

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma March 17, 2014**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:00 P.M.

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

Present: Terry Willis, Buddy Robertson, Mark Lepak, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, David McComb, Paula Watson

Absent: None

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Stan Brown, Tim White, Daryl Golbek, Susy Collins, Jill Ferenc, Chris Cochran, Tamryn Cluck, Noelle Hayes, Lee Harrison, Scott Rogers, Suzan Maloy, Sean Douglas, Brittany McComb, Charles Downum, Danny Dobbins, Jeremy Ledbetter, Ron Kolker, Joe Kays

Pledge of Allegiance by all.

Invocation by Pastor Charles Ragland-1st Christian Church

CALL TO THE PUBLIC

None

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Willis to approve the agenda for the regular CCDA meeting of March 17, 2014, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, 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 March 03, 2014, as printed.
- (b)** All claims as printed.

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

ADJOURNMENT

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

Meeting adjourned at 6:03 P.M.

**Minutes of the Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma March 17, 2014**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:03 P.M.

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

Present: Terry Willis, Buddy Robertson, Mark Lepak, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, David McComb, Paula Watson

Absent: None

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Stan Brown, Tim White, Daryl Golbek, Susy Collins, Jill Ferenc, Chris Cochran, Tamryn Cluck, Noelle Hayes, Lee Harrison, Scott Rogers, Suzan Maloy, Sean Douglas, Brittany McComb, Charles Downum, Danny Dobbins, Jeremy Ledbetter, Ron Kolker, Joe Kays

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Willis to approve the agenda for the regular CPWA meeting of March 17, 2014, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, 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 March 03, 2014, as printed.
- (b)** All claims as printed.

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

ADJOURNMENT

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

Meeting adjourned at 6:05 P.M.

**Minutes of the Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma March 17, 2014**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:05 P.M.

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

Present: Terry Willis, Buddy Robertson, Mark Lepak, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, David McComb, Paula Watson

Absent: None

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Stan Brown, Tim White, Daryl Golbek, Susy Collins, Jill Ferenc, Chris Cochran, Tamryn Cluck, Noelle Hayes, Lee Harrison, Scott Rogers, Suzan Maloy, Sean Douglas, Brittany McComb, Charles Downum, Danny Dobbins, Jeremy Ledbetter, Ron Kolker, Joe Kays

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Willis to approve the agenda for the regular City Council meeting of March 17, 2014, with the correction that City Clerk Sarah Sharp will swear in Councilor McComb. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

MAYOR'S REPORT & APPOINTMENTS

(1) Swearing in of Ward I Councilor David McComb by Municipal Judge Stan Harrell.

Ward I Councilor Brian McComb was sworn in by City Clerk Sarah Sharp.

STAFF REPORTS

Executive Manager of Budget and Finance Susy Collins had her staff introduce themselves to Council. Staff members present were Brittany McComb-interim Utility Office Supervisor, Suzan Maloy-investments, bank reconciliations, and grant management, Scott Rogers-accounts payable, gas and purchase cards, Lee Harrison-CIEDA financials, bank statements for CCDA, payroll payables, Noelle Hayes-bids and fixed assets.

Thomas-There will be a special meeting Monday, March 31st to discuss the AXH TIFF. This will be the first of two required public meetings.

CURRENT BUSINESS

(2) Approve/Reject the following consent items:

- (a)** Minutes of the Regular Council Meeting on March 03, 2014, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **February 28, 2014**, in the amount of **\$415,999.58** 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.
- (d)** Approve letting bids for construction services for the Fire Department Administration Building project in accordance with local ordinance. **(Sean Douglas)**
- (e)** Approve solicitation of bids for the construction of King Road. **(Chris Cochran)**
- (f)** Approve solicitation of bids on the upgrading of traffic controls and detection at the intersection of SH66 and Stuart Roosa. **(Jeremy Ledbetter)**
- (g)** Approve solicitation of bids on the construction of a covered vehicle and equipment storage building. **(Jeremy Ledbetter)**
- (h)** Approve solicitation of bids on the boring and the tie in of the water line on North Country Club Road to the Claremore Plaza Addition. **(Jeremy Ledbetter)**
- (i)** Approve solicitation of bids for annual salt, sand, rock, and gravel bid. **(Jeremy Ledbetter)**
- (j)** Approve solicitation of bids for annual asphalt bid. **(Jeremy Ledbetter)**
- (k)** Approve solicitation of bids for annual concrete bid. **(Jeremy Ledbetter)**

Council asked for an update on item (e)- City Engineer Chris Cochran stated the engineering of the project is complete, the bid package will be sent to the City as soon as Council approves, he is waiting on the signatures regarding Mr. Biswell's property. Road will be closed only while school is out for the summer, there is a provision in the contract for that. The bid is scheduled to be awarded on April 21st. The County has committed to paying 20% of the costs, Cherokee Nation has committed to around \$230,000, and the Claremore school district has also committed to help with the expenses.

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

(3) Discussion and vote to Approve/Reject contract with Western Enterprises, Inc. for Fireworks Display at Claremore Lake on July 4th. **(Joe Kays)**

Parks Director Joe Kays stated the \$20,000 will pay for 841 shots, there is an early payment discount of \$1,000. He will use the savings to purchase 36 more shots. They will have the kids fishing derby the same day.

Motion by Purkey, second by Lepak to approve the contract with Western Enterprises, Inc. for Fireworks Display at Claremore Lake on July 4th. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

(4) Discussion and vote to Approve/Reject Ordinance #2014-_____, annexing a portion of the Northwest Quarter of the Northwest Quarter of Section 15, Township 21 North, Range 16 East of the Indian Base and Meridian, Rogers County, State of Oklahoma to the City of Claremore, Oklahoma. **(Chris Cochran)**

City Engineer Chris Cochran stated the property is a vacant lot east of the new Kum & Go location on Highway 20 east of town. The owners intend to build a Dollar General Store on the property.

Motion by Flanagan, second by Watson to approve **Ordinance #2014- 3**, annexing a portion of the Northwest Quarter of the Northwest Quarter of Section 15, Township 21 North, Range 16 East of the Indian Base and Meridian, Rogers County, State of Oklahoma to the City of Claremore, Oklahoma. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

(5) Discussion and vote to Approve/Reject the Special Use Permit for Verizon to allow the construction of a 125 foot monopole communications tower. **(Jill Ferenc)**

Lila Burns with Sabre Communications was present to answer any questions.

City Planner Jill Ferenc stated a Special Use Permit is required for anything over 65 feet in height. The lease was approved in December. An 8 foot wooden fence buffer is required around the base of the tower. The new tower will be the same height as the current tower.

Police Chief Stan Brown stated the current tower is 23 years old and in need of maintenance as required by the FCC regulations. The cabling is out of compliance as to how it is attached, there is general wear and tear; the tower needs to be repainted, all bolts replaced, etc. Verizon will be paying an annual lease fee, all of the Police Department's communications will be relocated to the new tower, they will also build a shelter over the generator.

Motion by Willis, second by Flanagan to approve the Special Use Permit for Verizon to allow the construction of a 125 foot monopole communications tower. Roll call vote: Willis, yes; Robertson, yes; Lepak, recuse; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

- (6) Discussion and vote to Approve/Reject Ordinance #2014-_____, changing the zoning of land in the Westerly 40 feet of Lot 1 and the Westerly 40 feet of the Northerly 75 feet of Lot 2 in Block 40, City of Claremore, Rogers County, State of Oklahoma, from Residential Multi-Family Low Intensity District (RM-1) to Commercial High Intensity District (CH) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. **(Jill Ferenc)**

Ferenc stated this Ordinance is to change the zoning of the East portion of 680 N. Lynn Riggs Blvd. This change will make the property all the same zoning and will be consistent with the current usage. The Planning Commission approved the item unanimously. There were no persons present speaking in favor or against the item at the Planning Commission meeting.

Motion by Willis, second by DeMier to approve **Ordinance #2014- 4** , changing the zoning of land in the Westerly 40 feet of Lot 1 and the Westerly 40 feet of the Northerly 75 feet of Lot 2 in Block 40, City of Claremore, Rogers County, State of Oklahoma, from Residential Multi-Family Low Intensity District (RM-1) to Commercial High Intensity District (CH) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

- (7) Discussion and vote to Approve/Reject sole source purchase of Document Imaging Solution Software from Tyler Technologies in the estimated amount of \$47,500.00. **(Susy Collins)**

Motion by Purkey, second by Willis to approve the sole source purchase of Document Imaging Solution Software from Tyler Technologies in the estimated amount of \$47,500.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

- (8) Discussion and vote to Approve/Reject updates to the City of Claremore Purchasing Policy. **(Susy Collins)**

Executive Director of Budget and Finance Susy Collins stated the last time the policy was updated was in 2009. The limits need to be updated to be more in line with State law. The proposed increases are less restrictive, but still very conservative compared to the State limits. The current policy is very restrictive; raising the limits will allow the City to have to bid out fewer projects, which will save time and money.

Motion by Purkey, second by Watson to approve the proposed updated Purchasing Policy, with the exception of the Professional Services portion. There will be no changes to that section. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes;

Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

(9) Discussion and vote to Approve/Reject the sole source purchase of time clocks from Kronos Inc. in the estimated amount of \$21, 645.00. **(Carolyn Chapman/Tim White)**

Presentation was made by IT Director Tim White.

Motion by Willis, second by DeMier to approve the sole source purchase of time clocks from Kronos Inc. in the estimated amount of \$21, 645.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

(10) Discussion and vote to Approve/Reject soliciting RFP (Request for Proposals) related to Lease Purchase of Police Vehicles at State Contract Pricing. **(Stan Brown)**

Police Chief Stan Brown stated this item is to go out for proposals, the proposal results will be brought back to Council for final approval. Brown's goal is to replace half of the fleet now and the other half in 5 years. There are State laws that will allow the lease/purchase over a number of years, but there is certain provisions that must be met.

Presentation made by Assistant Chief Charles Downum and Captain Danny Dobbins.

Mayor Flanagan stated that he would like to see a comparison done on the cost of purchase compared to a lease/purchase. Downum stated they will include that with the next presentation.

Motion by Willis, second by Callender to approve soliciting RFP (Request for Proposals) related to Lease Purchase of Police Vehicles at State Contract Pricing. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 7:58 p.m.