

**Minutes of the Claremore Cultural Development Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma June 06, 2016**

**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, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

**Absent:** None

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Sean Douglas, Jill Ferenc, Jeri Koehler, Stan Brown, Tim White, Susy Collins, Chris Hayes, Johnny Ramsey, Daryl Golbek, Lisa Rogers, Joe Kays, Jeremy Ledbetter, Sam Ross, Larry Hughes, Sherry Beach, Suzan Maloy, Brandon Irby

Pledge of Allegiance by all.

Invocation by Pastor Paul Simpson, Memorial Heights Baptist Church

**CALL TO THE PUBLIC**

Clyde Mickle 79 Southridge Court Pryor, OK 74361

Mickle spoke in opposition of the \$75 Occupational Tax for wineries. Mickle and several other wineries set up at special events in Claremore and at the Farmer's Market. Mickle states that he collected over \$2100 in taxes last year for Claremore and Rogers County. He has spoken to several of the other wineries and they are banding together and refusing to pay the fee or do business in Claremore until the fees are changed. Mickle encouraged Council to look further into this matter.

**ACCEPTANCE OF THE AGENDA**

Motion by Willis, second by Robertson that the agenda for the regular CCDA meeting of June 06, 2016, 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 May 16, 2016 as printed.
- (b) All Claims as printed.

Motion by Willis, second by Robertson 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) Budget presentation by City Manager Jim Thomas (discussion will take place under the City Council Portion of the meeting)

CM Thomas reviewed debt, sales tax collection, and infrastructure improvements. There is a 6.2 M increase over last year's budget, due mainly to capital improvements. Development Services is converting a part time GIS position to full time and adding a full time Public Works secretary. The Library is adding an additional part time position, the Sr. Citizen's Center is converting a part time cook to a full time position, and a part time custodian was added to the Sr. Citizen's Center. The Expo and Convention & Visitor's Bureau has converted one part time position to full time, and the Rogers County Fair Board has supported that full time position, paying half the salary. The Rec Center also converted one part time position to full time. Non-union employees with the exception of the Police and Fire unions will receive a one-time \$1,000 stipend in their July paychecks. Employees must have been an employee over 1 year and did not receive a salary adjustment in the 2016/2017 budget. Dave Brown's position will be broken into 2 positions; a HR Director and Communications Director. The budget presented is balanced; sales tax is still flat and water and electric revenues were budgeted flat.

There will be a Special Meeting Monday, June 13<sup>th</sup> at 6:00 p.m. to hold a public hearing regarding the budget and vote to approve.

## ADJOURNMENT

Motion by Willis, second by Robertson 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 6:06 P.M.



Sarah Sharp, CMC  
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma June 06, 2016**

**CALL TO ORDER**

Meeting called to order by Mayor Bill Flanagan at 6:06 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, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

**Absent:** None

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Sean Douglas, Jill Ferenc, Jeri Koehler, Stan Brown, Tim White, Susy Collins, Chris Hayes, Johnny Ramsey, Daryl Golbek, Lisa Rogers, Joe Kays, Jeremy Ledbetter, Sam Ross, Larry Hughes, Sherry Beach, Suzan Maloy, Brandon Irby

**ACCEPTANCE OF THE AGENDA**

Motion by Willis, second by Robertson that the agenda for the regular CPWA meeting of June 06, 2016, 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 Claremore Public Works Authority Regular Meeting on May 16, 2016.**
- (b) All claims as printed.**

Motion by Willis, second by Robertson 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) Budget presentation by City Manager Jim Thomas (discussion will take place under the City Council Portion of the meeting)**

CM Thomas reviewed debt, sales tax collection, and infrastructure improvements. There is a 6.2 M increase over last year's budget, due mainly to capital improvements.

Development Services is converting a part time GIS position to full time and adding a full time Public Works secretary. The Library is adding an additional part time position, the Sr. Citizen's Center is converting a part time cook to a full time position, and a part time custodian was added to the Sr. Citizen's Center. The Expo and Convention & Visitor's Bureau has converted one part time position to full time, and the Rogers County Fair Board has supported that full time position, paying half the salary. The Rec Center also converted one part time position to full time. Non-union employees with the exception of the Police and Fire unions will receive a one-time \$1,000 stipend in their July paychecks. Employees must have been an employee over 1 year and did not receive a salary adjustment in the 2016/2017 budget. Dave Brown's position will be broken into 2 positions; a HR Director and Communications Director. The budget presented is balanced; sales tax is still flat and water and electric revenues were budgeted flat.

There will be a Special Meeting Monday, June 13<sup>th</sup> at 6:00 p.m. to hold a public hearing regarding the budget and vote to approve.

#### **ADJOURNMENT**

Motion by Godwin, second by Willis 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 6:07 P.M.

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

Sarah Sharp, CMC  
City Clerk

**Minutes of Claremore City Council Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma June 06, 2016**

**CALL TO ORDER**

Meeting called to order by Mayor Bill Flanagan at 6:07 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, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

**Absent:** None

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Sean Douglas, Jill Ferenc, Jeri Koehler, Stan Brown, Tim White, Susy Collins, Chris Hayes, Johnny Ramsey, Daryl Golbek, Lisa Rogers, Joe Kays, Jeremy Ledbetter, Sam Ross, Larry Hughes, Sherry Beach, Suzan Maloy, Brandon Irby

**ACCEPTANCE OF THE AGENDA**

Motion by Willis, second by Godwin that the agenda for the regular City Council meeting of June 06, 2016, be approved as written, with the exception of Item #8 which was stricken at the request of Police Chief Stan Brown. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**AWARDS, PRESENTATIONS, AND COMMUNICATIONS**

None

**MAYOR'S REPORT & APPOINTMENTS**

**(1) Discussion and vote to Approve/Reject the appointment of Bobbie Cary to serve a second and final 5 year term on the Will Rogers Library Board.  
(Sherry Beach)**

Motion by DeMier, second by Godwin to approve the appointment of Bobbie Cary to serve a second and final 5 year term on the Will Rogers Library Board. 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 the appointment of Connie Jesina to serve a second and final 5 year term on the Will Rogers Library Board.  
(Sherry Beach)**

Motion by Kirtley, second by Robertson to approve the appointment of Connie Jesina to serve a second and final 5 year term on the Will Rogers Library Board. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(3) Discussion and vote to Approve/Reject the appointment of Leslie Cohen to serve a second and final 5 year term on the Will Rogers Library Board.  
(Sherry Beach)**

Motion by DeMier, second by Callender to approve the appointment of Leslie Cohen to serve a second and final 5 year term on the Will Rogers Library Board. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**STAFF REPORTS**

City Planner Jill Ferenc showed photos of projects that were completed during the Spring Clean Up Days. Ferenc thanked More Claremore, Boomer Auto, Claremore First Baptist Church, Cedar Point Church, and City Planning Development Staff for completing the projects.

**CURRENT BUSINESS**

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

- (a) Minutes of the Regular Council Meeting on May 16, 2016.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay periods ending May 20, 2016 in the amount of \$440,566.55 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 the next pay period in the amount of \$500,000. Payroll at \$500,000 amount to include payables.**

Motion by Savage, 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.

**(5) Discussion and vote to Approve/Reject Ordinance # 2016-\_\_\_\_, changing the zoning of land in the N/2 of SE/4 of SW/4 and the SW/4 of SE/4 of SW/4 of Section 19, Township 21 North, Range 16 East, City of Claremore, Rogers County, State of Oklahoma, from Commercial General (CG) to Residential Single-Family Medium Intensity District (RS-2) and supplemental Planned Unit Development (PUD) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. (Jill Ferenc)**

Motion by Purkey, second by Kirtley to approve Ordinance # 2016-20, changing the zoning of land in the N/2 of SE/4 of SW/4 and the SW/4 of SE/4 of SW/4 of Section 19, Township 21 North, Range 16 East, City of Claremore, Rogers County, State of Oklahoma, from Commercial General (CG) to Residential Single-Family Medium Intensity District (RS-2) and supplemental Planned Unit Development (PUD) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(6) Discussion and vote to Approve/Reject Ordinance # 2016-\_\_\_\_\_, closing State Street lying between Blocks 15 and 20 of Bayless Addition of the City of Claremore and closing the alleyway lying within Block 20 of Bayless Addition of the City of Claremore, and closing University Street lying South of Block 2 of Revised Cherokee Park Addition and North of Block 15 of Bayless Addition of the City of Claremore, Rogers County, Oklahoma. (Jill Ferenc)**

Motion by Godwin, second by Callender to approve Ordinance # 2016-21, closing State Street lying between Blocks 15 and 20 of Bayless Addition of the City of Claremore and closing the alleyway lying within Block 20 of Bayless Addition of the City of Claremore, and closing University Street lying South of Block 2 of Revised Cherokee Park Addition and North of Block 15 of Bayless Addition of the City of Claremore, Rogers County, Oklahoma. 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 exemption from Ordinance 99.05 (A)(5) at Claremore Regional Airport on June 10 and 11, 2016 for the Claremore Air Show. (Jeri Koehler)**

Junior Ocieleta will be having a hanger dance on Friday evening at the Airport and the Air Show will be Saturday. Beer will only be available in the VIP areas of these events. 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 renewal of contract with Ark Animal Hospital to be the City veterinarian for the 2016-2017 fiscal year. (Jean Hurst)**

Item #8 was stricken from the agenda.

**(9) Discussion and vote to Approve/Reject Resolution #2016-\_\_\_\_\_, accepting the Beneficial Interest in the Northeast Oklahoma Enhanced 9-1-1 Trust Authority for and on behalf of the City of Claremore, Oklahoma. (Stan Brown)**

Police Chief Stan Brown stated the regional dispatch is a good concept. There was opposition in the past by the City to join because of various issues, but there are people on both sides of the fence that are now working towards the same outcome, and this was not the case in the past. The City will have 2 representatives on the Trust, and the County

will have 3. Board members have a variety of talents, such as business, finance, etc. The original proposed Trust had 9 members. Taking the oversight from the County Commissioners and having the Trust oversee the operation will be beneficial. Claremore PD dispatch will move to the 911 Center July 1<sup>st</sup> and will continue to operate independently until January 1<sup>st</sup>. After that date, all dispatch will be consolidated. The consolidation will allow dispatch and officers (County and City) to speak to each other, including ambulance and fire. There are provisions in the contract for termination of the contract if the consolidation does not work.

Motion by DeMier, second by Robertson to approve Resolution #2016-4, accepting the Beneficial Interest in the Northeast Oklahoma Enhanced 9-1-1 Trust Authority for and on behalf of the City of Claremore, Oklahoma. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(10) Discussion and vote to Approve/Reject the appointment of James H. Thomas as Trustee of the Northeast Oklahoma Enhanced 9-1-1 Trust Authority to serve a term of 2 years. (Stan Brown)**

Motion by DeMier, second by Kirtley to approve the appointment of James H. Thomas as Trustee of the Northeast Oklahoma Enhanced 9-1-1 Trust Authority to serve a term of 2 years. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(11) Discussion and vote to Approve/Reject the appointment of Roy E. Hancock as Trustee of the Northeast Oklahoma Enhanced 9-1-1 Trust Authority to serve a term of 3 years. (Stan Brown)**

Motion by DeMier, second by Godwin to approve the appointment of Roy E. Hancock as Trustee of the Northeast Oklahoma Enhanced 9-1-1 Trust Authority to serve a term of 3 years. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(12) Discussion and vote to Approve/Reject Resolution #2016-\_\_\_\_, approving an Interlocal Agreement and Memorandum of Understanding between the City of Claremore, Oklahoma and the County Commissioners of Rogers County, Oklahoma relating to the joint use of computer equipment and Spillman Technologies, Inc. software. (Tim White)**

Motion by DeMier, second by Godwin to approve Resolution #2016-5, approving an Interlocal Agreement and Memorandum of Understanding between the City of Claremore, Oklahoma and the County Commissioners of Rogers County, Oklahoma relating to the joint use of computer equipment and Spillman Technologies, Inc. software. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(13) Discussion and vote to Approve/Reject Excess Worker's Compensation Insurance Coverage for FY 2016/2017 with Wilcox & McGrath Insurance in the amount of \$154,535.00. (Jim Thomas)**

Presentation by Sean Shadid of Wilcox & McGrath Insurance. CM Thomas explain that under the new plan, the City will pay the claims, and there will be third party administrator. The claims will be ran much like they are now, but the City will have more involvement. The excess premium will pay for any claims in excess of \$500,000. The changes will allow more control of how claims dollars are spent, be more cost effective, and will improve services. The City will continue to budget the same amount for worker's compensation, to build up those reserves. Roll call vote: Willis, recuse; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(14) Discussion and vote to Approve/Reject Ordinance #2016-\_\_\_\_\_, relating to Electric Service with the City of Claremore; Amending Section 50.05, Subsections (A)(3)(a), (B)(3)(a), and (C)(3)(a) of the Code of Ordinances of the City of Claremore, Oklahoma regarding the charges for electric Service Consumer Chagres; Repealing Ordinances in conflict herewithin; Providing for severability; And declaring it an emergency. (Jim Thomas)**

CM Thomas stated the increase in the consumer charge will help cover the 4% increase from GRDA that was put into effect in January. The City has been absorbing that cost since January. Consumer charges for VVED and AEP PSO are much higher, and they only provide electric. VVEC charges around \$25 to residential customers. The Residential consumer charge is increasing from \$8.50 to \$13.00 and will affect 10,048 customers, the Commercial consumer charge is increasing from \$15.00 to \$23.00 and will affect 1270 customers, the Industrial consumer charge is increasing from \$30.00 to \$45.00 and will affect 144 customers. The electric subsidizes the City by \$9.4 M a year.

Motion by Godwin, second by Kirtley to approve Ordinance #2016-22, relating to Electric Service with the City of Claremore; Amending Section 50.05, Subsections (A)(3)(a), (B)(3)(a), and (C)(3)(a) of the Code of Ordinances of the City of Claremore, Oklahoma regarding the charges for electric Service Consumer Chagres; Repealing Ordinances in conflict herewithin; Providing for severability; And declaring it an emergency. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, no; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(15) Discussion and vote to Approve/Reject the Emergency Clause pertaining to the Ordinance listed in agenda item #14. (Jim Thomas)**

Motion by Godwin, second by DeMier to approve the Emergency Clause pertaining to Ordinance #2016-22, as listed in agenda item #14. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, no; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**A break was taken from 7:40 P.M. to 7:45 P.M. all Council members were present after the break.**

**(16) 2016-2017 FY Budget Presentation and discussion. (Jim Thomas)**

CM Thomas reviewed debt, sales tax collection, and infrastructure improvements. There is a 6.2 M increase over last year's budget, due mainly to capital improvements. Development Services is converting a part time GIS position to full time and adding a full time Public Works secretary. The Library is adding an additional part time position, the Sr. Citizen's Center is converting a part time cook to a full time position, and a part time custodian was added to the Sr. Citizen's Center. The Expo and Convention & Visitor's Bureau has converted one part time position to full time, and the Rogers County Fair Board has supported that full time position, paying half the salary. The Rec Center also converted one part time position to full time. Non-union employees with the exception of the Police and Fire unions will receive a one-time \$1,000 stipend in their July paychecks. Employees must have been an employee over 1 year and did not receive a salary adjustment in the 2016/2017 budget. Dave Brown's position will be broken into 2 positions; a HR Director and Communications Director. The budget presented is balanced; sales tax is still flat and water and electric revenues were budgeted flat.

There will be a Special Meeting Monday, June 13<sup>th</sup> at 6:00 p.m. to hold a public hearing regarding the budget and vote to approve.

**EXECUTIVE SESSION**

**(1) Approve/Reject going into executive session to discuss the following items:**

- (A) Discussing the evaluation and the employment performance of the City Manager, as authorized by tit. 25, Oklahoma Statutes, Section 307(B)(1) and (B) (7), where disclosure of information would violate confidentiality requirements of State law.**

Motion by DeMier, second by Willis to enter into executive session to discuss executive session 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 8:14 P.M.

Councilman Robertson left executive session and the meeting at 8:30 P.M.

Council exited executive session at 8:35 P.M.

**(3) Regular Session.**

Motion by Willis, second by DeMier to acknowledge return to regular session. Roll call vote: Willis, 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:  
Present during executive session were council present at meeting, City Attorney Bryan Drummond, and City Manager Jim Thomas. No other matters were discussed , no votes were cast, and no decisions were made.

**(5) Discussion and vote regarding Jim Thomas employment performance, evaluation, continued employment, and compensation.**

Motion by Willis, second by Flanagan to give City Manager Jim Thomas the evaluation that was discussed in executive session. Roll call vote: Willis, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**ADJOURNMENT**

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

Meeting adjourned at 8:38 P.M.



Sarah Sharp, CMC  
City Clerk