

**MINUTES OF THE REGULAR MEETING OF  
OF THE MOORE CITY COUNCIL  
THE MOORE PUBLIC WORKS AUTHORITY  
AND THE MOORE RISK MANAGEMENT BOARD  
AND A PUBLIC HEARING OF THE MOORE CITY COUNCIL  
JUNE 1, 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 June 1, 2020 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, Blair, Hunt, Williams, Hamm, Lewis  
ABSENT: Webb

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Jerry Ihler; City Attorney, Randy Brink; Assistant City Attorney, Brian Miller; City Clerk, Vanessa Kemp; Community Development Director, Elizabeth Weitman; Economic Development Director, Deidre Ebrey; 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; Project-Grants Manager (Capital Planning & Resiliency), Kahley Gilbert; Public Works Director, Richard Sandefur; and Veolia Water Project Manager, Robert Pistole.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD MAY 18, 2020.
- B) RECEIVE THE MINUTES OF THE REGULAR PLANNING COMMISSION MEETING HELD APRIL 14, 2020.
- C) ACCEPT TWO VARIABLE-WIDTH PUBLIC UTILITY EASEMENTS FROM BELMAR GOLF, LLC/ HUNTER MILLER LOCATED IN THE ESTATES OF BELMAR, SECTION III, LOTS 2-3, BLOCK 5, BEING NORTH OF INDIAN HILLS ROAD AND WEST OF SOONER ROAD.
- D) ACCEPT A 47.19' TEMPORARY EASEMENT AND A 20' PERMANENT EASEMENT FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A SANITARY SEWER MAIN FROM CRIS AND KERRI BROOKS LOCATED IN LOT 7, BLOCK 1 OF STRATFORD SPRINGS ADDITION, BEING SOUTH OF SE 34<sup>TH</sup> STREET AND WEST OF SUNNYLANE.

- E) ACCEPT A 47.19' TEMPORARY EASEMENT AND A 20' PERMANENT EASEMENT FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A SANITARY SEWER MAIN FROM MARCEE AND HUNTER MCKOWN LOCATED IN LOT 6, BLOCK 1 OF STRATFORD SPRINGS ADDITION, BEING SOUTH OF SE 34<sup>TH</sup> STREET AND WEST OF SUNNYLANE.
- F) APPROVE REVISION OF THE JOB DESCRIPTION FOR POLICE MAJOR TO MORE CLEARLY DEFINE CERTAIN RESPONSIBILITIES AND ASSIGNMENTS MADE BY THE CHIEF OF POLICE, WHILE PROVIDING GUIDANCE TO EMPLOYEES REGARDING DUTIES AND EXPECTATIONS.
- G) APPROVE REVISION OF THE JOB DESCRIPTION FOR POLICE CAPTAIN TO MORE CLEARLY DEFINE CERTAIN RESPONSIBILITIES AND ASSIGNMENTS MADE BY THE CHIEF OF POLICE, WHILE PROVIDING GUIDANCE TO EMPLOYEES REGARDING DUTIES AND EXPECTATIONS.
- H) APPROVE REVISION OF THE JOB DESCRIPTION FOR SCOREKEEPER TO BRING THE AGE AND EDUCATION REQUIREMENTS INTO LINE WITH CITY POLICY AND ENSURE CONSISTENCY OF HIRING PRACTICES.
- I) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$2,611,999.38.

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

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

**THE CITY COUNCIL MEETING WAS RECESSED AND A PUBLIC HEARING CONVENED AT 6:32 PM:**

**Agenda Item Number 3 being:**

REVIEW, DISCUSS AND RECEIVE CITIZEN INPUT AND COMMENTS REGARDING THE FISCAL YEAR 2020-2021 BUDGET AS REQUIRED BY 11 OKLA. STAT. § 17-208 (1992).

Brooks Mitchell, City Manager, stated that there was an anticipated decrease of sales and use tax revenues in the amount of \$569,000 or 1.9% for FY 20-21. Mr. Mitchell advised out of the \$1,250,825 in capital outlay requests, only \$225,825 was budgeted in the General Fund for capital outlay items. A 2.1% cost-of-living increase was scheduled to go into effect on December 1, 2020. Mr. Mitchell advised that the 1/8 cent sales tax approved by the citizens last November for water system improvements would fund water line extension to the wastewater treatment plant, arsenic treatments for wells 24 and 27, mapping of the stormwater system, drainage improvements at Wyndemere Estates, and erosion control at Veteran's Park.

He advised that the 1/2 cent sales tax for public safety and streets would fund capital outlay items for the Police Department that would include a software upgrade for the Police simulator, 6 patrol cars, five rifles, 17 bullet proof vests, and 6 radios. Fire capital outlay items would include 3 radios, 3 sets of bunker gear, fencing for Fire Station No. 2, SCBA cylinders, and water rescue equipment. Mr. Mitchell added that siren controllers would be purchased for Emergency Management. The 1/4 cent sales tax would fund park projects for Old Town Park, Buck Thomas Park and The Station. He advised that no other projects were scheduled pending Council approval of The Station expansion and Public Works improvements to be voted on in November 2020.

Mr. Mitchell advised that the MPWA fund included replacement of a 2008 backhoe in the amount of \$128,000 and sewer and water line improvements in the amount of \$318,840. Sanitation equipment totaling \$270,000 consisted of a new terminator truck, refurbished route truck, and polycarts.

Mayor Lewis expressed appreciation to the City Manager and the employees for limiting spending during this crucial time. He asked if there was anyone present who wished to comment on the budget. Finding no one he declared the public hearing closed.

**THE PUBLIC HEARING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 6:35 PM**

**Agenda Item Number 4 being:**

CONSIDER THE FINAL PLAT OF SANTA FE EXECUTIVE CENTER, LOCATED IN THE NW/4 OF SECTION 22, T10N, R3W, BEING SOUTH OF SW 4TH STREET AND EAST OF SANTA FE AVENUE. APPLICATION BY TBF, LLC. (PLANNING COMMISSION RECOMMENDED APPROVAL 9-0). WARD 3.

Elizabeth Weitman, Community Development Director, stated that the subject site was located south of SW 4<sup>th</sup> Street east of Santa Fe Avenue. The applicant proposed to develop the vacant property with ten commercial buildings with zero lot lines, a common access drive, and parking. Ms. Weitman advised that public water and sewer were available to serve the site. No FEMA designated floodplain was located on the property. Access would be provided from S. Santa Fe Avenue with each lot and building accessed through a shared private access drive.

Mr. Weitman stated that the Envision Moore 2040 Plan designed the area as Employment Mixed Use. She advised that land uses should be designed to mimic campus or office park settings compatible with surrounding residential uses. The application was reviewed and found to be in general conformance with the intent of the Plan. Ms. Weitman indicated that staff recommended approval of the item.

**Councilwoman Hunt moved to approve the Final Plat of Santa Fe Executive Center, located in the NW/4 of Section 22, T10N, R3W, being south of SW 4th Street and east of Santa Fe Avenue, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 5 being:**

CONSIDER THE FINAL PLAT OF BROADMOORE HEIGHTS, SECTION 1, LOCATED IN THE SE/4 OF SECTION 25, T10N, R3W, BEING SOUTH OF SE 19TH STREET AND WEST OF BRYANT AVENUE. APPLICATION BY PREMIUM LAND, LLC/TABER LEBLANC. (PLANNING COMMISSION RECOMMENDED APPROVAL 9-0). WARD 1.

Elizabeth Weitman, Community Development Director, stated that the subject site was located south of SE 19<sup>th</sup> and west of Bryant Avenue. The site was zoned R-1 Single-Family Residential. Ms. Weitman advised that the final plat consisted of 88 residential lots with approximately 3 acres of common area on 25.5 acres. Public water was available along S. Bryant Avenue and public sewer would be extended from the north along Bryant Avenue to serve the site. She stated that no FEMA regulated floodplain was located on the property; however, the plat included one common area dedicated as a detention pond. Another common area was provided along a gas pipeline easement. Access was proposed from a divided median entryway from S. Bryant Avenue.

Ms. Weitman stated that the Envision Moore 2040 Plan designed the area as Urban Residential. Allowable land uses include a mix of single-family detached units of up to 7 dwelling units per acre. She advised that the application was reviewed and found to be in conformance with the intent of the Plan. Staff recommended approval of the item.

Councilman Williams asked if the common areas would be for water containment only or if improvements were planned for the area. Ms. Weitman stated it was her understanding that the area would have a retention pond to hold the water, but was unaware of plans for a walking trail or landscaping.

Mayor Lewis asked if sidewalks were planned for the development. Ms. Weitman stated that sidewalks were required along any local road. Sidewalks were also required along Bryant Avenue.

**Councilwoman Hunt moved to approve the Final Plat of Broadmoore Heights, Section 1, located in the SE/4 of Section 25, T10N, R3W, being south of SE 19th Street and west of Bryant Avenue, second by Councilman Blair. Motion carried unanimously.**

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

**Agenda Item Number 6 being:**

CONSIDER APPROVAL OF AN UPDATED ON-CALL ENGINEERING SERVICES AGREEMENT WITH MESHEK AND ASSOCIATES FOR PLAN REVIEW AND OTHER PROFESSIONAL SERVICES.

Elizabeth Weitman, Community Development Director, advised that the City entered into an on-call engineering contract in 2017 with Meshek and Associates for subdivision plan review on drainage, detention and floodplain items. Meshek and Associates requested amending the contract to include an update to the hourly rates to keep pace with inflation. Ms. Weitman referenced the new fee schedule located in the agenda packet. She advised that most of the plan reviews were conducted by a project engineer. The hourly fee for this service was previously charged at \$110 per hour. The contract included an updated hourly fee of \$125 resulting in a 15% fee increase. She stated that this percentage was comparable with other contracts for on-call plan review and recommended approval of the item.

**Councilman Williams moved to approve an updated On-Call Engineering Services Agreement with Meshek and Associates for Plan Review and other Professional Services, second by Councilwoman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 7 being:**

CONSIDER ADOPTING RESOLUTION NO. 957(20) FORMALLY ADOPTING THE "CITY OF MOORE/MOORE PUBLIC SCHOOLS HAZARD MITIGATION PLAN."

Gayland Kitch, Emergency Management Director, advised that adoption of Resolution No. 957(20) was the final step in the Hazard Mitigation Plan approval process. Mr. Kitch stated that the plan was approved by FEMA pending adoption by the City of Moore and the Moore Public Schools. He indicated that the

purpose of the Plan was to identify hazards that would impact the City and school district, to identify actions and activities that reduce losses from those hazards, and to establish a coordinated process to implement the plan. Mr. Kitch noted that the hazards required for inclusion in the Plan were natural hazards not technological or manmade hazards.

Mr. Kitch advised that an approved plan was an eligibility requirement for application for certain grants, including some of those associated with the implementation of the Stormwater Master Plan. He stated that of the six sections and annexes which make up the plan, the majority of the information was contained in Sections 3 and 5. Mr. Kitch stated that Section 3 identified natural hazards that could impact the City and the school district along with a risk assessment for each hazard. Section 5 identified strategies for mitigating each hazard. He indicated that the goal would be to take proactive steps to eliminate or reduce loss of life and injuries as a result of emergencies or disasters, to protect the public health, safety and wellbeing during emergencies or disasters, and to take proactive steps to minimize damage to property, including damage to City facilities, school venues, and critical infrastructure. He added that other goals included conserving and protecting the natural environment and to increase overall community preparedness and disaster resistance.

Mr. Kitch indicated that 22 action items along with mitigation measures were contained in Section 5. He stated that the items could be worked on over the next five years; however, no penalties would be assessed if mitigation does not occur within that time frame. He stated that the actions and strategies must be reviewed quarterly and FEMA requires some annual review. He advised that many of the items identified would be integrated into the Envision 2040 Comprehensive Plan and the Emergency Operations Plan.

Mayor Lewis expressed his appreciation to Mr. Kitch for his hard work in preparing the Hazard Mitigation Plan. Mr. Kitch stated that many of the department heads, some citizens, representatives of Moore Public Schools, and others also participated in the preparation of the Plan.

Mr. Kitch advised that the Hazard Mitigation Plan was available online and he anticipated the Moore Public School Board would consider approval of the item at their next regular meeting. He noted that both of the adopted resolutions would be required by FEMA for final approval.

**Councilman Blair moved to adopt Resolution No. 957(20) formally adopting the "City of Moore/Moore Public Schools Hazard Mitigation Plan, second by Councilman Hamm. Motion carried unanimously.**

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

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:49 P.M.**

**Agenda Item Number 8 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD MAY 18, 2020.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$1,185,222.62.

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

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

**THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:50 P.M.**

**Agenda Item Number 9 being:**

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD MAY 18, 2020.
- B) APPROVE PAYMENT OF A WORKERS' COMPENSATION SETTLEMENT IN THE AMOUNT OF \$6,667.50 FOR CBR NO. 2050000791 TO NATHAN WELLS.
- C) APPROVE PAYMENT OF A WORKERS' COMPENSATION SETTLEMENT IN THE AMOUNT OF \$9,044.00 FOR CBR NO. 2050000756 TO HORACE MCGLOSTER AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2019-2020 IN THE AMOUNT OF \$374,482.84.

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

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

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 6:51 P.M.**

**Agenda Item Number 10 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.

There were no items from the City Council.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, advised that the City Council suggested at the May 18, 2020 City Council meeting that the City offer a place to dump or recycle grass clippings. Mr. Mitchell advised that staff was looking into locating a compost area for this purpose at Buck Thomas Park.

Mr. Mitchell advised that the Aquatics Center was now open and had 879 visitors as of 6:00 p.m. The week of May 17, 2020 The Station had 2,411 entry card swipes and 2,609 card swipes from the prior week. He added that there was 3,141 passholders. Mr. Mitchell advised that the new slide was anticipated to open on June 2, 2020.

**Agenda Item Number 11 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) CONSIDER APPROVAL OF THE FISCAL YEAR 2020-2021 CONTRACT BETWEEN THE CITY OF MOORE AND THE I.A.F.F. LOCAL 2047 AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(2).
- C) CONVENE INTO EXECUTIVE SESSION

**Councilwoman McKenzie moved to convene into executive session, second by Councilman Blair. Motion carried unanimously.**

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

**The City Council convened into executive session at 6:53 p.m.**

- D) RECONVENE FROM EXECUTIVE SESSION

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

**The City Council reconvened from executive session at 7:33 p.m.**

- E) 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).

**Councilman Williams moved to table Agenda Item No. 11A to the June 15, 2020 City Council Meeting, second by Councilwoman McKenzie. Motion carried unanimously.**

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

- B) CONSIDER APPROVAL OF THE FISCAL YEAR 2020-2021 CONTRACT BETWEEN THE CITY OF MOORE AND THE I.A.F.F. LOCAL 2047 AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(2).

**Councilman Williams moved to approve the Fiscal Year 2020-2021 contract between the City of Moore and the I.A.F.F. Local 2047 as presented, second by Councilwoman McKenzie. Motion carried unanimously.**

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

**Agenda Item Number 12 being:**

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, and Moore Risk Management meetings were adjourned at 7:35 p.m.**

TRANSCRIBED BY:

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

FOR:

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

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

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