

**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 21, 2025 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma, April 21, 2025 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*

*Sid Porter
Councilman, Ward III*

*Louie Williams
Councilman, Ward III*

PRESENT: Griffith, Porter, Hunt, Williams, Webb, Hamm

ABSENT: Clark

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 Ryan Marlar; Human Resources Director, Christine Jolly; Parks and Recreation Director, Sue Wood; Information Technology Director, David Thompson; Police Chief Todd Gibson; Police Officer II Alexa Sanders; Public Affairs Director/Assistant City Manager, Deidre Ebrey; Veolia Water Project Manager, Robert Pistole.

Judge Blake Virgin administered the Oath of Office to Kathy Griffith Ward 1, Melissa Hunt Ward 2 and Sid Porter Ward 3.

PRESENT: Griffith, Porter, Hunt, Williams, Webb, Hamm

ABSENT: Clark

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD APRIL 7, 2025.
- B) ACCEPT PUBLIC WATER IMPROVEMENTS TO SERVE LOT 1, BLK 1 OF THE E EXPRESS ADDITION LOCATED AT 305 NW 27TH STREET.
- C) ACCEPT PUBLIC WATER, PAVING AND DRAINAGE IMPROVEMENTS TO SERVE THE HILLS AT TIMBERCREEK ADDITION, SECTION 1, LOCATED SOUTH OF SE 34TH STREET AND EAST OF SOONER ROAD.

- D) ACCEPT PUBLIC WATER, SEWER, PAVING AND DRAINAGE IMPROVEMENTS TO SERVE THE SENDERA LAKES ADDITION, SECTION 4, LOCATED SOUTH OF SW 34TH STREET AND EAST OF SANTA FE AVENUE.
- E) ACCEPT 5 PUBLIC UTILITY EASEMENTS TO SERVE THE CYPRESS CREEK ADDITION, SECTION 1 LOCATED NORTH OF SE 19TH STREET AND WEST OF SUNNYLANE. APPLICATION BY SHAZ INVESTMENT GROUP, LLC/HOSSEIN FARZANEH.
- F) ACCEPT 75.17 SQ. FT. OF TEMPORARY CONSTRUCTION EASEMENT AND 1,171.88 SQ. FT. OF PERMANENT ROADWAY EASEMENT FROM S & L FAMILY TRUST, FOR CONSTRUCTION OF THE NE 12TH STREET (I-35 TO EASTERN AVENUE) PROJECT.
- G) ACCEPT 3081.43 SQ. FT. OF TEMPORARY CONSTRUCTION EASEMENT AND 467.98 SQ. FT. OF PERMANENT RIGHT-OF-WAY EASEMENT FROM JOHN D. WILLIAMS 2012 FAMILY TRUSTS, FOR CONSTRUCTION OF THE NE 12TH STREET (I-35 TO EASTERN AVENUE) PROJECT.
- H) APPROVE RENEWAL OF AN INTERLOCAL AGREEMENT FOR FY 25-26 WITH THE BOARD OF COUNTY COMMISSIONERS FOR CLEVELAND COUNTY FOR GRADING, DRAINAGE, AND HARD SURFACING OF CERTAIN STREETS WITHIN THE CITY.
- I) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2024-2025 IN THE AMOUNT OF \$3,404,354.02.

Councilman Williams moved to approve Consent Docket Items 2A through 2I, second by Councilwoman Hunt. Motion carried unanimously.

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

Agenda Item Number 3 being:

CONSIDER APPROVAL OF AN IRREVOCABLE PERMIT FOR AN ENCROACHMENT OF A 20' UTILITY EASEMENT BY 10' AT 3351 SHADY CREEK LANE. APPLICATION BY JOSEPH HENRY.

Elizabeth Weitman, Community Development Director, stated that the subject property is in the Shady Creek Addition located north of SE 34th and east of Bryant. The plat was filed in 2005 and is now considered fully built out with the construction of 3351 Shady Creek Lane. Ms. Weitman advised that there is currently a 20' utility easement that runs along the western edge of the platted addition that is not in use. She stated that the easement was required as part of the platting procedure to allow for public utilities to extend their lines as needed; however, no public utility has placed their infrastructure in the easement and the City's sewer line is located in the front yard. Ms. Weitman stated that the applicant would like to construct a swimming pool in the backyard with the desired location encroaching into the 20' easement by 10'. Therefore, the applicant is requesting an irrevocable permit for the area where the pool is located. During review of this request staff found no objections from public utilities or City staff for this portion of the easement to be occupied by the inground pool. She noted that at some point the property to the west of the site would be required to give a 15' utility easement so that the City will have a larger easement if needed. Staff recommended approval of the irrevocable permit by 10' with the distance of the encroachment not exceeding be more than 70' as shown on the site plan. Ms. Weitman noted that the irrevocable permit means the City cannot ask for the easement to be reinstated and the applicant would have full use of this portion of the easement for their swimming pool in perpetuity.

Councilman Williams moved to approve an Irrevocable Permit for an encroachment of a 20' utility easement by 10' at 3351 Shady Creek Lane, second by Councilwoman Griffith. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER AUTHORIZING STAFF TO ENTER INTO NEGOTIATIONS WITH WSC/HALFF AND ASSOCIATES FOR AN UPDATE TO THE CITY OF MOORE'S LAND DEVELOPMENT CODE AS DESCRIBED IN RFP NO. 2025-009.

Elizabeth Weitman, Community Development Director, advised that the City Council approved an update to the Land Development Code as a budgeted item in this year's budget. The City received four responses to a Request for Proposal ("RFP") submitted to qualified planning firms on February 4, 2025. An RFP review committee then scored the proposals. Ms. Weitman stated that a proposal from Clarion was received after the deadline and was returned unopened. Proposals were also received from TSW, Freese and Nichols, and WCS/Halff and Associates. She advised that WCS is a law firm from the Kansas City area and Halff and Associates is an engineering firm in Oklahoma City. The firm that received the highest score was WCS/Halff and Associates because they included the following:

- A land use attorney as a lead code writer helps identify legal issues with the current code and to create a legally defensible document.
- Drafting of revised code and associated workshops and public input are separated into modules to avoid "information overload".
- Proposed one year project schedule.
- Recent code update projects country-wide, with particular staff interest in Overland Park, KS and an on-going code update for City of Oklahoma City.

Ms. Weitman stated that staff was requesting permission to enter into negotiations with WSC/Halff for the City of Moore Land Development Code Update.

Councilman Williams asked if the bids were within the budgeted amount. Ms. Weitman advised that this was a request for proposals and not bids. Councilwoman Hunt stated that architectural services cannot be bid out and selection is based on qualifications. Ms. Weitman stated that the next step would be to negotiate a contract with the preferred firm.

Councilwoman Hunt moved to authorize staff to enter into negotiations with WSC/Halff and Associates for an update to the City of Moore's Land Development Code as described in RFP No. 2025-009, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 5 being:

CONSIDER AUTHORIZING THE PURCHASE OF 33 RIFLES AND ACCESSORIES FROM PROFORCE LAW ENFORCEMENT IN THE AMOUNT OF \$80,039.19 AS THE LOWEST QUOTE, MINUS \$4,254.25 IN-STORE CREDIT FROM TRADE-IN OF FIREARMS PREVIOUSLY DECLARED AS SURPLUS, FOR A TOTAL COST OF \$75,784.94.

Police Chief Todd Gibson that the item is to request the replacement of SWAT rifles and other rifles in the inventory to upgrade them and to provide rifles for new hires. Upgrades include optics, platforms, and hearing protection in the form of sound suppression on the rifles. Purchase of the rifles will be funded using MNO, SWAT and Armory, and Fund 12 New Hire funds.

Councilman Webb moved to authorize the purchase of 33 rifles and accessories from ProForce Law Enforcement in the amount of \$80,039.19 as the lowest quote, minus \$4,254.25 in-store credit from trade-in of firearms previously declared as surplus, for a total cost of \$75,784.94, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER APPROVAL OF YEAR 2 PROJECTS OF A 5-YEAR CONTRACT WITH HOLBROOK ASPHALT LLC, FOR STREET PAVEMENT PRESERVATION OF SELECTED CITY STREETS USING HIGH DENSITY MINERAL BOND (HA5) IN THE AMOUNT OF \$305,083.60.

Jerry Ihler, Assistant City Manager, stated that HA5 is an asphalt sealant treatment that prevents oxidation, blocks UVA rays, and prevents moisture from entering the asphalt. It also slows the hardening of the asphalt to prevent cracks and deterioration. Mr. Ihler indicated that HA5 was applied last year in Edgewater and a section of the Apple Valley Additions and appears to be working well. He advised that the City is in year two of a five-year contract with Holbrook Asphalt. This year staff would recommend treating the areas of Seiter Farms, Prairie View, Broadmoore Heights, and The Waters.

Mayor Hamm asked how the residents would be notified of the roadway treatment. Mr. Ihler indicated that residents would be notified a month in advance by mail, door hangers, and possibly the Tyler notification system. Another notification would be made closer to the scheduled treatment time.

Councilwoman Hunt moved to authorize staff to enter into negotiations with WSC/Halff and Associates for an update to the City of Moore's Land Development Code as described in RFP No. 2025-009, second by Councilman Williams. Motion carried unanimously.

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

Agenda Item Number 7 being:

CONSIDER THE BUDGETED RENEWAL OF THE ANNUAL SERVICE AGREEMENT WITH MOTOROLA SOLUTIONS FOR THE PUBLIC SAFETY RADIO CONSOLE SYSTEM IN THE AMOUNT OF \$54,497.23.

Gayland Kitch, Emergency Management Director, advised that the item was for the budgeted renewal of the annual service agreement with Motorola Solutions for the radio console system used in Dispatch and the Emergency Operations Center.

Councilwoman Griffith moved to approve the budgeted renewal of the annual service agreement with Motorola Solutions for the Public Safety Radio Console System in the amount of \$54,497.23, second by Councilman Williams. Motion carried unanimously.

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

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

Agenda Item Number 8 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD APRIL 7, 2025.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2024-2025 IN THE AMOUNT OF \$1,065,319.79

Trustee Hunt moved to approve Consent Docket Item 8A though 8B, second by Trustee Griffith. Motion carried unanimously.

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

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:45 P.M.

Agenda Item Number 9 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD APRIL 7, 2025.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2024-2025 IN THE AMOUNT OF \$285,523.99.

Trustee Williams moved to approve Consent Docket Items 9A and 9B, second by Trustee Porter. Motion carried unanimously.

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

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED AT 6:46 P.M. WITH CHAIRWOMAN KATHY GRIFFITH PRESIDING:

Agenda Item Number 10 being:

ROLL CALL

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

Agenda Item Number 11 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD MARCH 17, 2025.

Trustee Hunt moved to approve Consent Docket Item 11A, second by Trustee Porter. Motion carried unanimously.

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

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 6:47 P.M. WITH MAYOR MARK HAMM PRESIDING:

Agenda Item Number 12 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 expressed appreciation to the City's emergency personnel that responded during the recent heavy rains and flooding that occurred on April 19, 2025. He added that assistance from EMSTAT and the Oklahoma City and Norman Fire Departments was also appreciated. Mayor Hamm expressed his heartfelt condolences over the tragic death of a mother and son who passed away when the vehicle they were riding in was swept away by floodwaters.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, introduced the new Public Works Director Dennis Bothell. He advised that Mr. Bothell was working for the City under contract over the past three years. He served as the part-time interim Public Works Director over the past six months before agreeing to take the permanent full-time position. The City Council welcomed Mr. Bothell to the City.

Mr. Mitchell advised that a tabletop exercise was hosted by the Information Technology department on April 9, 2025 regarding the topic of Cyber Security. This exercise was attended by all the department heads and various members of the Police and Fire Departments.

He noted that large trash pickups are being scheduled two weeks out due to the recent storms.

Mr. Mitchell thanked the Police, Fire, Dispatch, Emergency Management, and Public Affairs departments for their hard work on April 19, 2025.

Agenda Item Number 13 being:

ADJOURNMENT

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

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

The City Council, Moore Public Works Authority, Moore Risk Management, and Moore Economic Development Authority meetings were adjourned at 6:49 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

ROB CLARK, MPWA Secretary

These minutes passed and approved as noted this ____ day of _____, 2025.

ATTEST:

VANESSA KEMP, City Clerk