

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma May 19, 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: Stan Brown, Matt Ballard, Sarah Sharp, Tim White, Daryl Golbek, Charles Downum, Scott Rogers, Ron Kolker, Jeremy Ledbetter, Larry Hughes, Art Andrews, Ron Burrows

Pledge of Allegiance by all.

Invocation by Jim Guess from Claremore Church of the Nazarene.

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 May 19, 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 May 05, 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 Willis, second by DeMier 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 6:01 P.M.

**Minutes of the Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma May 19, 2014**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:01 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: Stan Brown, Matt Ballard, Sarah Sharp, Tim White, Daryl Golbek, Charles Downum, Scott Rogers, Ron Kolker, Jeremy Ledbetter, Larry Hughes, Art Andrews, Ron Burrows

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Willis to approve the agenda for the regular CPWA meeting of May 19, 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 May 05, 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 Callender 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 City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma May 19, 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: Stan Brown, Matt Ballard, Sarah Sharp, Tim White, Daryl Golbek, Charles Downum, Scott Rogers, Ron Kolker, Jeremy Ledbetter, Larry Hughes, Art Andrews, Ron Burrows

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Willis to approve the agenda for the regular City Council meeting of May 19, 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.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None

MAYOR'S REPORT & APPOINTMENTS

None

STAFF REPORTS

Electric Supervisor Larry Hughes briefed Council on the progress of the tree trimming and electric line clearance crews. 6.68 miles of line had been trimmed and clear cut this year. 2019 trees (4 inch in diameter or larger) have been removed. Asplundh would have charged the City \$336,091 under the old contract; it has cost the City \$218,683 to do these same services in house. That is a savings of \$117,408 year to date; savings includes payroll, equipment, benefits, and capital expenditures. Hughes showed before and after photos of areas that have been cleared.

Public Infrastructure Supervisor Jeremy Ledbetter presented an update on stormwater management. Ledbetter states drainage channels in need have been identified, staff is currently in the process of obtaining and verifying easements from property owners to legally be able to perform the needed work. Once easements are obtained City crews will work to clear vegetation and debris, limit erosion and restore channel banks. Ledbetter showed photos of the top priority areas.

CURRENT BUSINESS

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

- (a) Minutes of the Regular Council Meeting on May 05, 2014, as printed.
- (b) All claims as printed.
- (c) Actual salary claims for pay periods ending **May 09, 2014**, in the amount of **\$408,682.55** 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 Willis 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.

(2) Discussion and vote to Approve/Reject Resolution #2014-_____, approving the issuance by the Claremore Industrial and Economic Development Authority of its “Tax Apportionment Note, Series 2014A (taxable) (AXH Increment District Project)” (the “Series 2014A Note”); waiving competitive bidding on the sale of the Series 2014A Note; approving a security agreement by and between the City of Claremore and the Claremore Industrial and Economic Development Authority; approving a Development Financing Assistance Agreement by and among the City of Claremore, the Claremore Industrial and Economic Development Authority and AXH Air Coolers, LLC; and containing other matters relating thereto. **(Dan McMahan)**

Attorney Dan McMahan was present to answer questions of council. McMahan stated this is the final step in the process. This Resolution will approve the issuance of the notes. Funds will be used to defray the cost of the purchase of the former Burgess Norton property. Life expectancy of the TIF District is up to 15 years. AXH will refurbish the existing building and build additional manufacturing facilities. They are committed to creating 120 new jobs once they are fully operational.

Motion by Purkey, second by Callender to approve **Resolution #2014- 3**, approving the issuance by the Claremore Industrial and Economic Development Authority of its “Tax Apportionment Note, Series 2014A (taxable) (AXH Increment District Project)” (the “Series 2014A Note”); waiving competitive bidding on the sale of the Series

2014A Note; approving a security agreement by and between the City of Claremore and the Claremore Industrial and Economic Development Authority; approving a Development Financing Assistance Agreement by and among the City of Claremore, the Claremore Industrial and Economic Development Authority and AXH Air Coolers, LLC; and containing other matters relating thereto. Roll call vote: Willis, abstain; 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 holding a CDBG (Community Action Block Grant) Needs Hearing on the Claremore CDBG Small Cities Program. (Andy Armstrong/Art Andrews)

Motion by Willis, second by Watson to approve holding a CDBG (Community Action Block Grant) Needs Hearing on the Claremore CDBG Small Cities Program. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

Hearing opened at 6:32 p.m.

Andy Armstrong with Grand Gateway was present to answer questions. Armstrong stated this hearing starts the annual process. This grant is a dollar for dollar match. This year funds will be used to complete the 3rd phase of Sanitary Sewer Rehabilitation in the Meadow View area.

There were no public comments.

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

Hearing closed at 6:36 p.m.

(4) Discussion and vote to Approve/Reject the FY14 CDBG Citizen Participation Plan for the City of Claremore. (Andy Armstrong/Art Andrews)

Motion by Willis, second by Watson to approve the FY14 CDBG Citizen Participation Plan for the City of Claremore. 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 Ordinance #2014-_____, vacating the alley in Block 88 of the City of Claremore, Oklahoma, according to the U.S. Government plat thereof. (by Melton's Auto Dealership). (Chris Cochran)

Public Works Director Daryl Golbek stated this will close the alleyway to through traffic, but it will not block utility access. All utilities were notified, there was no response.

Motion by Purkey, second by Lepak to approve **Ordinance #2014- 10**, vacating the alley in Block 88 of the City of Claremore, Oklahoma, according to the U.S. Government plat thereof. (by Melton's Auto Dealership). 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 Ordinance #2014-____, adopting an Employee Retirement System, Defined Contribution Plan for the position of City Manager for the City of Claremore, Oklahoma. (**Matt Ballard/Carolyn Chapman**)

Motion by Willis, second by Lepak to approve **Ordinance #2014- 11**, adopting an Employee Retirement System, Defined Contribution Plan for the position of City Manager for 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 audit services proposal from David Clanin CPA PLLC for the 2014/2015 fiscal year in the estimated amount of \$26,000. (**Jim Thomas/Bill Flanagan**)

Mayor Flanagan stated that he and City Manager Thomas have met with Clanin; it is their recommendation to change auditors for the next fiscal year. The goal is to have the audit report done by September 1st.

Clanin was present to answer questions from Council. Clanin gave a brief overview of his qualifications, stating he has been conducting audits for the last 18 years, the last 9 of which were auditing municipalities.

Finance Director Ron Kolker pointed out that the audit services will also include CIEDA.

Motion by Lepak, second by Willis to approve the audit services proposal from David Clanin CPA PLLC for the 2014/2015 fiscal year in the estimated amount of \$26,000. 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; Lepak, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; McComb, yes; and Watson, yes. Motion carried.

Meeting adjourned at 6:48 P.M.