

**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 18, 2024 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma, November 18, 2024 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: Porter, Hunt, Williams, Webb, Hamm

ABSENT: Griffith, 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 Greg Herbster; Human Resources Director, Christine Jolly; Parks and Recreation Director, Sue Wood; Information Technology Director, David Thompson; Police Chief Todd Gibson; Police Sergeant Kevin Stromski; Project-Grants Manager, Kahley Gilbert; Public Affairs Director/Assistant City Manager, Deidre Ebrey; and Veolia Water Project Manager, Robert Pistole.

Mayor Hamm presented a proclamation to Master Chief Larry Van Schuyver, State Commander for the Military Order of the Purple Heart, declaring the City of Moore a "Purple Heart City." Also in attendance were Candice McIntire, Oklahoma Department of Veterans Affairs, and Carrie Moore who are on the Ambassador Panel for the Military Order of the Purple Heart. Master Chief Van Schuyver stated that it was an honor to add the City of Moore to the Purple Heart family. Since he became Commander five years ago Oklahoma went from having 13 purple heart cities and towns to over 350. Master Chief Van Schuyver, on behalf of his 3,694 purple heart brothers, presented the City of Moore with a plaque in appreciation for the City of Moore's support in honoring the combat wounded veterans by becoming a Purple Heart City. Ms. McIntire expressed appreciation to the City Council for declaring Moore as a Purple Heart City. She indicated how much it meant to her and Ms. Moore since they each lived here. The City Council expressed their appreciation to Master Chief Van Schuyver, Ms. McIntire, and Ms. Moore.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD NOVEMBER 4, 2024.
- B) ACCEPT A 15' PUBLIC WATER LINE EASEMENT FROM MOORE PUBLIC SCHOOLS LOCATED IN THE SE/4 OF SECTION 28, T10N, R3W, SERVING THE SOUTHMOORE HIGH SCHOOL.

- C) ACCEPT 2,153 SQ. FT. OF PERPETUAL UTILITY EASEMENT FROM DAVID E. YEAKLEY AND BRENDA J. YEAKLEY FOR CONSTRUCTION OF THE NE 12TH STREET (I-35 TO EASTERN AVENUE) PROJECT.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2024-2025 IN THE AMOUNT OF \$3,418,898.55.

**Councilwoman Hunt moved to approve Consent Docket Items A-D, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 3 being:**

CONSIDER REZONING APPLICATION NO. RZ-1046, LOCATED IN THE SW/4 OF SECTION 3, T10N, R3W, BEING SOUTH OF NW 34<sup>TH</sup> STREET AND WEST OF SHIELDS BOULEVARD, FROM C-5/PU AUTOMOTIVE AND COMMERCIAL RECREATION DISTRICT WITH A PERMISSIVE USE FOR CAR SALES TO C-5/PU AUTOMOTIVE AND COMMERCIAL RECREATION DISTRICT WITH A PERMISSIVE USE FOR AN AUTO BODY SHOP WITH A PAINT BOOTH; AND APPROVE ORDINANCE NO. 30(24). APPLICATION BY ANDREW BUTLER. (PLANNING COMMISSION RECOMMENDED APPROVAL 6-0). WARD 2.

Elizabeth Weitman, Community Development Director, advised that the item was tabled from the November 4. 2024 meeting to allow time for the applicant to address some concerns regarding the proposed rezoning. Ms. Weitman stated that Rezoning Application No. 1046 was to rezone property located at 800 NW 34<sup>th</sup> to C-5 with a permissive use for automotive repair with a paint booth. Because the application is in conformance with the comprehensive plan and does not expand the business further into the Golden Acres Addition, staff recommended approval of the item. Ms. Weitman advised that the applicant, Andrew Butler, was in attendance to address any questions or concerns.

Councilwoman Hunt stated that she moved to table the item from the last council meeting because of parking concerns. She indicated that she looked at the site and found more parking than she had originally anticipated. After speaking with the applicant she felt her concerns had been addressed. Mayor Hamm inquired about the hours of operation and if any of the work would be performed outside. Mr. Butler stated that his regular hours of operation would be 8:00 to 5:00 and that the work would be done indoors. The building is spray foamed, and his compressor is located inside the building so he did not anticipate noise being an issue.

Mayor Hamm asked if anyone wished to speak on the item. Finding no one he asked for a motion.

**Councilwoman Hunt moved to approve Rezoning Application No. RZ-1046, located in the SW/4 of Section 3, T10N, R3W, being south of NW 34<sup>th</sup> Street and west of Shields Boulevard, from C-5/PU Automotive and Commercial Recreation District with a Permissive Use for Car Sales to C-5/PU Automotive and Commercial Recreation District with a Permissive Use for an Auto Body Shop with a Paint Booth; and approve Ordinance No. 30(24), second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 4 being:**

CONSIDER APPROVAL OF A CONTRACT WITH DATAMARK IN AN AMOUNT NOT TO EXCEED \$101,540 FOR GIS IMPROVEMENTS NECESSARY TO MEET THE OKLAHOMA GEOGRAPHIC INFORMATION NG9-1-1 AND ADDRESSING STANDARD.

Kahley Gilbert, Project-Grants Manager, advised that the City was awarded a grant from the Oklahoma 911 Management Authority for maintenance and improvements of GIS maps to meet or exceed the Oklahoma Geographic Information NG9-1-1 and Addressing Standard. Ms. Gilbert stated that the proposed contract with Datamark was for evaluation of current public safety, addressing, and GIS data, and to develop a plan for creating and maintaining GIS workflows, addressing, and datasets. They will complete an assessment of the City's NG9-1-1 GIS data and correct errors and discrepancies to maintain compliance. Datamark will also provide data updates, validation, and submission to the Statewide Database to maintain compliance for the following two years. Ms. Gilbert advised that the total contract amount is \$101,540, of which \$69,540 will be funded using grant funds. Councilman Williams confirmed that the remaining balance was included in the budget.

**Councilman Webb moved to approve a contract with Datamark in an amount not to exceed \$101,540 for GIS improvements necessary to meet the Oklahoma Geographic Information NG9-1-1 and Addressing Standard, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 5 being:**

CONSIDER AWARDED BID NO. 2025-002 FOR CONSTRUCTION OF THE SW 34<sup>TH</sup> STREET & I-35 24" WATERLINE PROJECT TO MATTHEWS TRENCHING INC., CO. IN THE AMOUNT OF \$829,977 AS THE LOWEST BEST RESPONSIVE BIDDER.

Jerry Ihler, Assistant City Manager, stated that Matthews Trenching, Inc. was the low bidder for construction of the SW 34<sup>th</sup> Street and I-35 24" waterline project. Mr. Ihler stated that the City contracted with Matthews Trenching in the past and felt that they did a good job. Staff recommended awarding the bid to Matthews Trenching as the lowest responsive bidder.

Councilman Williams asked for the parameters of the project. Mr. Ihler stated that the waterline would be connecting the west side of I-35 to the east side of I-35.

**Councilwoman Hunt moved to award Bid No. 2025-002 for construction of the SW 34<sup>th</sup> Street & I-35 24" Waterline Project to Matthews Trenching Inc., Co. in the amount of \$829,977 as the lowest best responsive bidder, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 6 being:**

CONSIDER APPROVING AMENDMENT NO. 1 IN THE AMOUNT OF \$17,500 TO THE AGREEMENT WITH OLSSON, INC. FOR DESIGN OF A TRAFFIC SIGNAL AT THE INTERSECTION OF NE 27<sup>TH</sup> STREET AND POLE ROAD FOR THE NE 27<sup>TH</sup> STREET RECONSTRUCTION PROJECT FROM I-35 TO N. EASTERN AVENUE.

Jerry Ihler, Assistant City Manager, stated that discussions occurred with Olsson engineering during design of the NE 27<sup>th</sup> Street roadway project (I-35 to Eastern Avenue) regarding how difficult it was for drivers to turn off Pole Road onto NE 27<sup>th</sup> Street. Olsson recommended a traffic light be erected at the intersection. Mr. Ihler advised that the proposed Amendment No. 1 to the contract with Olsson, Inc. was for design of the proposed traffic signal in the amount of \$17,500.

**Councilman Williams moved to approve Amendment No. 1 in the amount of \$17,500 to the agreement with Olsson, Inc. for design of a Traffic Signal at the intersection of NE 27<sup>th</sup> Street and Pole Road for the NE 27<sup>th</sup> Street Reconstruction Project from I-35 to N. Eastern Avenue, second by Councilman Hunt. Motion carried unanimously.**

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

**Agenda Item Number 7 being:**

CONSIDER APPROVAL OF AN APPLICATION FOR STOP LOSS INSURANCE WITH IHCC LIFE INSURANCE COMPANY, TO BE ADMINISTERED BY ASSURED BENEFITS ADMINISTRATORS, INC., EFFECTIVE JANUARY 1, 2025 THROUGH DECEMBER 31, 2025.

Christine Jolly, Human Resources Director, advised that in December 2023 Council approved a renewal for health insurance stop loss coverage with Dallas Risk Management Ironshore Indemnity. During annual review of the City's coverage, the benefits consultant at Gallagher identified a carrier, Tokio Marine, LLC, which would reduce premiums by 12.08% resulting in a \$94,000 savings in premiums, lower maximum claims liability by 9.72% or \$566,000, expand the claims incurred window by six months giving the City better protection against loss, and offers a premium credit program based on claims performance. Ms. Jolly requested approval of the application for stop loss insurance with IHCC effective January 1, 2025. She stated that Daniel Somers with Gallagher Benefit Services was available to answer any questions.

**Councilman Webb moved to approve an Application for Stop Loss Insurance with IHCC Life Insurance Company, to be administered by Assured Benefits Administrators, Inc., effective January 1, 2025 through December 31, 2025, second by Councilman Williams. Motion carried unanimously.**

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

**Agenda Item Number 8 being:**

CONSIDER ADOPTING RESOLUTION NO. 98(24) AUTHORIZING THE CONVEYANCE OF PROPERTY TO THE MOORE URBAN RENEWAL AUTHORITY IN ACCORDANCE WITH THE CLEVELAND HEIGHTS URBAN RENEWAL PLAN.

Brooks Mitchell, City Manager, stated that during review of the properties acquired in Cleveland Heights it was found that the City owns the eight properties contained in Resolution No. 98(24) which authorizes their conveyance to the Moore Urban Renewal Authority.

**Councilman Williams moved to adopt Resolution No. 98(24) authorizing the conveyance of property to the Moore Urban Renewal Authority in accordance with the Cleveland Heights Urban Renewal Plan, second by Councilman Porter. Motion carried unanimously.**

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

**Agenda Item Number 9 being:**

CONSIDER ADOPTING RESOLUTION NO. 99(24) APPROVING THE PURCHASE OF CERTAIN REAL PROPERTY LOCATED AT 3200 NE 12<sup>TH</sup> STREET IN THE CITY OF MOORE, APPROVING THE FINAL PURCHASE PRICE OF SAID REAL PROPERTY, AND DIRECTING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE NECESSARY DOCUMENTS IN FURTHERANCE THEREOF.

Brooks Mitchell, City Manager, stated that the subject site contains 8.63 acres identified during the budget process as property the City would like to acquire for an undetermined purpose. A portion of financing obtained earlier in the year was for the purchase of this property located at 3200 NE 12<sup>th</sup> Street. Mr. Mitchell noted that the purchase price was approximately \$100,000 less than originally anticipated.

**Councilman Williams moved to adopt Resolution No. 99(24) approving the purchase of certain real property located at 3200 NE 12<sup>th</sup> Street in the City of Moore, approving the final purchase price of said real property, and directing the City Manager or his designee to execute necessary documents in furtherance thereof, second by Councilman Porter. Motion carried unanimously.**

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

**Agenda Item Number 10 being:**

ACCEPT A SIGN PERMIT AS PART OF THE AGREEMENT BETWEEN THE CITY OF MOORE AND LAMAR ADVERTISING FOR THE RELOCATION OF A BILLBOARD RELATED TO THE CONSTRUCTION OF THE ANIMAL SHELTER.

Jerry Ihler, Assistant City Manager, advised that proposed sign permit is for the relocation of a billboard sign from the new Animal Shelter site to the southwest corner of 19<sup>th</sup> Street and the W. I-35 Service Road as part of an agreement with Lamar Advertising.

**Councilman Williams moved to accept a sign permit as part of the agreement between the City of Moore and Lamar Advertising for the relocation of a billboard related to the construction of the Animal Shelter, second by Councilman Porter. Motion carried unanimously.**

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

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:48 P.M.**

**Agenda Item Number 11 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD NOVEMBER 4, 2024.
- B) RATIFY ACTION OF THE CITY COUNCIL REGARDING APPROVAL OF APPLICATION FOR STOP LOSS INSURANCE WITH IHCC LIFE INSURANCE COMPANY, TO BE ADMINISTERED BY ASSURED BENEFITS ADMINISTRATORS, INC., EFFECTIVE JANUARY 1, 2025 THROUGH DECEMBER 31, 2025.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2024-2025 IN THE AMOUNT OF \$577,370.31

**Trustee Williams moved to approve Consent Docket Items A through C, second by Trustee Webb. Motion carried unanimously.**

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

**THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:48 P.M.**

**Agenda Item Number 12 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD NOVEMBER 4, 2024.
- B) APPROVE PAYMENT OF A WORKER'S COMPENSATION SETTLEMENT IN THE AMOUNT OF \$9,504 FOR CBR NO. 2050001025 TO KENNETH R. PITTS AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- C) APPROVE PAYMENT OF A WORKER'S COMPENSATION SETTLEMENT IN THE AMOUNT OF \$7,920 FOR CBR NO. 2050001098 TO KENNETH R. PITTS AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2024-2025 IN THE AMOUNT OF \$61,430.67.

**Trustee Hunt moved to approve Consent Docket Items A through D, second by Trustee Porter. Motion carried unanimously.**

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

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED AT 6:49 P.M. WITH VICE-CHAIRMAN LOUIE WILLIAMS PRESIDING:**

**Agenda Item Number 13 being:**

ROLL CALL

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

**Agenda Item Number 14 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD OCTOBER 21, 2024.

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

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

**THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 6:50 P.M. WITH MAYOR MARK HAMM 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.

Councilman Porter wished everyone a happy and blessed Thanksgiving next week. He expressed appreciation to the employees and the great job that they do. He felt it helped to make Moore a great place to live and thanked them for their hard work.

Mayor Hamm stated that he attended the Veterans Day Ceremony on November 11, 2024. Councilwoman Hunt and City Manager Brooks Mitchell participated in the event which was well attended.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, stated that the Oklahoma Transportation Commission approved contracts for the 4<sup>th</sup> Street Underpass Project at their meeting on November 4, 2024. Mr. Mitchell advised that construction was anticipated to begin around February 2025. He also thanked the citizens for approving the two propositions on the November 5, 2024 ballot. The propositions were for extension of the ¼ cent sales tax and the General Obligation Bonds for the Telephone Road project south of 34<sup>th</sup> Street.

**Agenda Item Number 16 being:**

ADJOURNMENT

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

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

**The City Council, Moore Public Works Authority, Moore Risk Management, and Moore Economic Development Authority meetings were adjourned at 6:51 p.m.**

TRANSCRIBED BY:

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

FOR:

\_\_\_\_\_  
ROB CLARK, MPWA Secretary

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

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