

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 07, 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, Don Purkey, Brian Callender

Absent: David McComb

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Daryl Golbek, Susy Collins, Tim White, Jeri Koehler, Joe Kays, Ron Bailey, Mitch Louderback, Carolyn Chapman, Jill Ferenc, Clayton Christy-(Tri-State Engineering), Art Andrews, Andy Armstrong-(Grand Gateway), Donnie Burgess, Jean Hurst

Pledge of Allegiance by all.

Invocation by: Glenn Shaffer-Destiny Life Church

CALL TO THE PUBLIC

Kelly Smalygo- 420 E. Patti Page Blvd.

Mr. Smalygo discussed the sign ordinance, stating he feels like it detracts from small businesses and that it is not enforced across the board. He feels that some businesses are overlooked and would like to see this ordinance addressed so that it is more business friendly.

David Patterson- 503 E. Blue Starr Dr.

Mr. Patterson was present to discuss the sign ordinance as well. Mr. Patterson owns the Quick and Easy store at the corner of Blue Starr Dr. & Sioux. Mr. Patterson stated that when he has a banner up advertising ice cream he sells twice as much ice cream as he does when the sign is not up. He needs to be able to put up multiple signs and leave them up as long as he needs to. Patterson was also upset that he was made to take down a sign that advertises his farm, which is located outside of the City limits. Patterson stated the ordinance needs to be changed to be more business friendly and that he would like to see local business owners included and be able to have some input in the revisions.

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Purkey to approve the agenda for the regular CCDA meeting of July 07, 2014, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, 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 June 16, 2014, as printed.
- (b)** All claims as printed.
- (c)** Approve request to solicit bids to replace swimming pool plaster with porcelain tile at the Recreation Center. **(Mitch Louderback)**
- (d)** Approve request to solicit bids for installation of insulation in the indoor arena's walls at the EXPO Center. **(Ron Burrows)**

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

ADJOURNMENT

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

Meeting adjourned at 6:17 P.M.

**Minutes of the Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 07, 2014**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:17 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, Don Purkey, Brian Callender

Absent: David McComb

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Daryl Golbek, Susy Collins, Tim White, Jeri Koehler, Joe Kays, Ron Bailey, Mitch Louderback, Carolyn Chapman, Jill Ferenc, Clayton Christy-(Tri-State Engineering), Art Andrews, Andy Armstrong-(Grand Gateway), Donnie Burgess, Jean Hurst

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Callender to approve the agenda for the regular CPWA meeting of July 07, 2014, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, 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 June 16, 2014, as printed.

(b) All claims as printed.

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

Meeting adjourned at 6:18 P.M.

**Minutes of the Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 07, 2014**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:18 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, Don Purkey, Brian Callender

Absent: David McComb

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Daryl Golbek, Susy Collins, Tim White, Jeri Koehler, Joe Kays, Ron Bailey, Mitch Louderback, Carolyn Chapman, Jill Ferenc, Clayton Christy-(Tri-State Engineering), Art Andrews, Andy Armstrong-(Grand Gateway), Donnie Burgess, Jean Hurst

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Lepak to approve the agenda for the regular City Council meeting of June 16, 2014. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None

MAYOR'S REPORT & APPOINTMENTS

None

STAFF REPORTS

City Manager Jim Thomas- I just wanted to acknowledge the 4th of July weekend went very well. The kids fishing derby and the fireworks show were well attended, and there was great teamwork exhibited by our staff to have these events run so smoothly. They were both great community activities.

Public Works Director Daryl Golbek gave an update on the King Road Widening Project. VVEC has removed all put two of their poles. The rural water district is in the process of moving their lines. AT & T and Cox Cable have yet to move their utilities. Brian Green

has done as much work as he can without the utilities being moved. Deadline for completion of the project is mid-August.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a)** Minutes of the Regular Council Meeting on June 16, 2014, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **June 20, 2014**, in the amount of **\$487,154.01** 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)** Approval to renew Lease Agreement between the City of Claremore and Frank C. and Ludmila Robson for use of park land behind Reasor's for Fiscal Year 2014/2015 in the amount of \$1.00. **(Joe Kays)**
- (e)** Approval to renew Lease Agreement between the City of Claremore and Destiny Life Church for Fiscal Year 2014/2015. **(Joe Kays)**
- (f)** Approval to renew Lease Agreement between the City of Claremore and Claremore Elks Lodge #1230 for Fiscal Year 2014/2015. **(Joe Kays)**
- (g)** Approval to renew Lease Agreement between the City of Claremore and Rogers County Health Department for Fiscal Year 2014/2015. **(Joe Kays)**
- (h)** Approval of contract renewal for the 2014/2015 Fiscal Year with the ARK Animal Hospital for Veterinarian needs for the Animal Shelter. **(Jean Hurst)**
- (i)** Approval to renewal of Agreement between City of Claremore and Claremore Convention and Visitors Bureau, Inc. for promotion of tourism from July 1, 2014 to June 30, 2015. **(Jim Thomas)**

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

(2) Discussion and vote to Approve/Reject agreement with Claremore Main Street for the 2014/2015 Fiscal Year in the amount of \$35,000.00 **(Sarah Sharp/Cindy Bissett)**

Mayor Flanagan disclosed that his wife has been appointed to this board. Legal Counsel concluded there is no conflict of interest, as her position is a volunteer position and not a paid position.

Motion by Callender, second by Lepak to approve the agreement with Claremore Main Street for the 2014/2015 Fiscal Year in the amount of \$35,000.00. Roll call vote: Willis,

yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

- (3) Discussion and vote to Approve/Reject Resolution #2014-_____, supporting continued participation in the Oklahoma Main Street Program.
(Sarah Sharp/Cindy Bissett)

Motion by Purkey, second by Lepak to approve Resolution #2014- 5, supporting continued participation in the Oklahoma Main Street Program. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

- (4) Discussion and vote to Approve/Reject Resolution #2014-_____, requesting assistance from the Oklahoma Department of Commerce for Community Development Block Grants Program funds, and authorizing the Mayor to sign all related application documents. **(Andy Armstrong/Art Andrews)**

Motion by Purkey, second by Willis to approve Resolution #2014- 6, requesting assistance from the Oklahoma Department of Commerce for Community Development Block Grants Program funds, and authorizing the Mayor to sign all related application documents. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

- (5) Discussion and vote to Approve/Reject Resolution #2014-_____, committing \$77,692 in City resources to the Community Development Block Grant for FY 2014/2015. **(Andy Armstrong/Art Andrews)**

Motion by Purkey, second by Robertson to approve Resolution #2014- 7, committing \$77,692 in City resources to the Community Development Block Grant for FY 2014/2015. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

- (6) Discussion and possible action regarding a request from Destiny Life Church to modify the deceleration lane requirement of the Land Development Code.
(Jill Ferenc)

Planning Director Jill Ferenc and Tri-State Engineer Clayton Christy were present. Ferenc reviewed the item to this point. Christy explained how the number of right hand cars turning was determined. Staff recommends denial of waiving the deceleration lane.

Pastors Glenn Shaffer and Tom Williams were present for Destiny Life Church. They presented a traffic count they had done at their existing location by Traffic Engineering Consultants. Destiny Life Church does not believe that they meet the requirement to install the deceleration lane. Fiscal impact of this is estimated to be \$150,00-\$200,000.

Motion by Flanagan, second by DeMeir to grant the request to modify the deceleration lane requirement of the Land Development Code as interpreted by the Planning Commission. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried. No deceleration lane will be required at this point.

(7) Discussion and vote to Approve/Reject Final Plat of the Dollar General Claremore located at Highway 20/E Will Rogers Blvd. (**Jill Ferenc**)

Motion by Willis, second by Lepak to approve the Final Plat of the Dollar General Claremore located at Highway 20/E Will Rogers Blvd. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

(8) Discussion and vote to Approve/Reject Resolution #2014-_____, to renew, ratify, and affirm certain Sales Tax Agreements, dated May 1,2012 and April 1, 2013, respectively, between the City of Claremore, Oklahoma and the Claremore Public Works Authority for the Fiscal Year ending June 30, 2015.

Motion by Flanagan, second by Robertson to approve Resolution #2014- 8, to renew, ratify, and affirm certain Sales Tax Agreements, dated May 1,2012 and April 1, 2013, respectively, between the City of Claremore, Oklahoma and the Claremore Public Works Authority for the Fiscal Year ending June 30, 2015. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

(9) Discussion and vote to Approve/Reject Ordinance #2014-_____, enacting and adopting the 2013 supplement to the Code of Ordinances for the City of Claremore, Claremore, Oklahoma. (**Sarah Sharp**)

Motion by Willis, second by Robertson to approve Ordinance #2014- 13, enacting and adopting the 2013 supplement to the Code of Ordinances for the City of Claremore, Claremore, Oklahoma. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

(10) Discussion and vote to Approve/Reject renewal from Oklahoma Municipal Assurance Group (OMAG) for FY 2014/2015 Worker's Compensation Insurance in the amount of \$667,291.00 with the reduction of the Escrow in the amount of \$2,837.19 which will reduce the cost to \$664,453.81. (**Carolyn Chapman**)

Motion by Callender, second by DeMier to approve renewal from Oklahoma Municipal Assurance Group (OMAG) for FY 2014/2015 Worker's Compensation Insurance in the amount of \$667,291.00 with the reduction of the Escrow in the amount of \$2,837.19 which will reduce the cost to \$664,453.81. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, no; and Callender, yes. Motion carried.

(11) Discussion and vote to Approve/Reject budget roll over from FY 2013/2014 to FY 2014/2015 in the amount of \$1,734,512.73 for incomplete capital projects.
(Susy Collins)

Motion by Purkey, second by Willis to approve the budget roll over from FY 2013/2014 to FY 2014/2015 in the amount of \$1,734,512.73 for incomplete capital projects.
Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

(12) Discussion and vote to Approve/Reject the emergency purchase of a 2014 Mack LEU 613 6x2 Sanitation Truck from Waste Research, Inc. In the amount of \$245,607.57. (Donnie Burgess)

Sanitation Supervisor Donnie Burgess explained that two sanitation trucks caught fire and were ruined.

Attorney Matt Ballard stated that this purchase falls under the emergency clause in the City's purchasing policy. Ballard wanted to make it clear that with being down 2 sanitation trucks, the added demand on manpower and resources, and health and safety issues, bidding of this purchase was not warranted.

Motion by Lepak, second by Willis to approve the emergency purchase of a 2014 Mack LEU 613 6x2 Sanitation Truck from Waste Research, Inc. In the amount of \$245,607.57. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

(13) Discussion and action to accept the resignation of City Councilor Paula Watson and declare the Ward I City Council seat vacant. (Jim Thomas/Bill Flanagan)

Councilor Watson's resignation letter was read by Councilor Willis.

Motion by Purkey, second by Willis to approve the resignation of City Councilor Paula Watson, effective June 30, 2014, and declare the Ward I City Council seat vacant. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

(14) Discussion and possible action regarding the vacant Ward I Councilor seat, including a potential vote to (1) establish the procedure for soliciting and selecting candidate, (2) interview and/or discuss potential candidates, (3) set dates for further discussion and interview of candidates, and/or (4) take any other action deemed necessary to fill the vacant Ward I seat. (Jim Thomas/Bill Flanagan)

Motion by DeMeir, second by Callender to run a story in the Claremore Daily Progress requesting that any interested candidates submit their letter of interest to the City Clerk's office by 5:00 p.m. on July 18th. Candidates will be interviewed by Council at the July

21st regular Council Meeting. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; and Callender, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 8:18 P.M.