCEPT A 10' TEMPORARY CONSTRUCTION EASEMENT AND A 17' PERMANENT UTILITY EASEMENT FROM PATRICK AND DEANNA MYERS FOR CONSTRUCTION OF A SANITARY SEWER FORCE MAIN.
- E) ACCEPT A TEMPORARY WORKSPACE EASEMENT FROM THE DOTSON LIVING TRUST, JAKE TULLIUS, JEFF TULLIUS, BETTY JANE TULLIUS AND JEANNINE ZACHERY FOR CONSTRUCTION OF THE SOUTHEAST LIFT STATION IMPROVEMENTS.
- F) ACCEPT A PERMANENT UTILITY EASEMENT FROM MICHAEL R. O'DELL AND LORI G. PRATT O'DELL (PARCEL 16.1) FOR CONSTRUCTION AND MAINTENANCE OF THE SE 4TH STREET RAILROAD UNDERPASS PROJECT.
- G) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2020-2021 IN THE AMOUNT OF \$1,955,159.47.

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

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

Agenda Item Number 3 being:

CONSIDER ADOPTING RESOLUTION NO. 974(20) CALLING FOR AND SETTING THE DATES FOR THE MUNICIPAL ELECTIONS FOR THE YEAR 2021, AS PROVIDED IN THE CITY CHARTER; SPECIFYING THE OFFICERS TO BE ELECTED; PROVIDING FOR QUALIFICATIONS OF CANDIDATES; DESIGNATING WHICH OFFICES SHALL BE FILLED BY WARD; PROVIDING FOR NON-PARTISAN ELECTION; PROVIDING FOR RESIDENCY REQUIREMENTS; DIRECTING THAT A COPY OF SAID RESOLUTION BE FORWARDED TO THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD AS REQUIRED BY STATE LAW; AND PROVIDING THAT A COPY OF THE RESOLUTION BE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION IN THE CITY

Brooks Mitchell, City Manager, advised that Resolution No. 974(20) would call for an election for the City Council seats in Wards 1, 2 and 3 that expire in 2021.

Councilman Webb moved to adopt Resolution No. 974(20), second by Councilman Blair. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF A FY 20-21 BUDGET SUPPLEMENT TO BUDGET ADDITIONAL FUNDS AND RELATED EXPENSES IN THE SPECIAL REVENUE FUND.

Betty Koehn, Finance Director, stated the item was a companion item to Agenda Item No. 6. Staff was requesting approval to budget funds to be received from Norman Regional Hospital for the software purchase necessary to upgrade the dispatch system. This would allow the City to provide 9-1-1 and non-emergency dispatch services to EMSSTAT, Norman Regional Hospital's ambulance service.

Vice-Mayor Hamm asked if EMSSTAT'S 9-1-1 calls were dispatched from another location. Police Chief Gibson stated that Norman Regional Hospital currently contracts with LifeNet for dispatch services. He advised that when an emergency call is received the City dispatches the Fire Department and then transfers the call to LifeNet who dispatches an ambulance. The proposed contract for this service would be heard under Agenda Item No. 5. He noted that if the contract was approved all 9-1-1 calls would be dispatched from the communications center dramatically decreasing response times.

Councilman Blair moved to approve a FY 20-21 budget supplement to budget additional funds and related expenses in the Special Revenue Fund, second by Councilman Williams. Motion carried unanimously.

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

Councilman Blair's name was inadvertently omitted from the roll call.

Agenda Item Number 5 being:

CONSIDER APPROVAL OF AN ANNUAL CONTRACT WITH NORMAN REGIONAL HOSPITAL AUTHORITY D/B/A EMSSTAT FOR THE CITY TO PROVIDE EMERGENCY MEDICAL 9-1-1 AND NON-EMERGENCY DISPATCH SERVICES, IN EXCHANGE FOR SAID SERVICES EMSSTAT WILL PAY THE CITY APPROXIMATELY \$23,422.25 PER CALENDAR QUARTER.

Police Chief Gibson stated that the contract fee to be paid by Norman Regional Hospital Authority would cover the salary and benefits for two communications officers to offset the increased workload.

Vice-Mayor Hamm asked if there was sufficient space to accommodate two additional dispatchers. Chief Gibson stated that the communications center was built with expansion in mind. In addition to the two dispatchers the center could accommodate one to two additional radio positions and up to five call taker positions if the City opted to build out to full expansion.

Councilman Webb moved to approve an annual contract with Norman Regional Hospital Authority d/b/a EMSSTAT for the City to provide emergency medical 9-1-1 and non-emergency dispatch services, in exchange for said services EMSSTAT will pay the City approximately \$23,422.25 per calendar quarter, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER AUTHORIZING THE PURCHASE OF EMERGENCY MEDICAL DISPATCH SOFTWARE IN THE AMOUNT OF \$91,155 FROM PRIORITY DISPATCH, AS A SOLE SOURCE PROVIDER, TO BE REIMBURSED BY NORMAN REGIONAL HOSPITAL AUTHORITY D/B/A EMSSTAT IN THE FIRST QUARTER OF 2021.

Chief Gibson advised that the proposed purchase of dispatch software, the cost of which would be reimbursed by Norman Regional Hospital, had been previously discussed under Agenda Items No. 4 and 5.

Councilwoman Hunt moved to authorize the purchase of Emergency Medical Dispatch software in the amount of \$91,155 from Priority Dispatch, as a sole source provider, to be reimbursed by Norman Regional Hospital Authority d/b/a EMSSTAT in the first quarter of 2021, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 7 being:

CONSIDER AUTHORIZING THE PURCHASE OF TEN (10) TICKET WRITERS FROM TYLER TECHNOLOGIES D/B/A BRAZOS IN THE AMOUNT OF \$25,842 AS A SOLE SOURCE PROVIDER.

Chief Gibson stated that the staff was proposing the purchase of ten budgeted ticker writers to replace those at the end of their service life.

Councilman Blair moved to authorize the purchase of ten (10) ticket writers from Tyler Technologies d/b/a Brazos in the amount of \$25,842 as a sole source provider, second by Councilwoman Hunt. Motion carried unanimously.

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

Agenda Item Number 8 being:

CONSIDER ACCEPTANCE OF A QUOTE FROM DEKRA-LITE IN THE AMOUNT OF \$18,981.06 FOR THE PURCHASE OF A 24' SEQUOIA COLLECTION CHRISTMAS TREE AND DECORATION PACKAGE FOR THE STATION.

Sue Wood, Parks and Recreation, stated that staff requested authorization to purchase an artificial Christmas tree to decorate The Station during the Christmas holidays. Ms. Wood advised that the 24' tree would be placed on the berm to the south of the amphitheater for picture taking and various other holiday activities.

Councilman Williams asked if this was a budgeted item. Brooks Mitchell, City Manager, stated that although the purchase of a Christmas tree was not specifically identified in the budget, funds had been set aside for this type of purchase.

Councilman Webb moved to accept a quote from Dekra-Lite in the amount of \$18,981.06 for the purchase of a 24' Sequoia Collection Christmas Tree and decoration package for The Station, second by Councilman McKenzie. Motion carried unanimously.

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

Agenda Item Number 9 being:

CONSIDER ADOPTING RESOLUTION NO. 975(20) AUTHORIZING THE CITY OF MOORE TO SUBMIT AN APPLICATION TO THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS ("ACOG") FOR THE CLEAN AIR GRANT FOR PUBLIC SECTOR FLEETS

Kahley Gilbert, Capital Planning & Resiliency Project-Grants Manager, stated that the proposed Clean Air Grant application through ACOG would fund the cost of converting a budgeted grapple truck used for big trash pickup to CNG. Ms. Gilbert indicated that the total amount of the grant request was \$32,755. The application was due on November 20, 2020 and notification regarding grant award was anticipated in January 2021.

Councilman Williams moved to adopt Resolution No. 975(20), second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 10 being:

CONSIDER APPROVAL OF A CONTRACT WITH MESHEK AND ASSOCIATES FOR THE COMPLETION OF A LETTER OF MAP REVISION FOR LITTLE RIVER PARK AND DRAINAGE CHANNEL.

Kahley Gilbert, Capital Planning & Resiliency Project-Grants Manager, stated that according to current FEMA flood maps the site for the CDBG-DR funded project known as The Curve was located in the floodplain. Completion of improvements to the drainage channel along the south end of Little River Park would remove the site from the floodplain. Completion and approval of the proposed Letter of Map Revision would update the FEMA maps to reflect the site as being outside of the floodplain. Ms. Gilbert indicated that Request for Qualifications was solicited for the Letter of Map Revision on October 9, 2020. The City received two responses on October 23, 2020 which were reviewed and scored by staff. Ms. Gilbert advised that Meshek and Associates received the highest score. She noted that the fee for completion of the Letter of Map Revision would not exceed \$38,417.90 and would be funded using CDBG-DR funds.

Councilman Blair moved to approve a contract with Meshek and Associates for the completion of a Letter of Map Revision for Little River Park and Drainage Channel, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 11 being:

CONSIDER APPROVAL OF A CONTRACT WITH SJ INNOVATIONS LLC D/B/A COMPUTER SYSTEM DESIGNERS TO PROVIDE SECURITY OFFICERS FOR THE STATION RECREATION AND AQUATIC FACILITY.

Brooks Mitchell, City Manager, stated that the City Council awarded a bid for security services at The Station to SJ Innovations in the amount of \$44.28 on October 5, 2020. Staff recommend approval of the proposed contract for said security services. He noted that the contract had been reviewed by the Parks Department and the City Attorney.

Councilman Hamm stated that the contract specified utilizing CLEET certified police officers from the City of Moore and Cleveland County. He asked if there was a reason why the contract was limited to only two law enforcement agencies and if staff felt confident the two agencies could provide sufficient staffing levels. Mr. Mitchell felt that other agencies could be used when necessary; however, during contract negotiations it was made clear that an adequate number of officers must be available to man the shifts.

Councilman Webb moved to approve a contract with SJ Innovations LLC d/b/a Computer System Designers to provide security officers for The Station Recreation and Aquatic Facility, second by Councilwoman McKenzie. Motion carried unanimously.

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

Agenda Item Number 12 being:

CONSIDER APPROVAL OF A LOT SPLIT LOCATED AT 1005 SW 4TH STREET. APPLICATION BY REVIVAL FOR CHRIST CLUB.

Elizabeth Weitman, Community Development Director, stated that the subject site located at 1005 SW 4th Street contained two structures on a single lot. A church building located on the east portion and a secondary building used as a gym located on the west portion. Ms. Weitman stated that the applicant was requesting a lot split to separate the two structures. She noted that the property was zoned C-3 and both of new lots would meet all of the C-3 requirements. Staff recommended approval of the item.

Councilman Williams asked if the applicant planned to sell the auxiliary building. Ms. Weitman stated that was her understanding.

Councilwoman McKenzie moved to approve a lot split located at 1005 SW 4th Street. Application by Revival for Christ Club, second by Councilman Williams. Motion carried unanimously.

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

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

Agenda Item Number 13 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD NOVEMBER 2, 2020.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2020-2021 IN THE AMOUNT OF \$760,492.37.

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

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

Agenda Item Number 14 being:

CONSIDER AWARDING A CONTRACT TO BRB CONTRACTORS, INC. IN THE AMOUNT OF \$6,806,000.00, BASE BID SCHEDULE, FOR CONSTRUCTION OF THE SOUTHEAST LIFT STATION IMPROVEMENTS AND AUTHORIZE THE CHAIRMAN AND SECRETARY TO EXECUTE THE CONTRACT.

Jerry Ihler, Assistant City Manager, advised that on October 27, 2020 bids were received for the Southeast Lift Station Improvements. Five bids were received and ranged from \$6,806,000 to \$10,627,113. Mr. Ihler indicated that the low bid from BRB Contractors, Inc. of Topeka, Kansas included a channel monster, a grinder used on heavier material that could result in a longer life span on the pumps. He stated BRB Contractors was an experienced company capable of completing the lift station project. Staff recommended awarding the contract for construction of the Southeast Lift Station to BRB Contractors, Inc. for the base bid amount of \$6,806,000, including the channel monster, and authorize execution of the agreement. He stated that the term of the project factoring in weather days was approximately 15 months. Mr. Ihler advised that the project would be funded using 2014 General Obligation bond funds.

Councilman Williams asked if it was normal to see this much variation in the bid amounts. Mr. Ihler stated that it was possible, particularly when dealing with COVID concerns.

Trustee McKenzie moved to award a contract to BRB Contractors, Inc. in the amount of \$6,806,000.00, Base Bid Schedule, for construction of the Southeast Lift Station Improvements and authorize the Chairman and Secretary to execute the contract, second by Trustee Williams. Motion carried unanimously.

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

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT APPROXIMATELY 6:56 P.M.

Agenda Item Number 15 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD NOVEMBER 2, 2020.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2020-2021 IN THE AMOUNT OF \$215,270.84.

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

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH COUNCILMAN LOUIE WILLIAMS PRESIDING AT 6:57 P.M.

Agenda Item Number 16 being:

ROLL CALL

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

Agenda Item Number 17 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD OCTOBER 19, 2020.

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

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

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 6:57 P.M. WITH VICE-MAYOR MARK HAMM PRESIDING.

Agenda Item Number 18 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 the debris removal crew from the recent ice storm was working in his neighborhood and he felt they were doing an excellent job. Councilman Webb agreed stating that he had received several compliments regarding the good job they were doing.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, thanked the citizens for passage of Propositions 1 and 2 that were on the November 3, 2020 ballot. He advised that approval of the items would extend the ¼ cent sales tax for an additional four years and would be used for renovation of The Station and expansion of the Public Works facility, and it would amend the use of the hotel/motel tax to include park maintenance.

Mr. Mitchell advised that the final CARES Act submittal in the amount of \$1,437,000 had been accepted. He anticipated that the City would receive the funds shortly.

He also stated that the Moore Urban Renewal Authority approved a contract with Real Estate Technical Services, Inc. for appraisal of the Cleveland Heights Addition. He stated that updates would be given to the City Council as the project progresses.

Mr. Mitchell stated that the Cleveland County Health Department was contacted regarding holding the Breakfast with Santa event. He advised that following a meeting to be held on November 17, 2020 he would submit staff's recommendation to the City Council.

Vice-Mayor Hamm expressed his appreciation to the citizens for their confidence in the City Council and City leadership who work hard to serve the people well.

Agenda Item Number 19 being:

ADJOURNMENT

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

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

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

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

MELISSA HUNT, MPWA Secretary

These minutes passed and approved as noted this ____ day of _____, 2020.

ATTEST:

VANESSA KEMP, City Clerk