

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 04, 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, David McComb, Susan Kirtley

Absent: Brian Callender

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Susy Collins, Tim White, Joe Kays, Jill Ferenc, Sean Douglas, Stan Brown, Sharon McDonald, Larry Hughes, Daryl Golbek, Carolyn Chapman, Ron Easterling, Jeri Koehler, Chris Cochran

Pledge of Allegiance by all.

Invocation by: Councilor Purkey

Councilor Susan Kirtley was sworn in by Municipal Judge Stanton Harrell and took her seat at Council table.

CALL TO THE PUBLIC

Ted King- 14476 E. 500 Road Claremore

Mr. King addressed the Council regarding banning smoking in public on public property. King states he has seen No Smoking signs at Will Rogers Park and would like to encourage Council to not enact any ordinances that would prohibit smoking on City property.

Mike McClaren- Superintendent of Claremore Public Schools

Mr. McClaren had questions regarding the King Road Widening Project, and the date for project completion. McClaren states the school is receiving 10-15 calls a day from parents and staff does not know what to tell them.

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Lepak to approve the agenda for the regular CCDA meeting of August 04, 2014, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, 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 July 21, 2014, as printed.
- (b) All claims as printed.

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

Meeting adjourned at 6:10 P.M.



Sarah Sharp, City Clerk

**Minutes of the Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 04, 2014**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:10 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, David McComb, Susan Kirtley

Absent: Brian Callender

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Susy Collins, Tim White, Joe Kays, Jill Ferenc, Sean Douglas, Stan Brown, Sharon McDonald, Larry Hughes, Daryl Golbek, Carolyn Chapman, Ron Easterling, Jeri Koehler, Chris Cochran

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Lepak to approve the agenda for the regular CPWA meeting of August 04, 2014, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, 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 July 21, 2014, as printed.
- (b)** All claims as printed.
- (c)** Approval to solicit a sealed bid SB-2014-18 for painting and carpet installation in the Utility Department as well as entire office remodeling. **(Susy Collins)**

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

(2) Discussion and vote to Approve/Reject the purchase a Altec DM47B Digger Derrick from Altec at GSA pricing in the amount of \$198,716.00 **(Larry Hughes)**

Motion by Purkey, second by McComb to approve the purchase a Altec DM47B Digger Derrick from Altec at GSA pricing in the amount of \$198,716.00. Roll call vote: Willis,

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

(3) Discussion and vote to Approve/Reject Task Order 2014-01 in the estimated amount of \$27,000 and Task Order 2014-02 in the estimated amount of \$57,000 with Tri-State Engineering for design of waterlines. **(Chris Cochran/Jeremy Ledbetter)**

Motion by Purkey, second by Lepak to approve Task Order 2014-01 in the estimated amount of \$27,000 and Task Order 2014-02 in the estimated amount of \$57,000 with Tri-State Engineering for design of waterlines. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, 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; McComb, yes; and Kirtley, yes. Motion carried.

Meeting adjourned at 6:28 P.M.



Sarah Sharp, City Clerk

**Minutes of the Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 04, 2014**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:28 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, David McComb, Susan Kirtley

Absent: Brian Callender

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Susy Collins, Tim White, Joe Kays, Jill Ferenc, Sean Douglas, Stan Brown, Sharon McDonald, Larry Hughes, Daryl Golbek, Carolyn Chapman, Ron Easterling, Jeri Koehler, Chris Cochran

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Lepak to approve the agenda for the regular City Council meeting of August 04, 2014. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None

MAYOR'S REPORT & APPOINTMENTS

(1) Swearing in of Ward I Councilor Susan Kirtley by Municipal Judge Stanton Harrell.

Kirtley was sworn in by Municipal Judge Stanton Harrell during the CCDA portion of the meeting.

STAFF REPORTS

City Manager Jim Thomas reported to Council the following:

3rd Annual National Night Out will be Tuesday, August 5th at Will Rogers Park from 6-9 p.m. There will be free hot dogs, live music, etc. This is a great family event for the community to come out and meet the local law enforcement officers.

The City has been approached by a developer to develop 135 acres as a special assessment district. Staff feels that there should be a workshop with the developer and council, as a district of this nature has not been formed in the past. Development does fit into the comprehensive plan. A special workshop/meeting will be held Monday, August 25th at 6 p.m.

King Road Widening Project-Public Works Director Daryl Golbek showed video of the site from a drone that was taken over the weekend. Golbek stated the aggregate base will be finished by August 7th, two lanes of asphalt will be laid by the time school starts. The relocation of utilities has held the project up considerably. Sub-contractor Brian Green has been doing as much of the dirt work as possible while the utilities are being moved. Southaven will remain open. Contractor has asked that only school traffic be allowed until the project is complete to alleviate as much congestion as possible.

GE Presentation on Automated Meter Project- Project Manager Cleo Coleman and Todd Jackson from GE were present to update Council on the progress of the project. Coleman stated there have been a couple of delays, but nothing major. The water and electric meters have been ordered. The core network will be stood up this month. Mass installation of the meters will begin in September. They are still on track for completion of the project by the December deadline. Parallel systems will be running to lessen any disruptions to citizens. The City will not start paying for the system until it is fully operational.

Claremore Plaza Project and CIEDA report- CIEDA Director Jeri Koehler updated Council on the progress of CIEDA during her first 45 days on board. Regarding the Claremore Plaza, Koehler reviewed the timeline of events up to this point. Spirit Bank has been ordered by the FDIC to get out of the development business. Koehler has been meeting with developers to see if anyone would be interested in forming a partnership to develop the property. The hard deadline is the end of August. St. John and the Hampton Inn have purchased their property, so they are secure. If the property is sold at auction, it would more than likely be split up and sold off in lots.

Fire Administration Building- Fire Chief Sean Douglas reported the demolition portion of the project has been completed, the bathroom floor has been cut out and plumbing replaced. New gas and water lines to the building have been ran. Douglas states the old sanctuary floor has been leveled and structural members and supports have been reinforced. HVAC and the sprinkler system are being installed and the project should be completed by the December 31st deadline.

Senior Citizens Building- Senior Citizens Center Director Sharon McDonald reported that there was some water damage to the building that occurred during the replacement of the roof. McDonald stated this created a lot more work than they anticipated, but it was also a blessing in disguise because a lot of problems with the wiring and other safety issues were found. They anticipate to be in the building by March.

CURRENT BUSINESS

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

- (a) Minutes of the Regular Council Meeting on July 21, 2014, as printed.
- (b) All claims as printed.
- (c) Actual salary claims for pay periods ending **July 18, 2014**, in the amount of **\$460,874.05** 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 solicit RFP for the replacement of the windscreens and resurfacing of the tennis courts at Powers Park. **(Joe Kays)**
- (e) Approval of the Quarterly 911 Report and Monthly Police Activity Report. **(Stan Brown)**
- (f) Approval to reward bid for the upgrading of traffic controls and detection at the intersection of SH66 and Stuart Roosa to Davis H. Elliot Co. in the estimated amount of \$41,102.00. **(Jeremy Ledbetter)**
- (g) Approval to replace the Core Network Switch for I.T. needs in the estimated amount of \$39,656.69 from Peak Uptime at State Contract pricing. **(Tim White)**

Motion by DeMier, second by Willis to approve the consent items (a) through (f) as listed. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, abstain. Motion carried.

Motion by Willis, second by DeMier to approve consent item (g) as printed. Roll call vote: Willis, yes; Robertson, yes; Lepak, abstain; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, yes. Motion carried.

(3) Discussion and vote to Approve/Reject renewal of License Agreement with Environmental Systems Research Institute, Inc. (ESRI) for geographic information system (GIS) mapping software. **(Jill Ferenc)**

Motion by Purkey, second by Lepak to approve renewal of License Agreement with Environmental Systems Research Institute, Inc. (ESRI) for geographic information system (GIS) mapping software. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, yes. Motion carried.

(4) Discussion and vote to Approve/Reject Ordinance #2014-____, changing the zoning of land in Lot 7 and the Easterly 50 feet of Lot 8 of Block 156 Claremore O.T. of the City of Claremore, Rogers County, State of Oklahoma, from Residential Single-Family High Intensity District (RS-3) to Residential Duplex (RD) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. **(Jill Ferenc)**

Motion by Willis, second by Lepak to approve Ordinance #2014- 15, changing the zoning of land in Lot 7 and the Easterly 50 feet of Lot 8 of Block 156 Claremore O.T. of the City of Claremore, Rogers County, State of Oklahoma, from Residential Single-Family High Intensity District (RS-3) to Residential Duplex (RD) 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; Purkey, yes; McComb, yes; and Kirtley, yes. Motion carried.

(5) Discussion and vote to Approve/Reject Resolution # 2014-_____, authorizing application for financial assistance from the Rural Economic Action Plan Fund. **(Jill Ferenc)**

Planning Director Jill Ferenc stated this grant will be used to purchase automated doors on 2 entryways into the new Senior Center building. If funds are left over they will be used to install awnings and ramps that are ADA compliant.

Motion by Purkey, second by McComb to Resolution # 2014- 9, authorizing application for financial assistance from the Rural Economic Action Plan Fund. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, yes. Motion carried.

(6) Discussion and vote to Approve/Reject Ordinance #2014-_____, amending Section 52.067 of the City of Claremore Code of Ordinances and establishing local limits for Wastewater Discharge. **(Matt Ballard)**

Motion by Willis, second by Flanagan to approve Ordinance #2014- 16, amending Section 52.067 of the City of Claremore Code of Ordinances and establishing local limits for Wastewater Discharge. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, yes. Motion carried.

(7) Discussion and action to fill the positions of Treasurer and Finance Director, including (1) discussion regarding candidates or the procedures to be used to fill the positions; (2) discussion and possible vote(s) to establish duties, responsibilities, and/or supervision of the positions; (3) vote(s) to name a Treasurer and Finance Director; (4) vote to approve a contract or employment agreement with a Treasurer and/or Finance Director; and/or (5) any other action deemed necessary to fill the positions. **(Jim Thomas/Bill Flanagan)**

Motion by Purkey, second by DeMier to table item (7). Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, yes. Motion carried.

EXECUTIVE SESSION

1. Approve/Reject going into executive session for the purposes of discussing matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within the City

of Claremore, specifically the site of the Claremore Plaza, where public disclosure of the matter discussed would interfere with the development of products or services or would violate the confidentiality of the business, pursuant to Title 25, Section 307 (C)(10) of the Oklahoma Statutes.

2. Vote to convene in executive session to discuss item (1).

Motion by Willis, second by DeMier to approve entering into executive session to discuss item (1). Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, yes. Motion carried.

Council entered into executive session at 7:43 p.m.

Councilor Robertson left the meeting at 8:44 p.m.

Council came out of executive session at 8:50 p.m.

3. Acknowledge return to open session.

Motion by Willis, second by Lepak to acknowledge return to open session. Roll call vote: Willis, yes; Lepak, yes; DeMier, yes; Flanagan, yes; Purkey, yes; McComb, yes; and Kirtley, yes. Motion carried.

4. Statement of executive session minutes.

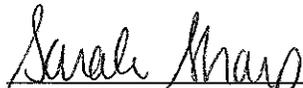
Statement of Executive Session Minutes was read by Mayor Flanagan:

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

ADJOURNMENT

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

Meeting adjourned at 8:52 P.M.



Sarah Sharp, City Clerk