

**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  
MAY 21, 2018 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on May 21, 2018 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: McKenzie, Hunt, Williams, Webb, Hamm, Lewis  
ABSENT: Blair

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Stan Drake; Assistant City Manager, Todd Jenson; City Attorney, Randy Brink; Administrative Assistant (Capital Planning & Resiliency), Kahley Gilbert; Emergency Management Director, Gayland Kitch; Finance Director, Betty Koehn; Fire Chief, Gary Bird; Manager of Information Technology, David Thompson; Police Chief, Jerry Stillings, Public Works Director, Richard Sandefur; Veolia Water Project Manager, Robert Pistole; and City Clerk, Linda Stewart.

Mayor Lewis presented Eddie Sims, Chief of EMSStat, with a proclamation declaring May 20-26, 2018 as "Emergency Medical Services Week" in the City of Moore. Mr. Sims stated that Norman Regional and EMSStat had been operating EMS in Moore for just over 2½ years during which time they have made approximately 12,000 responses and transported around 8,500 patients. Mr. Sims expressed his appreciation to the City Council for the proclamation and stated that EMSStat was honored to serve the community along with the other public safety agencies.

El Reno Fire Chief Kent Lagaly, Executive Director with the Oklahoma Fire Chiefs Association, stated that the J. Ray Pence Award was the highest honor presented by the Oklahoma Fire Chiefs Association. Mr. Lagaly noted that in their 20-year history Moore was one of only two communities that had two Fire Chiefs presented with this prestigious award. Claremore Fire Chief Sean Douglas, President of the Oklahoma Fire Chiefs Association, presented Moore Fire Chief Gary Bird with the J. Ray Pence Award. He indicated that Tuttle Fire Chief Bruce Anthony and Lawton Fire Chief DeWayne Burk also served on the Oklahoma Fire Chiefs Association Board and was in attendance to support Chief Bird. Chief Douglas highlighted some of the reasons the committee felt Chief Bird was deserving of this honor noting Chief Bird's work ethic, leadership skills, high morals, and his dedication to the department and the community. Chief Bird expressed his surprise and his appreciation in receiving the award and commented that everything he had done was made possible by the firemen and individuals that he worked with. Mayor Lewis congratulated Chief Bird for the honor he received.

Mayor Lewis presented Tammy Koehn, Communication Supervisor, with a Certificate of Appreciation and Letter of Recognition honoring dispatchers and the work that they do for the community.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD MAY 7, 2018.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD MARCH 6, 2018.
- C) APPROVE RESOLUTION NO. 898(18) ESTABLISHING THE 9-1-1 EMERGENCY TELEPHONE FEE RATE FOR CALENDAR YEAR 2019.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$1,733,275.21.

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

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

**Agenda Item Number 3 being:**

CONSIDER APPROVAL OF A LIBRARY SERVICES, FACILITIES AND MAINTENANCE AGREEMENT WITH THE PIONEER LIBRARY SYSTEM FOR FISCAL YEAR 2018-2019.

Brooks Mitchell, City Manager, stated that the proposed Library Services, Facilities and Maintenance Agreement was the standard agreement with the Pioneer Library System for FY 2018-2019. He added that the agreement was being presented a little earlier than normal for consideration.

**Councilwoman McKenzie moved to approve the Library Services, Facilities and Maintenance Agreement with the Pioneer Library System for Fiscal Year 2018-2019, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 4 being:**

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR THE POSITION OF COMPLIANCE SPECIALIST AND APPROVE PLACEMENT IN PAY GRADE 109 OF THE CITY'S SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016 (EFFECTIVE JULY 1, 2016).

Todd Jenson, Assistant City Manager, advised that there were two vacant compliance specialist positions in the Capital Planning and Resiliency Department. Mr. Jenson indicated that staff would like to combine those positions into one since the vast majority of the infrastructure projects had been completed. The job description would be amended to include both internal and external compliance job duties. He noted that the environmental monitoring would be contracted out.

**Councilwoman McKenzie moved to approve a new job description for the position of Compliance Specialist and placement in pay grade 109 of the City's salary table approved by City Council on June 20, 2016, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 5 being:**

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR THE POSITION OF PROJECT-GRANTS MANAGER AND APPROVE PLACEMENT IN PAY GRADE 117 OF THE CITY'S SALARY TABLE APPROVED BY CITY COUNCIL ON JUNE 20, 2016 (EFFECTIVE JULY 1, 2016).

Todd Jenson, Assistant City Manager, advised the proposed job title would reflect the additional job duties for the new position in the Capital Planning and Resiliency Department.

**Councilman Williams moved to approve a new job description for the position of Project-Grants Manager and approve placement in pay grade 117 of the City's salary table approved by City Council on June 20, 2016, second by Councilwoman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 6 being:**

CONSIDER AWARDDING RFP NO. 1803-00 "MOBILE COMMAND/COMMUNICATIONS VEHICLE" TO NOMAD GLOBAL COMMUNICATIONS SOLUTIONS INC. IN THE AMOUNT OF \$571,012.91 AS THE LOWEST AND MOST RESPONSIBLE BIDDER.

Gayland Kitch, Emergency Management Director, stated that the item was to award a bid for the budgeted mobile command post vehicle. Mr. Kitch advised that the City had received three proposals. Nomad GCS presented a bid with four slideouts and another bid with three slideouts. The third bid was from LDV. Mr. Kitch stated that the low bidder was presented by Nomad GCS for three slideouts. He stated that staff was deleting some of the options in order to further reduce the cost.

Councilman Hamm asked about the color of the vehicle and if it would be parked out of the weather. Mr. Kitch indicated it would be arrive in white and detail would be added at a later date. He advised that the vehicle would be parked in the garage behind the Public Safety Center.

Brooks Mitchell, City Manager, indicated that the command post would be purchased using the ½ cent sales tax approved on the 2014 election ballot.

**Councilman Hamm moved to award RFP No. 1803-00 "Mobile Command/Communications Vehicle" to Nomad Global Communications Solutions Inc. in the amount of \$571,012.91 as the lowest and most responsible bidder, second by Councilman Webb. Motion carried unanimously.**

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

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:45 P.M.**

**Agenda Item Number 7 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD MAY 7, 2018.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$544,255.27.

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

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

**THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:46 P.M.**

**Agenda Item Number 8 being:**

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD MAY 7, 2018.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2017-2018 IN THE AMOUNT OF \$229,003.77.

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

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

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED WITH CHAIRMAN ADAM WEBB PRESIDING AT 6:47 P.M.**

**Agenda Item Number 9 being:**

ROLL CALL

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

**Agenda Item Number 10 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD APRIL 16, 2018.

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

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

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:48 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.

Councilman Hamm asked for an update on the renovations to the old Fire Station No. 3, located on Eastern Avenue, which were being done in anticipation of EMSStat utilizing the facility. Brooks Mitchell, City Manager, stated that it was his understanding construction was moving along nicely, but he would report back with an anticipated completion date.

Councilman Webb advised that he had posted a question on Facebook asking what citizens would most like to see improved in the City. He stated that there were over 400 replies. Of the 350 responses that he has reviewed so far, the majority listed bike lanes, sidewalks, street repair, and the timing of the 19<sup>th</sup> Street signal lights as concerns. Councilman Webb stated that he would distribute copies to the Council and meet with the City Manager regarding the items. Councilwoman Hunt commented that she was under the impression the problem on 19<sup>th</sup> Street occurred when there was a sudden flood of traffic caused when the train was stopped on the tracks or during rush hour rather than a problem with the timing of the lights. Councilman Webb stated that maybe a response explaining how it all works would be instrumental. Councilwoman Hunt encouraged individuals to notify them if there was a road in need of improvement since it was possible that they were unaware of a maintenance issue.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, advised that the Parks and Recreation Department started the Movie in the Park on May 18, 2018. He indicated that there was a nice turnout for the movie Justice League. Mr. Mitchell stated that the Crime Stoppers Chili Cook-off was held raising about \$500.00. He also advised

that the letting of the contract for the 34<sup>th</sup> Street Overpass was scheduled for June 14, 2018 with construction beginning in approximately 60 days later.

Councilman Webb complimented Todd Jenson, Assistant City Manager, and his staff on how good the parks were looking.

**Agenda Item Number 12 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 TO EXECUTIVE SESSION.

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

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

**The City Council convened into executive session at 6:51 p.m.**

- C) RECONVENE FROM EXECUTIVE SESSION

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

**The City Council reconvened from executive session at 7:19 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).

**Councilwoman Hunt moved to authorize the extension of the employment contract for Brooks Mitchell as City Manager pursuant to the terms authorized, second by Councilman Webb. Motion carried unanimously.**

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

**Agenda Item Number 13 being:**

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, and the Moore Risk Management meetings were adjourned at 7:20 p.m.**

TRANSCRIBED BY:

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

FOR:

\_\_\_\_\_  
ADAM WEBB, MPWA Secretary

FOR:

\_\_\_\_\_  
MARK HAMM, MEDA Secretary

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

\_\_\_\_\_  
LINDA STEWART, City Clerk