

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma January 6, 2020**

CALL TO ORDER

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

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

Present: Jennifer Lewis, Ken Hays, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent:

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Sean Douglas, Matt Wilson, Jonah Humes, Tim White, Tanya Andrews, Stan Brown, Garrett Ball, Kyle Clifton, Ashley Hickman, Lisa Wilson, Suzan Maloy, Chris Paulsen, Jodi Reiss

Pledge of Allegiance by all.

Invocation by: Reverend Bret Metcalfe, Claremore Nazarene Church

CALL TO THE PUBLIC

Mindy Erickson- talked to Council about DEQ violations and stated there were more than the violations the City has told people about. Wanted to know who is responsible for monitoring the water quality results.

John Lee- had questions about the smart meters and the technology used in them. Feels that they are inaccurate.

Amy Norman- declined to speak

Ron Burrows- wanted to speak as an elected official who works with the City. Talked about the great working relationship the City and County have now and the resources and projects they've been able to accomplish together.

Tanya Andrews- talked about the positive changes that Jim has brought to the City since he started. Tourism has increased and the tourism industry has grown with new hotels.

Kevin Buff- talked about the water issues and the issues his wife has had dealing with the City.

Pamila Martin- a resident of Claremore, she came to speak about the issues she has with Claremore namely electric service issues, water quality, roads, and eyesores such as pawn shops. Wants to see someone come in with new ideas for sales tax revenues.

Ashley Buff- talked about the water quality issues and behavior of the City Manager. She doesn't appreciate the way the water discoloration issues have been handled. Said several times that she never received an apology.

Anna Roberts-came to speak to the performance of the City Manager. She has concerns regarding the sidewalks, the unfinished quiet zones, water quality, and electric rates.

David Stogsdill- talked about the City Manager's performance and expectation of results. Feels that the public is being misled and falsely accused. Cited City Manager's Association of Oklahoma Code of Ethics.

Ty Burnett- Claremore Fire Union #1077 president. He has life safety concerns for the Fire Department. They have been trying to address changes within the last few years and have had to fight hard to get the smallest changes made. Management has not been open to ideas for improved safety. Radio issues are still prevalent. We have used the chain of command to address problems but have been met with animosity and hostility. Believes the item regarding the City Manager's evaluation should be tabled and the Councilors should do a full investigation as authorized by the City Charter.

Sara Wallace- spoke regarding Ordinance No. 2020-01. She lives on Claremore Lake and her and her husband enjoy kayaking on the lake. The opportunity has been in discussion for a long time with the Planning Department, Parks Department and Claremore Collective.

Lauren Garrison- spoke regarding Ordinance No. 2020-01. They moved to Claremore 3 years ago and 1 ½ years ago purchased the Mayberry Mansion, a local Air BnB. Kayak rentals would be a great addition to the Lake Park. Wants to encourage and support the ordinance changes. It would be a great opportunity for their guests.

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by McSpadden that the agenda for the regular CCDA meeting of January 6, 2020 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED

None.

CURRENT BUSINESS

(2) Approve/Reject the following consent items:

(a) Minutes of the Regular Claremore Cultural Development Authority Meeting on December 23, 2019 as printed.

(b) All Claims as printed.

Motion by Hays, second by Kirtley to approve the consent items as listed. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

Motion by DeMier, second by McSpadden to adjourn. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

Meeting adjourned at 6:28 P.M.

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

Sarah Sharp, CMC
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma January 6, 2020**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:28 P.M.

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

Present: Jennifer Lewis, Ken Hays, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent:

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Sean Douglas, Matt Wilson, Jonah Humes, Tim White, Tanya Andrews, Stan Brown, Garrett Ball, Kyle Clifton, Ashley Hickman, Lisa Wilson, Suzan Maloy, Chris Paulsen, Jodi Reiss

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Savage to approve that the agenda for the regular CPWA meeting of January 6, 2020 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, 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 December 23, 2019.**
- (b) All claims as printed.**
- (c) Approval of Anchor Stone invoice #192858709 in the amount of \$2,524.88 for the Oologah waterline repair project (Garrett Ball).**
- (d) Approval of HD Supply invoice #5887960 in the amount of \$1,570.63 for the Oologah waterline repair project (Garrett Ball).**
- (e) Approval of Warren Cat Rental invoice #A8180001 in the amount of \$4,861.85 for the Oologah waterline repair project (Garrett Ball).**
- (f) Approval of SMG invoice #2000048981 in the amount of \$43,710.00 for repairs on the Oologah waterline project (Garrett Ball).**

- (g) Approval of Warren Cat invoice #PS100742837 in the amount of \$293.07 for repairs on the Oologah waterline project (Garrett Ball).**
- (h) Approval of SMG invoice #2000048908 in the amount of \$5,580.00 for repairs on the Oologah waterline project (Garrett Ball).**
- (i) Approval of SMG invoice #2000048973 in the amount of \$930.00 for repairs on the Oologah waterline project (Garrett Ball).**

Motion by Hays, second by McSpadden to approve the consent items as listed. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(2) Discussion and vote to Approve/Reject Change Order #1 to McGuire Brothers Construction for the 1st Street Waterline Replacement Project (Garrett Ball).

The change order is for a decrease of \$49,596.33 to the overall contract. The project is under budget. The engineering department did a good job on designing the project and the contractor was exceptional as well. There will be a future increase change order for over \$27,000.00.

Motion by Kirtley, second by Michael to approve Change Order #1. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

EXECUTIVE SESSION

(3) Discussion and vote to Approve/Reject convening in Executive Session as authorized by 25 O.S. Sec. 307 (c) (11) for the purpose of conferring on matters pertaining to economic development including the creation of a proposal to entice a business to remain or to locate within the City of Claremore where public disclosure of the matters discussed would violate the confidentiality of the subject business.

Time in: 6:34 p.m.

Motion by Callender, second by Kirtley to approve entering executive session. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(4) Discussion and vote to Approve/Reject acknowledging return to Open Session.

Time out: 6:53 p.m.

Motion by Hays, second by Lewis to approve return to Open Session. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(5) Statement of executive session minutes.

While in executive session CPWA met to for the purpose of conferring on matters pertaining to economic development including the creation of a proposal to entice a business to remain or to locate within the City of Claremore where public disclosure of the matters discussed would violate the confidentiality of the subject business, as authorized by 25 O.S. Sec. 307 (c) (11). All CPWA board was present at the meeting were present in executive session, as well as the City manager, CIEDA director John Feary and City Attorney Bryan Drummond. No other items were discussed and no votes were taken.

ADJOURNMENT

Motion by Savage, second by Kirtley to adjourn. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

Meeting adjourned at 6:54 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 January 6, 2020**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:54 P.M.

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

Present: Jennifer Lewis, Ken Hays, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent:

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Sean Douglas, Matt Wilson, Jonah Humes, Tim White, Tanya Andrews, Stan Brown, Garrett Ball, Kyle Clifton, Ashley Hickman, Lisa Wilson, Suzan Maloy, Chris Paulsen, Jodi Reiss

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by McSpadden that the agenda for the regular City Council meeting of January 6, 2020 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(1) Claremore Industrial and Economic Development Authority Quarterly Update (John Feary)
Will be presented at a later meeting.

(2) Recognition and introduction of Claremore Fire Department's new firefighter Cody Welsch (Sean Douglas).

Cody is one of the new hires. He's from Nebraska, one of the first people to attend the Tulsa Regional Fire Academy and received the Instructor's Choice award while there. It's given to one who shows a positive attitude, integrity, teamwork, mental toughness, work ethic, leadership and overall personality.

New hires and promotions given within the last year in the Fire Department:

Alex Kowalenko- new hire

Jeff Downing- promoted to Battalion Chief

Andrew Sherman promoted to Captain

Jordan Madole-promoted to Lieutenant

(3) Recognition of Ashley Hickman and Marlo Swanson of their Society of Human Resources Management Certified Professional Achievement.

MAYOR'S REPORT & APPOINTMENTS

CITY MANAGER'S REPORT

The Pre-capitol meeting is next Monday at Rogers State University. The next City Council meeting will be on Tuesday, January 21, 2020 due to the Martin Luther King holiday.

STAFF REPORTS

(4) Discussion and update of the Oologah Waterline Repair Project (Garrett Ball).

Built around 1990 to bring raw water from Oologah Lake to Claremore Lake. Due to the spring flooding, excessive discharge from the spillway damaged the concrete cap over the water line. The waterline itself was not damaged. Channel was excavated, drained, cleaned and squared up and 1090 cubic yards of concrete was poured. Project was completed in house within 2 weeks, 252 man hours. Estimated amount for work to be done by contractor is \$560,000, project was done in house for \$128,000 including man hours, materials and equipment. Still working with FEMA and some other projects, as they will reimburse a certain percentage due to the damage caused by flooding.

(5) Discussion of hydrant flushing (Sean Douglas).

The Fire Department has been doing inspections on the fire hydrants the last few years. Any repairs needed are reported to the water department. In previous years to that, Fire Department staff performed flow tests, which do cause sediment in the water lines to be stirred up. The flow tests push out higher volumes of water- an average of 5,000 to 10,000 gallons. I have been here 9.5 years. We have been working a lot in the last 2.5 years to try to improve the system. We did flow testing in 2017 where we found areas that had low water pressure. Almost 900 hydrant inspections have been done this year.

(6) Discussion of valves and Notice of Violation (Jonah Humes).

Water system clarification from last meeting. Notice of violations explained HH5 showed chart of the last 4 quarters. Violations are based on a running average of the last 4 quarters. Quarter 2 (May 2019) was the only quarter that was above the minimum, but because it has to be included in the average, it is still making us in violation.

Closed valves: 3 main reasons valves are closed

1. crews close valve to stop a leak where no service lines are in between
2. Crews forget to open valve back up after a shut-off

3. Contractors did not open valves after initial installation

Things that the City is doing now to mitigate these issues from happening.

1. is not allowed any more in the Department
2. Valves are located and marked on the map before shut off and turned back on in the same rotation after work is done.
3. water can lids are put on upside down so that they are noticeable to show that they need
4. robust inspection process to verify that any contractor work done is done properly and valves are turned on after installation.

Valves are located on GIS as they are found, and constantly being updated.

CURRENT BUSINESS

(7) Approve/Reject the following consent items:

(a) Minutes of the Regular Council Meeting on December 23, 2019.

(b) All claims as printed.

(c) Actual salary claims for pay period December 14, 2019 in the amount of \$496,596.51 and estimated salary claims to include contractual agreement 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, and United Way Contributions for the next pay period in the amount of \$600,000. Payroll at \$600,000 amount to include payables.

Motion by Hays, second by DeMier to approve the consent items as listed. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(8) Discussion and vote to Approve/Reject Ordinance No. 2020-01, amending Chapter 99 of the Code of Ordinances regarding Parks and Recreation regulations (Kyle Clifton).

Ordinance change will allow private rentals at Claremore Lake and allow the City of Claremore to solicit RFP's and enter into a contract with a third party vendor to provide rentals.

Motion by DeMier, second by McSpadden to approve Ordinance No. 2020-01. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

EXECUTIVE SESSION

(9) Discussion and vote to Approve/Reject entering into Executive Session to discuss the following items:

(a) Discuss, evaluate, and discuss the employment performance of the City Manager as authorized by OKLA. STAT. tit. 25, Section 307(B)(1) & (7).

Time In: 7:42 p.m.

Ty Burnett spoke as Call to the Public before Council went into executive session.

Motion by McSpadden, second by Hays to enter into executive session. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(10) Discussion and vote to Approve/Reject to acknowledge return to open session.

Time Out: 9:18 p.m.

Motion by Hays, second by Lewis to return to open session. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(11) Statement of executive session minutes.

While in executive session, Council discussed and evaluated the employment performance of the City Manager as authorized by OKLA. STAT. tit. 25, Section 307(B)(1) & (7). All council members at council meeting were present, as well as the City Manager and City Attorney. No other matters were discussed and no votes were taken.

(12) Discussion and vote to Approve/Reject the City Manager's evaluation.

Motion by Savage, second by Hays to approve Jim Thomas remaining as City Manager. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, abstained; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

Motion by Hays, second by Savage to adjourn. Motion by Hays, second by DeMier to return to open session. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

Meeting adjourned at 9:20 P.M.



Sarah Sharp, CMC
City Clerk