

**Minutes of the Claremore Cultural Development Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma November 04, 2013**

**CALL TO ORDER**

Meeting called to order by Mayor Mickey Perry at 6:00 P.M.

Mayor Mickey Perry asked City Clerk Sarah Sharp to note that members are present/absent as indicated below:

**Present:** Terry Willis, Buddy Robertson, Mark Lepak, Mickey Perry, Brian Callender, Don Purkey, David McComb, Paula Watson

**Absent:** Bill Flanagan

**Staff Present:** Jim Thomas, Matt Ballard, Sarah Sharp, Sean Douglas, Tim White, Ron Kolker, Ann Mayfield, Rick Hendricks, Stan Brown, Charles Downum, Steve Cox, Cassie Smith, Milburn Litterell, Ron Burrows, Carolyn Chapman, Jill Ferenc, Chris Cochran, Daryl Golbek, John Singer

Pledge of Allegiance by all.

Invocation by Councilman Purkey

**CALL TO THE PUBLIC**

None

**ACCEPTANCE OF THE AGENDA**

Motion by Willis, second by Purkey to approve the agenda for the regular CCDA meeting of November 04, 2013, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

**ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED**

None

**CURRENT BUSINESS**

**(1) Approve/Reject** the following consent items:

- (a)** Minutes of the Regular Claremore Cultural Development Authority meeting on October 21, 2013, as printed.
- (b)** All claims as printed.

Motion by Purkey, second by Willis to approve the CCDA consent items as printed. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, recuse. Motion carried.

### **ADJOURNMENT**

Motion by Lepak, second by Willis to adjourn. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

Meeting adjourned at 6:03 P.M.

\*The Council Meeting was held before the CPWA meeting due to the Executive Session item on the CPWA agenda.

**Minutes of the Claremore Public Works Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma November 04, 2013**

\*The Council Meeting was held before the CPWA meeting due to the Executive Session item on the CPWA agenda.

**CALL TO ORDER**

Meeting called to order by Mayor Mickey Perry at 6:21 P.M.

Mayor Mickey Perry asked City Clerk Sarah Sharp to note that members are present/absent as indicated below:

**Present:** Terry Willis, Buddy Robertson, Mark Lepak, Mickey Perry, Brian Callender, Don Purkey, David McComb, Paula Watson

**Absent:** Bill Flanagan

**Staff Present:** Jim Thomas, Matt Ballard, Sarah Sharp, Sean Douglas, Tim White, Ron Kolker, Ann Mayfield, Rick Hendricks, Stan Brown, Charles Downum, Steve Cox, Cassie Smith, Milburn Litterell, Ron Burrows, Carolyn Chapman, Jill Ferenc, Chris Cochran, Daryl Golbek, John Singer

**ACCEPTANCE OF THE AGENDA**

Motion by Watson, second by Willis to approve the agenda for the regular CPWA meeting of November 04, 2013, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

**ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED**

None

**CURRENT BUSINESS**

**(1) Approve/Reject** the following consent items:

**(a)** Minutes of Claremore Public Works Authority Regular Meeting on October 21, 2013, as printed.

**(b)** All claims as printed.

Motion by Willis, second by Lepak to approve the consent items as listed. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, recuse. Motion carried.

## **EXECUTIVE SESSION**

- 1. Approve/Reject** going into executive session to discuss the purchase and/or appraisal of real property, specifically, property located at 615 Ramm Road, Claremore, Oklahoma, pursuant to 25 Okla. Stat. Section 307 (B)(3).

Motion by Perry, second by Purkey to enter into executive session to discuss the purchase and/or appraisal of real property, specifically, property located at 615 Ramm Road. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

- 2.** Executive session to discuss item (1).

Council entered into executive session at 6:23 P.M.

Council came out of executive session at 6:41P.M.

- 3.** Return to regular session.

Motion by Willis, second by Lepak to acknowledge return to regular session. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

- 4.** Statement of executive session minutes.

Statement of executive session minutes was read by Mayor Perry:

While in executive session only the item listed was discussed. No votes were cast and no decisions were made.

- 5.** Discussion and vote to take any action deemed necessary regarding the City's purchase of property located at 615 Ramm Road.

Motion by Perry, second by Lepak to authorize the City Manager to enter into negotiations with the property owner of 615 Ramm Road, consistent with discussion in executive session. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

## **ADJOURNMENT**

Motion by Perry, second by Willis to adjourn. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

Meeting adjourned at 6:43 P.M.

**Minutes of the Claremore City Council Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma November 04, 2013**

\*The Council Meeting was held before the CPWA meeting due to the Executive Session item on the CPWA agenda.

**CALL TO ORDER**

Meeting called to order by Mayor Mickey Perry at 6:03 P.M.

Mayor Mickey Perry asked City Clerk Sarah Sharp to note that members are present/absent as indicated below:

**Present:** Terry Willis, Buddy Robertson, Mark Lepak, Mickey Perry, Brian Callender, Don Purkey, David McComb, Paula Watson

**Absent:** Bill Flanagan

**Staff Present:** Jim Thomas, Matt Ballard, Sarah Sharp, Sean Douglas, Tim White, Ron Kolker, Ann Mayfield, Rick Hendricks, Stan Brown, Charles Downum, Steve Cox, Cassie Smith, Milburn Litterell, Ron Burrows, Carolyn Chapman, Jill Ferenc, Chris Cochran, Daryl Golbek, John Singer

**ACCEPTANCE OF THE AGENDA**

Motion by Watson, second by Willis to approve the agenda for the regular City Council meeting of November 04, 2013, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

**ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED**

None

**AWARDS, PRESENTATIONS, AND COMMUNICATIONS**

None

**MAYOR'S REPORT & APPOINTMENTS**

None

**STAFF REPORTS**

City Manager Jim Thomas reported:

The employee Health Fair was held Thursday, October 31<sup>st</sup>. The event was well attended and a great success.

The American Red Cross will conduct a blood drive this Friday, November 8<sup>th</sup> at City Hall from 7:30 A.M. to 12:30 P.M.

Thomas and City Planner Jill Ferenc will be out of the office this Wednesday-Friday. They will be in Dallas at a conference to recruit development.

### **CURRENT BUSINESS**

**(2) Approve/Reject** the following consent items:

- (a)** Minutes of the Regular Council Meeting on October 21, 2013, as printed.
- (b)** Minutes of the Special Council Meeting on October 28, 2013, as printed.
- (c)** All claims as printed.
- (d)** Actual salary claims for pay periods ending **October 25, 2013**, in the amount of **\$408,537.12** and estimated salary claims to include contractual agreements for Fire Union Dues, Flexible Spending Accounts, Life Insurance, Fire Pension, Police Pension, Oklahoma Municipal Retirement Fund, Supplemental Vision, and Short/Long Term disability plans, Employee Recreation Center Fees, and United Way Contributions for next pay period in the amount of \$500,000.00. Payroll at \$500,000.00 amount to include payables.
- (e)** Approval of quarterly 911 Report and Monthly Activity Report for the Police Department. **(Stan Brown)**

Motion by Watson, second by Purkey to approve consent items (b) through (e) as listed. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

Motion by Willis, second by Purkey to approve consent item (a) as listed. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, recuse. Motion carried.

**(2) Discussion** regarding request to reduce the width of a utility easement located at 1303 Cottonwood Lane. **(Chris Cochran )**

City Engineer Chris Cochran stated the current owner of the property is selling the property. When the boundary survey was done for the property, it was discovered that the structure sits over the front setback and front utility easement. They are requesting that the easement be reduced by 7 feet. There are no utilities currently in the easement and the owners have approached the BOA to get a special exemption for regarding the setback issue.

The Ordinance requires a 30 day notice to the utility companies. That timeframe is not up yet, that is why it is being presented as a discussion only item at this time. It will be brought back before Council to approve or reject once the 30 day requirement has passed. Staff recommends approval.

**(3) Approve/Reject** utility easements from Wood Manor, Inc. in Lot 1 and Lot 2 of Wood Manor Addition. **(Chris Cochran)**

City Engineer Chris Cochran stated that Wood Manor added Autumn Manor. The water line is complete and they are now ready to turn it over to the City for maintenance and operation. Staff recommends approval.

Motion by Perry, second by Watson to approve the utility easements from Wood Manor, Inc. in Lot 1 and Lot 2 of Wood Manor Addition. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

**(4) Discussion and possible vote to Approve/Reject** the purchase of a Computer Aided Dispatch (CAD) system, Records Management System (RMS), and Mobile Data Terminal (MDT) from Spillman Technologies, Inc. in the approximate amount of \$446,116.00, pursuant to a mutually agreeable contract. **(Stan Brown)**

Chief Brown stated there are benchmarks for payment and the anticipated completion will be in 10-12 months.

Thomas clarified that this is for the software, installation, and training. There will be another request at a later time to approve the equipment that will be installed in the cars.

Mayor Perry clarified this will all be taken out of the restricted 911 funds and will not affect the general fund.

Thomas: we are confident with the revenue stream from the 911 funds collected will sustain the system. We should never have to deal with the general fund on this item.

City Attorney Matt Ballard discussed the bidding process that was followed.

Motion by Perry, second by Willis to approve the purchase of a Computer Aided Dispatch (CAD) system, Records Management System (RMS), and Mobile Data Terminal (MDT) from Spillman Technologies, Inc. in the approximate amount of \$446,116.00, pursuant to a mutually agreeable contract. Roll call vote: Willis, yes; Robertson, yes; Lepak, recuse; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

**(5) Approve/Reject Ordinance #2013-\_\_\_\_\_**, amending Ordinance No. 2007-11 of the City of Claremore, providing for funds for special purposes of the municipal government of the City of Claremore, Oklahoma; levying a tax on the gross receipts or proceeds on certain sales as herein defined; defining terms; prescribing procedures, remedies, lien and fixing penalties; fixing effective date; making provisions severable.  
**(Jim Thomas/Matt Ballard)**

Thomas stated this is a continuation of the sales tax for another 6 years. This is designated to be split between the Police Department, Fire Department, and Parks Department.

Motion by Watson, second by Willis to approve **Ordinance #2013- 21**, amending Ordinance No.2007-11 of the City of Claremore, providing for funds for special purposes of the municipal government of the City of Claremore, Oklahoma; levying a tax on the gross receipts or proceeds on certain sales as herein defined; defining terms; prescribing procedures, remedies, lien and fixing penalties; fixing effective date; making provisions severable. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

**(6) Approve/Reject Resolution #2013- \_\_\_\_\_**, directing that a general election be held for certain City Council positions and for a proposition pertaining to finance and taxation on February 11, 2014; declaring time when polls are to be open; stating positions for which election is to be held and stating time for commencement and expiration of terms of office; stating requirement for election; stating requirements for ballot; stating qualifications for candidates; stating the question to be submitted to the voters; making certain general election laws applicable; establishing period for filing for offices; stating responsibilities of county election board and county election board secretary; requiring publication of resolution; and providing for absentee ballots. **(Jim Thomas/Matt Ballard)**

Mayor Perry asked Attorney Matt Ballard to clarify the election of the 2 appointed council members (McComb and Callender) Ballard stated that the Charter states any appointed Council position will be voted on at the next city election. Because of the sales tax election vote, those two councilors will have to run for their seat to fill the remainder of the term (2015)

Motion by Perry, second by Purkey to approve **Resolution #2013- 15**, directing that a general election be held for certain City Council positions and for a proposition pertaining to finance and taxation on February 11, 2014; declaring time when polls are to be open; stating positions for which election is to be held and stating time for commencement and expiration of terms of office; stating requirement for election; stating requirements for ballot; stating qualifications for candidates; stating the question to be submitted to the voters; making certain general election laws applicable; establishing period for filing for offices; stating responsibilities of county election board and county election board secretary; requiring publication of resolution; and providing for absentee ballots. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

**(7) Approve/Reject** the Economic Development Services Agreement between the City of Claremore and the Claremore Industrial and Economic Development Authority (CIEDA). **(Jim Thomas)**

**Item #7 was removed from the agenda. Thomas stated the contract is still being drafted and will be brought back for approval at a later date.**

**ADJOURNMENT**

Motion by Perry, second by Watson to adjourn. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Perry, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

Meeting adjourned at 6:21 P.M.