

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma April 21, 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, Tim White, Daryl Golbek, Susy Collins, Chris Cochran, Suzan Maloy, Ron Kolker, Larry Hughes, Carolyn Chapman, Sean Douglas, Jason Crandall, Kevin Bledsoe

Pledge of Allegiance by all.

Invocation by Pastor Mark Burger-Redeemer Lutheran 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 April 21, 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 Special Claremore Cultural Development Authority meeting on April 14, 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 April 21, 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, Tim White, Daryl Golbek, Susy Collins, Chris Cochran, Suzan Maloy, Ron Kolker, Larry Hughes, Carolyn Chapman, Sean Douglas, Jason Crandall, Kevin Bledsoe

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Willis to approve the agenda for the regular CPWA meeting of April 21, 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 Special Meeting on April 14, 2014, as printed.
- (b)** All claims as printed.
- (c)** Acceptance of bid for a back yard trencher from Ditchwitch of Tulsa in the estimated amount of \$27,976.00. **(Larry Hughes)**
- (d)** Acceptance of Electric Line Easements from:
Charles Michael Flint and Jami Dyan Flint
Burlington Northern Santa Fe Railroad
Maran Properties, LLC **(Larry Hughes)**
- (e)** Acceptance of Utility Easements from:
Terry C. Walizer and Lisa Walizer
Chris Gibson and Jennifer Gibson
Harvey L. Hendrix and Treba N. Hendrix **(Larry Hughes)**

(f) Acceptance of utility easements for a sanitary sewer line from:
Daily Enterprises, Inc. and ZNT, Inc. (**Chris Cochran**)

Motion by Watson, second by Purkey 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 Watson 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 6:09 P.M.

**Minutes of the Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma April 21, 2014**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:09 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, Tim White, Daryl Golbek, Susy Collins, Chris Cochran, Suzan Maloy, Ron Kolker, Larry Hughes, Carolyn Chapman, Sean Douglas, Jason Crandall, Kevin Bledsoe

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Willis to approve the agenda for the regular City Council meeting of April 21, 2014. 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) Report from Michael Graves of Garver Engineering regarding the Water Treatment Plant Project.

Michael Graves of Garver Engineering was present to give update and cost analysis of the project.

Project will expand capacity of original plant from 4.1 million gallons per day to 8.3 million gallons per day, rehabilitate existing facility and reconfigure plant #2. Timeline and milestones were discussed. Project will be ready to go out to bid by December. 280,000 gallon capacity clear well has been relocated to plant #2 and above ground due to large amounts of rock by plant #1. Estimated cost of project (45% design complete at this point) is \$17.4 million. There has been a \$627,000 increase in costs since 30% design completion.

Thomas- Water Plant #2 never produced a gallon of water; please assure the Council and the Public that we are not using the same technology.

Graves- The equipment will be removed and we will be using tried and true equipment that has been used in WTP #1. We will be rehabbing and salvaging as much of the equipment in WTP #2 as we can and selling it. There has been no credit assessed to that at this time. This equipment is useful in other industrial treatments.

DeMier- Is there any contractual requirement that guarantees the plant actually works, to avoid the same issues we had last time?

Graves- There is not, we could look at something like that, but it will be hard to guarantee something that we have no operational control over.

Thomas- One of the reasons I felt comfortable moving forward with Garver was they designed our WWTP a few years ago. They have worked with our City for many years and we have a relationship and a history.

Garver will get a cost of the total amount of the project that will be going into WTP #2, as requested by Councilor Watson.

STAFF REPORTS

Larry Hughes gave an update on the Smartgrid project implementation. Timeline and bench marks were discussed. Meters will be changed out 8/18/14-10/13/14. Billing Integration will begin 9/24/14. Training will begin 7/25/14 and will be ongoing as phases are implemented into the program. Program should be completely implemented by December 23rd. Larry is contact with GE at least twice a week. There is a weekly conference call with Larry and other staff to make sure they stay on track.

Thomas-We met with the Finance Committee last week. We are hitting benchmarks and sitting good financially. Approval of the audit will be on first meeting agenda in May.

CURRENT BUSINESS

(2) Approve/Reject the following consent items:

- (a)** Minutes of the Special Council Meeting on April 14, 2014, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **April 11, 2014**, in the amount of **\$422,263.63** 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 Quarterly 911 Report and Monthly Police Activity Report. **(Stan Brown)**
- (e)** Acceptance of Temporary Construction Easements and Deeds of Dedication from Biswell Properties, LLC
Johnny Lee Biswell and Bessie M. Biswell

Duane and Donna Biswell
Larry and Kathy Biswell
Jeff and Becky Sanders, formerly known as Becky Biswell
the King Road Widening Project. **(Chris Cochran)**

- (f) Award of annual oil and hydraulic oil bid to Hooten Oil Company for the following:

15W40	1000 Gallons	\$8.80
5W30	800 Gallons	\$7.26
5 W20	800 Gallons	\$7.26
Hydraulic Oil	1200 Gallons	\$6.06

(Kevin Bledsoe)

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 a special exemption to allow a fireworks display at the Rogers County Fair on September 11,2014. **(Lisa Rogers, Rogers Co. Fair)**

Rogers states they will be using the same company and launch site as last year. Notice will be sent out to homeowners located near the launch site. The Fire Marshall has reviewed and approved of the plan and site.

Motion by Willis, second by DeMier to approve a special exemption to allow a fireworks display at the Rogers County Fair on September 11,2014. 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 the use of an alternate pipe material for Claremore Plaza Phase III. **(Chris Cochran)**

Cochran stated the high performance pipe is not included in the City's Land Development Code Book, but the piping is fairly new to the market. City staff has looked at projects in other cities that have been used this pipe and are confident this pipe will be well suited for this project. If this test project goes well, the City will consider using this in future projects and altering the Land Development Code Book to allow usage of this material.

Motion by Purkey, second by Lepak to approve the use of an alternate pipe material for Claremore Plaza Phase III. 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 award of bid for the construction of King Road. **(Chris Cochran)**

Cochran handed out a cost summary of the project and bid results. 4 contractors picket up bid packets, but only 1 contractor submitted a bid. The cost is higher than the engineers estimated. City Staff has met with the contractor to reduce costs where they can. Cochran stated the City has two options: the City can reject all bids and re-bid the project. The problem with that option is the project will not be completed by the time school resumes for fall session. The second option is to work with the contractor to reduce costs.

Motion by Purkey, second by Willis to award bid to A & A Asphalt for the base bid, subject to an executed contract. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

(6) Discussion and vote to Approve/Reject Change Order No. 4 for the J.M. Davis Project. (Chris Cochran)

Councilor Lepak left the table at 7:43 p.m. and returned at 7:46 p.m.

Motion by Purkey, second by Flanagan to approve Change Order No. 4 for the J.M. Davis Project. 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 regarding the City Manager Retirement Plan. (Carolyn Chapman)

Chapman explained the City Manager retirement plan was inactivated in 2010. Currently the City contributes 8% to the City Manager's ICMA account, he contributes 7.75% to IMCA. The City contributes 5.72% and to the City Manager's OMRF account and he contributes 2.25% to the City's defined benefit plan.

Jim would like to reactivate the City Manager's retirement plan. Jim has to elect what percentage he wants to contribute, and that would be set permanently. The City is not obligated to contribute to the plan in any way, but can if they choose. The City could contribute bi-weekly, weekly, monthly, yearly, as a bonus of sorts, etc. This would be incorporated into his employment contract. The City cannot exceed \$51,000 in contributions from the City per year.

EXECUTIVE SESSION

(1) Approve/Reject going into executive session to discuss the employment of Jim Thomas pursuant to 25 OKLA. STAT. Section 307(B)(1).

Motion by Willis, second by DeMier to enter into executive session to discuss item 1. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

(2) Executive Session to discuss item 1.

Council entered executive session at 8:01 p.m.

Councilor Robertson left the meeting at 8:05 p.m.

Council came out of executive session at 9:18 p.m.

(3) Regular Session.

Motion by Willis, second by Callender to approve returning to regular session. Roll call vote: Willis, yes; Lepak, yes; DeMier, yes; Flanagan, 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 Flanagan:

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

(5) Discussion and vote to approve/reject the 2014/2015 employment contract with Jim Thomas. **(Matt Ballard)**

No action was taken on this item.

ADJOURNMENT

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

Meeting adjourned at 9:20 p.m.