

**Regular Minutes of the Claremore Cultural Development Authority Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma September 21, 2015**

CALL TO ORDER

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

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

Present: Terry Willis, Buddy Robertson, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Dave Brown, Bryan Drummond, Sarah Sharp, Susy Collins, Sean Douglas, Jill Ferenc, Tim White, Daryl Golbek, Larry Hughes, Stan Brown, Joe Kays, Tanya Andrews, Art Andrews

Pledge of Allegiance by all.

Invocation by Tom Launius, Claremore First Presbyterian Church

CALL TO THE PUBLIC

None

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Robertson that the agenda for the regular CCDA meeting of September 21, 2015, be approved as written. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, 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 September 08, 2015 as printed.

(b) All Claims as printed.

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

(2) Discussion and vote to Approve/Reject contract renewal with Rogers State University for 10 years from October 01, 2015 through March 22, 2025. (Tanya Andrews)

Motion by DeMier, second by Kirtley to approve the contract renewal with Rogers State University for 10 years from October 01, 2015 through March 22, 2025. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:08 P.M.

A handwritten signature in cursive script that reads "Sarah Sharp".

Sarah Sharp, CMC
City Clerk

**Regular Minutes of Claremore Public Works Authority Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma September 21, 2015**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 7:28 P.M.

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

Present: Terry Willis, Buddy Robertson, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Dave Brown, Bryan Drummond, Sarah Sharp, Susy Collins, Sean Douglas, Jill Ferenc, Tim White, Daryl Golbek, Larry Hughes, Stan Brown, Joe Kays, Tanya Andrews, Art Andrews

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by DeMier that the agenda for the regular CPWA meeting of September 21, 2015, be approved as written. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, 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 Public Works Authority Meeting on September 08, 2015, as printed.

(b) All Claims as printed.

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

EXECUTIVE SESSION

(1) Approve/Reject going into executive session for the following purpose:

(A) Discussing the purchase of land of Country Club Rd., pursuant to the Oklahoma Statute Title 25, Section 307 (B)(3). (Jim Thomas)

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

(2) Executive session to discuss above item (A).

Council entered executive session at 7:29 P.M.

Council exited executive session at 7:52 P.M.

(3) Regular Session.

Motion by Willis, second by DeMier to acknowledge return to open session. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(4) Statement of executive session minutes.

Statement of executive session minutes by City Attorney Bryan Drummond:
While in executive session, Council discussed the purchase of land of Country Club Rd., pursuant to the Oklahoma Statute Title 25, Section 307 (B)(3). Those present were all Council members, Jim Thomas, Dave Brown, and Bryan Drummond. No other matters were discussed and no votes were taken.

(5) Discussion and vote to Approve/Reject the purchase of land, and authorize the City Manager to execute all documents necessary to complete the purchase consistent with the discussion in executive session.

Motion by DeMier, second by Willis to approve the purchase of land, and authorize the City Manager to execute all documents necessary to complete the purchase consistent with the discussion in executive session. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 7:54 P.M.



Sarah Sharp, CMC
City Clerk

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma September 21, 2015**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:09 P.M.

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

Present: Terry Willis, Buddy Robertson, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Dave Brown, Bryan Drummond, Sarah Sharp, Susy Collins, Sean Douglas, Jill Ferenc, Tim White, Daryl Golbek, Larry Hughes, Stan Brown, Joe Kays, Tanya Andrews, Art Andrews

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Godwin that the agenda for the regular City Council meeting of September 21, 2015, be approved as written. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED

None

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None

MAYOR'S REPORT & APPOINTMENTS

None

STAFF REPORTS

City Manager's Report:

The Mayor and Larry Hughes attended a briefing last week on the rate increases, Council given copy of discussion of rate study from GRDA. When the budget was presented, we were anticipating a 5% increase in January of 2016. Right now they are looking at a 4.02% increase. No final decisions have been made at this time though.

Council given invitations to a GRDA event. Thomas will be out of town and will not be able to attend. If members of Council would like to attend, they need to let Jim know right away so he can notify GRDA.

Council was given a document that will be placed in all of the utility bills, it highlights 5 things that smart meters can do. Thomas reported, there are 52 million smart meters in the US, this is not new technology, Claremore is not leading the charge.

Assistant Public Works Director Larry Hughes gave a quick presentation showing what the customer portal will allow customers to do, using the data from Thomas' account. Customer portal will allow customers to see usage in hourly increments and can even be taken down to every 15 minutes. Hourly temperature and humidity readings are collected from Claremore Regional Airport to show the conditions of the day along with consumption, as they are related. This information is not available on all accounts yet, it is still in the beta testing phase. The goal is to have this information available for all customers by the end of December. Once the portal goes live Hughes will offer training classes to teach customers how to use the portal. Hughes reiterated Industrial customers are charged a demand fee, residential customers are not. GRDA bills the City on demand usage, but the City does not bill residential customers that way. That is part of the misinformation that is out in the public now that Hughes wants to clarify. Hughes also reported that in the last 3 weeks, they have been contacted by 24 people about their bills requesting audits of their accounts.

Thomas reminded everyone that Tuesday 9/22/15 is Westbend Green at the Expo Center from 6-9 p.m.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on September 08, 2015.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay periods ending September 11, 2015, in the amount of \$438,646.53 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 the next pay period in the amount of \$500,000. Payroll at \$500,000 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 2015/2016 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 2015/2016. (Joe Kays)**
- (f) Approval to renew Lease Agreement between the City of Claremore and Claremore Elks Lodge #1230 for Fiscal Year 2015/2016. (Joe Kays)**
- (g) Approval to renew Lease Agreement between the City of Claremore and Rogers County Health Department for Fiscal Year 2015/2016. (Joe Kays)**

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

(2) Discussion and possible action to Approve/Reject Ordinance #2015-____, amending Sections 39.81, 39.82, and 39.85 of Chapter 39 of the Ordinances of the City of Claremore regarding Hotel Taxes. (Tanya Andrews)

Motion by Godwin, second by Robertson to approve Ordinance 2015-21 amending Sections 39.81, 39.82, and 39.85 of Chapter 39 of the Ordinances of the City of Claremore regarding Hotel Taxes, with the exclusion of Section D, and renumbering accordingly.

Substitute motion by Purkey, second by Callender to have language cleaned up to reflect the changes discussed and brought back in correct form at the next meeting. Roll call vote: Willis, no; Robertson, yes; Godwin, no; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, no. Motion carried.

Original motion was not voted upon due to the fact the substitute motion passed.

The item will be placed on the October 5th agenda.

(3) Discussion and possible action to Approve/Reject the emergency clause for item #2 regarding Hotel Taxes.(Tanya Andrews)

No action was taken on item #3.

(4) Discussion and possible action to Approve/Reject renewal of contract with Grand Gateway Economic Development Association for administrative services in the amount of \$7,000 for Claremore Community Development Block Grant Project (16434 CDBG 15). (Andy Armstrong/Jill Ferenc)

Motion by DeMier, second by Robertson to approve the renewal of contract with Grand Gateway Economic Development Association for administrative services in the amount of \$7,000 for Claremore Community Development Block Grant Project (16434 CDBG 15). Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(5) Discussion and possible action to Approve/Reject electronic execution of documents for Claremore Community Development Block Grant Project (16434 CDBG 15) with the Oklahoma Department of Commerce. (Andy Armstrong/Jill Ferenc)

Motion by Callender, second by DeMier to approve electronic execution of documents for Claremore Community Development Block Grant Project (16434 CDBG 15) with the Oklahoma Department of Commerce. Roll call vote: Willis, yes; Robertson, yes;

Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

Council took a break from 7:05 P.M.-7:10 P.M. All members were present after the break.

(6) Discussion and possible action to Approve/Reject authorizing Fire Chief & Emergency Management Director Sean Douglas and the Chief Elected Official to apply for the Fiscal Year 2016 Emergency Management Performance Grant (EMPG) for an amount to be determined by matching funds.(Sean Douglas)

Motion by Kirtley, second by Purkey to approve authorizing Fire Chief & Emergency Management Director Sean Douglas and the Chief Elected Official to apply for the Fiscal Year 2016 Emergency Management Performance Grant (EMPG) for an amount to be determined by matching funds. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(7) Discussion and vote to Approve/Reject award of RFP for 5-year lease-purchase for a fire engine and associated equipment to RCB Bank for a total of \$533,580.20 (2.10% fixed rate). (Sean Douglas)

Douglas stated RCB was not the lowest bidder by total dollar amount, but the lowest bidder had a fixed rate until October, and truck cannot be purchased in that length of time. RCB was the most flexible on their financing and they are local.

Flanagan wanted to point out that since the City has the ability to get out of the lease at any time, the truck can be financed through the City of Claremore for a period that extends beyond the current fiscal year. There is also currently almost \$500,000 in the Fire Sales Tax Fund, but purchasing the truck would deplete that. Douglas hopes to purchase outright another truck at the end of this lease because funds will have time to build up.

Motion by Savage, second by Willis to approve award of RFP for 5-year lease-purchase for a fire engine and associated equipment to RCB Bank for a total of \$533,580.20 (2.10% fixed rate).Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(8) Discussion and vote to Approve/Reject entering into an Interlocal Contract for Cooperative Purchasing through the Houston-Galveston area Council (H-GAC) in order to explore options available for cooperative purchasing through the HGACBuy Program. (Sean Douglas)

Douglas has used this program before at another department he was at, it is a bid house. There is an administrative fee, but it costs you nothing if you don't use it. This contract will open up buying for other departments.

Motion by DeMier, second by Willis to approve entering into an Interlocal Contract for Cooperative Purchasing through the Houston-Galveston area Council (H-GAC) in order to explore options available for cooperative purchasing through the HGACBuy Program. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(9) Discussion and vote to Approve/Reject supplemental budget amendment
increase of \$70,000.00 to Fund 19-022-54060 from Fund 19-44-910 Fund Balance
Carryover to complete work at FD Admin. (Sean Douglas)**

Douglas noted there was an error and the correct Fund the money is to be transferred from is actually Fund 19-44910.

Motion by Willis, second by DeMier to approve the supplemental budget amendment increase of \$70,000.00 to Fund 19-022-54060 from Fund 19-44-910 Fund Balance Carryover to complete work at FD Admin., with the change to reflect the correct Fund of 19-44910. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 7:28 P.M.



Sarah Sharp, CMC
City Clerk