

**Minutes of the Claremore Cultural Development Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma December 16, 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, Bill Flanagan, Mickey Perry, Brian Callender, Don Purkey, Paula Watson

**Absent:** David McComb

**Staff Present:** Jim Thomas, Matt Ballard, Sarah Sharp, Ron Kolker, Ann Mayfield, Jill Ferenc, Daryl Golbek, Larry Hughes, Tim White, Sean Douglas, Joe Kays, Ron Burrows, Stan Brown, Katie Caple, David White, Andy Armstrong (Grand Gateway)

Pledge of Allegiance by all.

Invocation by Councilman Purkey

**CALL TO THE PUBLIC**

Van Robinson 3100 Calloway Dr.

Mr. Robinson stated he grew up here in Claremore and moved back with his wife a few years ago. He is very happy with the changes the City has made already regarding the Will Rogers Park Project and looks forward to many more years of gardening in this project. There are a lot of people behind this project, and he hopes the Council is behind this project as well.

**ACCEPTANCE OF THE AGENDA**

Motion by Willis, second by Watson to approve the agenda for the regular CCDA meeting of December 16, 2013, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, 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 December 02, 2013, as printed.
- (b) All claims as printed.

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

**(2) Approve/Reject** agreement with Adventure Signs to upgrade the City of Claremore sign located at 600 S. Lynn Riggs Blvd. (Pizza Hut). **(Ron Burrows)**

Expo Director Ron Burrows addressed Council, stating that the sign is an embarrassment. The parts for the sign are obsolete. When something breaks, the repairmen have to take the part and fix it and bring it back. This contract will update the sign and will be state of the art. Preparations are being made to allow for updating of the City logo as the City moves forward with the branding project. The new message board will be 2 feet taller than the current one. These updates to the structure will be at no cost to the City, as Adventure Signs will be selling advertising space on the sign as compensation.

Motion by Purkey, second by Callender to approve the agreement with Adventure Signs to upgrade the City of Claremore sign located at 600 S. Lynn Riggs Blvd. (Pizza Hut). Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, abstain; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

## **ADJOURNMENT**

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

Meeting adjourned at 6:11 P.M.

**Minutes of the Claremore Public Works Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma December 16, 2013**

**CALL TO ORDER**

Meeting called to order by Mayor Mickey Perry at 6:11 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, Bill Flanagan, Mickey Perry, Brian Callender, Don Purkey, Paula Watson

**Absent:** David McComb

**Staff Present:** Jim Thomas, Matt Ballard, Sarah Sharp, Ron Kolker, Ann Mayfield, Jill Ferenc, Daryl Golbek, Larry Hughes, Tim White, Sean Douglas, Joe Kays, Ron Burrows, Stan Brown, Katie Caple, David White, Andy Armstrong (Grand Gateway)

**ACCEPTANCE OF THE AGENDA**

Motion by Watson, second by Willis to approve the agenda for the regular CPWA meeting of December 16, 2013, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, 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 December 02, 2013, as printed.
- (b)** All claims as printed.
- (c)** Award of bid to Miner's Equipment & Truck Repair for the purchase of a Bandit 19" chipper in the estimated amount of \$55,932.20. **(Larry Hughes)**

Item (c) went through the bidding process, and only 1 bid was received. Staff then compared that price to GSA pricing, and the bid was cheaper than GSA pricing. It was determined this was a fair and best price.

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

**(2) Discussion** regarding bids received for advanced metering infrastructure (AMI) **and possible vote** to: (1) Identify the lowest responsible bidder; and (2) award or not award a contract for smart electric and water meters to the lowest responsible bidder, which contract may include all items listed in the bid specifications, including a self-funded option or a fully managed service agreement. **(Larry Hughes)**

Thomas- This is an item that I have been involved in for the past year it has culminated to this point tonight. Before tonight's meeting we met with 7 of the 9 councilors individually to go over the bids received and the pros and cons of each. I just want people to realize that there has been a lot of thought and discussion put into this matter to try and best meet the City of Claremore's needs moving forward. This is a tool that will allow us to better assist our residents here in Claremore.

Hughes: All RFP's were reviewed and evaluated by a committee of department heads and staff. The AMI Technology is regulated by the FCC. Health concerns were discussed. The RF power density of the AMI meters compared to what cell phones and other everyday devices emit. Those devices emit much greater RF density than the AMI meters. Hughes reviewed pros and cons of ownership versus service agreement. If we purchase a system, we will need 3 full time IT personnel to maintain the system. Buy out after 10 years with GE= \$2,000,000. GE will back up our data at two separate sites. In case of a natural disaster in Oklahoma, this would be very beneficial. GE offers a 10 year warranty. We can buyout at any time we select. Price at time of buyout would be based on depreciation. There will be no rate change, but some people may receive higher bills, but that will be due to meter accuracy, especially on the water side. People will be billed accurately for what they are using. This hasn't always been the case with the meters that are currently in our system. This is an investment for our future. This is a must for us to be able to move forward. We currently have 600 miles of overhead lines at 12 people to maintain that. This will allow us to better allocate our funds to where they are needed. The data collected will help with blinks and outage detection. This will also relieve the PD of a great burden of answering calls during outages. Electric shuts down department 2 days a week to do turn offs. This will allow accounts to be turned off and on from the office, which will also benefit the citizens. Program will detect meter tampering.

Thomas- This will eliminate over 3000 self-read electric accounts. The project will take 6-8 months for complete installation. The City will not have to make any payments until GE turns the system over to the City. The price has come down through the bid process.

Staff will develop policy for citizens that want to opt out.

Motion by Flanagan, second by Purkey to approve GE as lowest responsible bidder, and move forward with the agreement pursuant to the approval of the fully managed service agreement contract. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

There will be a Special Meeting on Monday, December 23, 2013 at 6:00 p.m. to approve the final fully managed service agreement contract.

### **ADJOURNMENT**

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

Meeting adjourned at 7:07 P.M.

Councilman Willis left the meeting after the adjournment and was not present for the Council Meeting that followed.

**Minutes of the Claremore City Council Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma December 16, 2013**

**CALL TO ORDER**

Meeting called to order by Mayor Mickey Perry at 7:07 P.M.

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

**Present:** Buddy Robertson, Mark Lepak, Bill Flanagan, Mickey Perry, Brian Callender, Don Purkey, Paula Watson

**Absent:** Terry Willis, David McComb

**Staff Present:** Jim Thomas, Matt Ballard, Sarah Sharp, Ron Kolker, Ann Mayfield, Jill Ferenc, Daryl Golbek, Larry Hughes, Tim White, Sean Douglas, Joe Kays, Ron Burrows, Stan Brown, Katie Caple, David White, Andy Armstrong (Grand Gateway)

**ACCEPTANCE OF THE AGENDA**

Motion by Watson, second by Lepak to approve the agenda for the regular City Council meeting of December 16, 2013, as written. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

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

None

**AWARDS, PRESENTATIONS, AND COMMUNICATIONS**

(1) Presentation and update by Garver Engineers, LLC regarding the Water Treatment Plant upgrades. **(Jim Thomas)**

Michael Graves and John Cutright, design specialist with Garver Engineers were present.

Graves presented power point presentation showing progress of the project. Graves stated the engineering report was sent to DEQ on 9/5/13. Received DEQ comments 10/23/13.

The new lay out of the building was shown. Preliminary designs will be delivered to the City later this week. Pre-design workshop will be held in January with City Staff. The project will be bid-ready in December 2014. They anticipate the site will be operational in 2017.

**MAYOR'S REPORT & APPOINTMENTS**

Mayor Perry read aloud a letter that he received from Angie Graves, widow of T. Jack Graves:

Dear Claremore City Council and Mayor Perry,

Thank you so much for voting to name the thoroughfare by the City's gazebo in memory of my husband, T. Jack Graves. Jack loved our city and its people and would have been honored by your act of kindness.

May God Bless you as you have blessed our family.

With warm regards,  
Angie Graves

### **STAFF REPORTS**

None

### **CURRENT BUSINESS**

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

- (a)** Minutes of the Regular Council Meeting on December 02, 2013, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **December 06, 2013**, in the amount of **\$423,867.59** 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.

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

**(3) Presentation and vote to Approve/Reject Master Plan for Will Rogers Park.  
(Joe Kays)**

Jeff Morales with Land Plan Consultants was present to answer any questions. Morales states that the master plan is for the next 5-10 years of the park and that the plan will always be evolving as circumstances change.

Motion by Lepak, second by Purkey to approve the Master Plan for Will Rogers Park. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

**(4) Approve/Reject** conducting a public hearing for the purpose of applying for a grant from The Land and Water Conservation Fund for Will Rogers Park Project.  
**(Joe Kays)**

Motion by Flanagan, second by Lepak to approve conducting a public hearing for the purpose of applying for a grant from The Land and Water Conservation Fund for Will Rogers Park Project. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

Public hearing opened at 7:42 p.m.

Parks Director Joe Kays states these funds would be used to replace the existing shelter and build a restroom near the splash pad site. This is a 50/50 grant.

Crystal Campbell stated that she was thankful for all that have been involved and supported this project. Campbell stated that Kays and the Master Gardeners have been so good to work with.

There were no further public comments.

Motion by Lepak, second by Flanagan to close the public hearing. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

The public hearing was closed at 7:46 p.m.

**(5) Approve/Reject** conducting a public hearing for the purpose of applying for a grant from The Recreation Trails Program for Will Rogers Park Project. **(Joe Kays)**

Motion by Perry, second by Lepak to approve conducting a public hearing for the purpose of applying for a grant from The Recreation Trails Program for Will Rogers Park Project. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

Public Hearing opened at: 7:46 p.m.

Kays stated these funds will be used to construct a trail around the park. The project would be about \$209,000 total cost and the City would be responsible for about \$49,000. This is an 80/20 grant.

There were no public comments.

Motion by Lepak, second by Perry to close the public hearing. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

A break was taken from 7:47-7:58. Councilors Robertson, Lepak, Flanagan, Perry, Callender, Purkey, Watson were present after the break.

**(6) Approve/Reject** conducting a CDBG (Community Development Block Grant) Closeout Hearing on the Claremore FY11 CDBG Small Cities Program.  
**(Andy Armstrong/Art Andrews)**

Motion by Perry, second by Purkey to approve conducting a CDBG (Community Development Block Grant) Closeout Hearing on the Claremore FY11 CDBG Small Cities Program. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

Public hearing opened at: 7:58 p.m.

Armstrong- This is the 2<sup>nd</sup> and final public hearing. The Walnut Addition project was finished during the summer. The final hearing is to allow for public comment on the completion of the project.

There were no public comments.

Motion by Flanagan, second by Lepak to close the public hearing. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

The public hearing was closed at 8:00 p.m.

**(7) Discussion and possible approval** of the FY 11 CDBG Closeout Documents including the return of \$821.21 in grant funds. **(Andy Armstrong/Art Andrews)**

Motion by Purkey, second by Lepak to approve the FY 11 CDBG Closeout Documents including the return of \$821.21 in grant funds. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

**(8) Discussion and possible approval** of a letter requesting a contract extension to allow ODOC (Oklahoma Department of Commerce) consideration of closeout documents. **(Andy Armstrong/Art Andrews)**

Motion by Purkey, second by Lepak to approve a letter requesting a contract extension to allow ODOC (Oklahoma Department of Commerce) consideration of closeout documents. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

**(9) Approve/Reject Resolution #2013-\_\_\_\_**, declaring the intent of the Claremore City council to consider the designation of a portion of the City as a “Statutory Reinvestment Area” and to consider creation of a related “Tax Increment District” pursuant to Oklahoma Law; referring The AXH Increment District to the Claremore

Local Development Act Review Committee for its recommendations and findings; directing preparation of a project plan; directing the Claremore City Planning Commission to consider the proposed project plans and make any recommendations required by law; and containing other provisions relating thereto. **(Jim Thomas)**

Thomas- AXH in serious negotiations to purchase the remaining Burgess-Norton property. They have a tentative lease agreement while the TIF district gets set up, then the purchase will be completed. They plan on being fully operational at the end of January.

Motion by Perry, second by Flanagan to approve **Resolution #2013- 16**, declaring the intent of the Claremore City council to consider the designation of a portion of the City as a “Statutory Reinvestment Area” and to consider creation of a related “Tax Increment District” pursuant to Oklahoma Law; referring The AXH Increment District to the Claremore Local Development Act Review Committee for its recommendations and findings; directing preparation of a project plan; directing the Claremore City Planning Commission to consider the proposed project plans and make any recommendations required by law; and containing other provisions relating thereto. Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

**(10) Approve/Reject Ordinance # 2013 - \_\_\_\_** authorizing the lease of a portion of the Police Department parking lot for a cellular antenna tower. **(Stan Brown/Jim Thomas)**

Jessica Jones with Sabre Technologies was present to answer questions. The new antenna will be just north of where current antenna is. City communications will be place on the new tower. They will pay for the cost of removal of the old tower. All utilities will be moved to the new tower. Current tower is 116 feet, new tower will be within a couple of feet. Sabre will pay the City \$9,600 in yearly rent. The antenna will have a 20X63 footprint. This is a 5 year contract with renewal clauses up to 25 years. Rental fees collected will go back into the general fund.

Motion by Perry, second by Flanagan to approve **Ordinance # 2013 - 25**, authorizing the lease of a portion of the Police Department parking lot for a cellular antenna tower. Roll call vote: Robertson, yes; Lepak, abstain; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

## **EXECUTIVE SESSION**

**(1) Approve/Reject** going into executive session to discuss the following item(s):  
**(Matt Ballard)**

**(a)** Proposed Executive Session to discuss the evaluation and the employment performance of the City Manager, as authorized by tit. 25, Oklahoma Statutes,

Section 307 (B) (1) and (B) (7), where disclosure of information would violate confidentiality requirements of State law;

Motion by Flanagan, second by Perry to enter into executive session to discuss item (a). Roll call vote: Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Callender, yes; Purkey, yes; and Watson, yes. Motion carried.

(b) Executive session to discuss above items (a).

Council entered executive session: 8:18 P.M.

Councilor Robertson left the meeting at 8:18 p.m.

Council exited executive session: 8:38 P.M.

(c) Regular session.

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

(d) Statement of executive session minutes.

Statement of executive session minutes was read by Mayor Perry:  
While in executive session only the items listed were discussed. No votes were cast and no decisions were made.

(e) Possible discussion regarding the evaluation process for the City Manager.

No action was taken on this matter.

## **ADJOURNMENT**

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

Meeting adjourned at 8:41 P.M.