

**Minutes of Claremore Cultural Development Authority Meeting  
Council Chambers, City Hall, 104 S. Muskogee,  
Claremore, Oklahoma                      October 19, 2009**

**CALL TO ORDER**

Meeting called to order by Mayor Brant Shallenburger at  
**6:07 P.M.**

**ROLL CALL**

Nan Pope called roll. The following were:

**Present:** Brant Shallenburger, Don Myers, Buddy Robertson,  
Mick Webber, Terry Chase, Tom Lehman, Paula  
Watson

**Absent:** Flo Guthrie, Tony Mullenger

**Staff Present:** Troy Powell, Matt Mueller, Nan Pope, Randy  
Elliott, Ruby Maline, Phil Stowell, Tamryn  
Cluck, Ron Kolker, Gina Casto, Stephani Freeman

Pledge of Allegiance by all.

Invocation by Vince Maasek, St. Cecilia's Church.

**CALL TO THE PUBLIC**

None

**ACCEPTANCE OF AGENDA**

Motion by Lehman, second by Watson that the agenda for the  
regular CCDA meeting of October 19, 2009, be approved as  
written.        7 yes, Lehman, Watson, Myers, Robertson,  
Shallenburger, Webber, Chase.

**ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED**

None

**CURRENT BUSINESS**

Motion by Lehman, second by Watson that the CCDA approve the  
following consent items:

- (a)** Minutes of Claremore Cultural Development Authority  
meeting on October 05, 2009, as printed.
- (b)** All claims as printed.

7 yes, Lehman, Watson, Robertson, Shallenburger, Webber, Chase.  
Myers.

**ADJOURNMENT**

Motion by Lehman, second by Watson to adjourn. 7 yes, Lehman,  
Watson, Myers, Robertson, Shallenburger, Webber, Chase.

Meeting adjourned at **6:08 P.M.**

**Minutes of Claremore Public Works Authority Meeting  
Council Chambers, City Hall, 104 S. Muskogee,  
Claremore, Oklahoma                      October 19, 2009**

**CALL TO ORDER**

Meeting called to order by Mayor Brant Shallenburger at  
**6:08 P.M.**

Mayor Shallenburger asked Nan Pope to note that members are present/absent as indicated below:

**Present:** Brant Shallenburger, Don Myers, Buddy Robertson, Mick Webber, Terry Chase, Tom Lehman, Paula Watson

**Absent:** Flo Guthrie, Tony Mullenger

**Staff Present:** Troy Powell, Matt Mueller, Nan Pope, Randy Elliott, Ruby Maline, Phil Stowell, Tamryn Cluck, Ron Kolker, Gina Casto, Stephani Freeman

**ACCEPTANCE OF AGENDA**

Motion by Webber, second by Lehman that the agenda for the regular CPWA meeting of October 19, 2009, be approved as written. 7 yes, Webber, Lehman, Shallenburger, Chase, Watson, Myers, Robertson.

**ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED**

None

**CURRENT BUSINESS**

Motion by Webber, second by Lehman to approve the following consent items:

- (a)** Minutes of Claremore Public Works Authority meeting on October 05, 2009, as printed.
- (b)** All claims as printed.

7 yes, Webber, Lehman, Watson, Myers, Robertson, Shallenburger, Chase.

The following item was pulled from this agenda:  
Approve/Reject Pole Attachment Agreement with Northeast Rural Services dba RecTec Technology and Communications for attachment of fiber line to our utility poles - City to receive \$10.00 per pole, per year. **(Tim Miller)**

**ADJOURN**

Motion by Lehman, second by Watson to adjourn. 7 yes, Lehman, Watson, Webber, Chase, Myers, Robertson, Shallenburger.

Meeting adjourned at **6:09 P.M.**

**Minutes of Regular Council Meeting**  
**Council Chambers, City Hall, 104 S. Muskogee,**  
**Claremore, Oklahoma                      October 19, 2009**

**CALL TO ORDER**

Meeting called to order by Mayor Brant Shallenburger at  
**6:09 P.M.**

**ROLL CALL**

Mayor Shallenburger asked Nan Pope to note that members are present/absent as indicated below:

**Present:** Brant Shallenburger, Don Myers, Buddy Robertson, Mick Webber, Terry Chase, Tom Lehman, Paula Watson

**Absent:** Flo Guthrie, Tony Mullenger

**Staff Present:** Troy Powell, Matt Mueller, Nan Pope, Randy Elliott, Ruby Maline, Phil Stowell, Tamryn Cluck, Ron Kolker, Gina Casto, Stephani Freeman

**ACCEPTANCE OF AGENDA**

Motion by Lehman, second by Watson that the agenda for the regular council meeting of October 19, 2009 be approved as written. 7 yes, Lehman, Watson, Chase, Myers, Robertson, Shallenburger, Webber.

**ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED**

None

**AWARDS, PRESENTATIONS, AND COMMUNICATIONS**

Marilyn Howland - Recognition and presentation to Goodwill Store, 1204 N. Lynn Riggs Blvd. recipient of Care More for Claremore's property of the month for improvement on aesthetic value of neighborhood.

**MAYOR'S REPORT & APPOINTMENTS**

We have an opening on the Ethics Committee. Mayor asked Council for any suggestions on person to fill that vacancy.

**STAFF REPORTS**

Randy Elliott - I've had no contact with the attorney for the identified firm, so there will be no executive session.

**CURRENT BUSINESS**

Webber - how structural - Natural Gas Purchase Contract?  
How does pricing work?  
Matt Mueller - call Tim Miller

Matt Mueller - we pay market pricing plus annual consumption in terms of dollars.

Motion by Webber, second by Lehman to approve the following consent items:

- (a) Minutes of Regular Council meeting on October 05, 2009, as printed.
- (b) All claims as printed.
- (c) Actual salary claims for pay period ending **October 03, 2009** in the amount of **\$385,351.24** and estimated salary claims for next pay period in the amount of **\$500,000**.
- (d) Accept Quarterly E-911 report submitted by Police Chief Mickey Perry.
- (e) Approve soliciting RFP's for Public / Private Partnership to construct and manage a columbarium at Woodlawn Cemetery. **(Matt Mueller)**
- (f) Approve changing life insurance carrier from Aetna to Guardian - no cost increase to change. **(Matt Mueller)**
- (g) Denial of tort claim submitted by Amy Hanks, **(based on recommendation by OMAG)** - loss date 9-12-09, claim #MP-28152. **(Nan Pope/Randall Elliott)**
- (h) Accept EDA Grant #08-79-04110 **(CIEDA)** from the United States Economic Development Administration (EDA) and authorize Mayor and staff to complete and return required documents to EDA **(Tami McKeon, GGEDA/CIEDA)**
- (i) Approve Grand Gateway Economic Development Association (GGEDA) Administrative Services Contract Agreement for EDA Grant #08-79-04110 **(CIEDA)** - costs not to exceed \$20,000 - Administrative fees to be paid from grant - no City match. **(Tami McKeon, GGEDA/CIEDA)**
- (j) Approve Natural Gas Purchase contract renewal and add Water Plant to program. **(Tim Miller)**
- (k) Approve lump sum payment to **Charles E. Schneider** from Oklahoma Municipal Retirement Fund (OMRF) **(Ruby Maline)**
- (l) Approve office supply bid from Admiral Express. **(Ruby Maline)**

7 yes, Webber, Lehman, Watson, Myers, Robertson, Shallenburger, Chase.

Troy - No cost change to City?

Ruby - that's correct.

Motion by Webber, second by Lehman to adopt **Ordinance #2009-25** and Joinder Agreement amending the employee retirement system, defined contribution plan for the position of **City Manager** for the City of Claremore, Oklahoma by adopting a revised and restated retirement plan; providing retirement benefits for eligible employees of the City of Claremore, Oklahoma; providing for purpose and organization; providing for definitions; providing for eligibility and participation;

providing for non-alienation of benefits; loss of benefits for cause and limitations of benefits; providing for employer and employee contributions; providing for accounting, allocation, and valuation; providing benefits; providing for required notice; providing for amendments and termination; providing for transfer to and from other plans; creating a retirement committee and providing for powers, duties, and rights of retirement committee; providing for payment of certain obligations; providing for duration and payment of expenses; providing for effective date; providing for vesting schedules; providing for a fund to finance the system to be pooled with other incorporated cities, towns and their agencies and instrumentalities for purpose of administration, management and investments part of the Oklahoma Municipal Retirement fund; providing for payment of all contributions under the system to the Oklahoma Municipal Retirement fund for management an investment; providing for repealer and severability; and adopting those amendments mandated by the Internal Revenue Code. 7 yes, Webber, Lehman, Myers, Robertson, Shallenburger, Chase, Watson.

Motion by Webber, second by Lehman to adopt **Ordinance #2009-26** and Joinder Agreement amending the employee retirement system, defined contribution plan for the position of **Assistant City Manager** for the City of Claremore, Oklahoma by adopting a revised and restated retirement plan; providing retirement benefits for eligible employees of the City of Claremore, Oklahoma; providing for purpose and organization; providing for definitions; providing for eligibility and participation; providing for non-alienation of benefits; loss of benefits for cause and limitations of benefits; providing for employer and employee contributions; providing for accounting, allocation, and valuation; providing benefits; providing for required notice; providing for amendments and termination; providing for transfer to and from other plans; creating a retirement committee and providing for powers, duties, and rights of retirement committee; providing for payment of certain obligations; providing for duration and payment of expenses; providing for effective date; providing for vesting schedules; providing for a fund to finance the system to be pooled with other incorporated cities, towns and their agencies and instrumentalities for purpose of administration, management and investments part of the Oklahoma Municipal Retirement fund; providing for payment of all contributions under the system to the Oklahoma Municipal Retirement fund for management and investment; providing for repealer and severability; and adopting those amendments mandated by the Internal Revenue Code. 7 yes, Webber, Lehman, Watson, Myers, Robertson, Shallenburger, Chase.

The following item was pulled from this agenda:  
Approve/Reject Final Plat for Oklahoma Plaza - Phase 1. **(Chris Cochran)**

Troy - Lowe's land must close before we can bring it to you - it closes tomorrow - if so we will call special meeting

Troy - I know this doesn't go here but - 6:30 - 8:30 P.M. - Community Center -interested Thursday night - 1st public meeting on drainage study - flood plains - advertised on our utility bills -in Claremore Progress - come and go meeting

**Discussion only** Employer Recognition Dinner. Troy - feed back - starting planning recognition event - tentative date of December 10th at 8:30 - some of our large retail and industrial customers - we are partnering with RSU

Stephani Freeman - coordinating for us - 150 to 200 people  
Discount on food - use of RSU - free - \$300 RCYP donation - jazz band from Claremore - informal banquet - way to say thank you - criteria - can't invite every business in community - no hurt feelings

1. top electric users
2. time in business in community

Webber - suggestions on how to narrow down?

Freeman - #1 years in business #2 amount of electric #3 number of employees

Myers - Chamber of Commerce should have info

Freeman - Yes, I am going to their next meeting

Webber - I applaud you Troy & Stephani

Troy - thanks to RSU

RCYP - thanks - pretty small group

Webber - sponsors - any trouble?

Freeman - right now phone tag

**Discussion only** regarding sales tax reallocation.

Nail down - election date we have discussed - to start planning Dec. 8th - also county election - passed

1st - Jan 12

Feb 9 - look to Troy

March 2

Troy - Nan, please verify if we can go with school on election day on Feb 9th?

#### **EXECUTIVE SESSION**

The following item was pulled from this agenda:

- (a) Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or processing in the public interest - Auditors, Archambo & Mueggenborg. 25 O.S. Section 307 B.4.

#### **ADJOURN**

Motion by Lehman, second by Watson to adjourn. 7 yes, Lehman, Watson, Webber, Chase, Myers, Robertson, Shallenburger.

Meeting adjourned at **6:30 P.M.**

**Minutes of Special Council Meeting**  
**Council Chambers, City Hall, 104 S. Muskogee,**  
**Claremore, Oklahoma            October 19, 2009**

Meeting started at 6:40 P.M.

**Present:** Mick Webber, Terry Chase, Tom Lehman, Troy Powell,  
Matt Mueller, Nan Pope, Ruby Maline, Ron Kolker

**Object of the meeting:**

- (1) Conduct Audit Interviews
- (2) Select firm and possibly direct staff to develop proposed engagement letter.

Interviewed Auditors John Wingard and Anne Marie Elfrink.

General discussion, questions/answers.

No direction was given to staff due to lack of quorum present.

Meeting ended at 8:00 P.M.