

**Regular Minutes of the Claremore Cultural Development Authority Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma November 15, 2010**

**CALL TO ORDER**

Meeting called to order by Mayor Flo Guthrie at 7:54 P.M.

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

**Present:** Kimber Cobb, Flo Guthrie, Paula Watson, Don Myers

**Absent:** Buddy Robertson

**Staff Present:** Daryl Golbek, Matt Ballard, Sarah Sharp, Mickey Perry, Stan Brown, Sean Douglas, Chris Cochran, Cassie Woods, Danny Wilson, Ruby Maline, Jennifer Cummings, Larry Hughes, Ron Burrows, Tim James

Pledge of Allegiance by all.

Invocation by Deacon Vince Mrasek- St. Cecilia's Catholic Church

**CALL TO THE PUBLIC**

NONE

**ACCEPTANCE OF THE AGENDA**

Motion by Cobb, second by Watson that the agenda for the regular CCDA meeting of November 15, 2010, be approved as written. Roll call vote: Myers, yes; Guthrie, yes; Cobb, yes; Watson, 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 November 01, 2010 as printed.

**(b)** All Claims as printed.

Motion by Cobb, second by Watson that the CCDA approve the consent items as printed. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

**ADJOURNMENT**

Motion by Watson, second by Cobb to adjourn. Roll call vote: Myers, yes; Guthrie, yes; Cobb, yes; Watson, yes. Motion carried.

Meeting adjourned at 7:56 P.M.

**Regular Minutes of Claremore Public Works Authority Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma November 15, 2010**

**CALL TO ORDER**

Meeting called to order by Mayor Flo Guthrie at 7:56 P.M.

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

**Present:** Kimber Cobb, Flo Guthrie, Paula Watson, Don Myers

**Absent:** Buddy Robertson

**Staff Present:** Daryl Golbek, Matt Ballard, Sarah Sharp, Mickey Perry, Stan Brown, Sean Douglas, Chris Cochran, Cassie Woods, Danny Wilson, Ruby Maline, Jennifer Cummings, Larry Hughes, Ron Burrows, Tim James

**ACCEPTANCE OF THE AGENDA**

Motion by Watson, second by Cobb that the agenda for the regular CPWA meeting of November 15, 2010, be approved as written. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, 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 November 15, 2010, as printed.

**(b)** All Claims as printed.

Motion by Cobb, second by Watson to approve the consent items as listed. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

**(2) Discussion and action** on acceptance of 14416 CDBG 2010 contract from the Oklahoma Department of Commerce (ODOC) and authorization of Mayor and staff to complete and return required documents to ODOC. **(Chris Cochran)**

Motion by Myers, second by Watson to approve 14416 CDBG 2010 contract from the Oklahoma Department of Commerce (ODOC) and authorization of Mayor and staff to complete and return required documents to ODOC. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

**(3) Approve/Reject** surplusing the following items:

14 Cabinet Breakers

6 Oil Circuit Reclosers with stands  
2 badly rusted metal buildings from Substations 3 & 4  
Scrap copper that has been replaced in upgraded jobs  
Obsolete underground primary wire that is open Neutral  
14 green decorative light heads that leak  
20 single signal lights  
10 double signal lights  
26 walk and yield lights  
8 signal light poles, bases and arms  
5 signal light control boxes  
3 obsolete storm warning sirens and controls

**(Larry Hughes)**

Motion by Cobb, second by Myers to approve surplusing the items listed. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

#### **ADJOURNMENT**

Motion by Myers, second by Cobb to adjourn. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

Meeting adjourned at 8:00 p.m.

**Minutes of Claremore City Council Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma November 15, 2010**

**CALL TO ORDER**

Meeting called to order by Mayor Flo Guthrie at 6:07 P.M.

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

**Present:** Kimber Cobb, Flo Guthrie, Paula Watson, Don Myers, Karen Hinkle, Tom Lehman

**Absent:** Buddy Robertson, Mick Webber

**Staff Present:** Daryl Golbek, Matt Ballard, Sarah Sharp, Mickey Perry, Stan Brown, Sean Douglas, Chris Cochran, Cassie Woods, Danny Wilson, Ruby Maline, Jennifer Cummings, Larry Hughes, Ron Burrows, Tim James

**ACCEPTANCE OF THE AGENDA**

Motion by Lehman, second by Watson that the agenda for the regular City Council meeting of November 15, 2010, be approved as written. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Hinkle, yes; Lehman, yes; Watson, yes. Motion carried.

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

Motion by Cobb, second by Watson to post notice in the paper requesting interested applicants for the two vacant Ward II Council seats and the one vacant Ward I Council seat to submit a statement of interest and vision and resume to the City Clerk no later than November 24<sup>th</sup>. All applicants will be interviewed and considered at the December 6, 2010, Council meeting. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

**AWARDS, PRESENTATIONS, AND COMMUNICATIONS**

None

**MAYOR'S REPORT & APPOINTMENTS**

None

**STAFF REPORTS**

Police Chief Mickey Perry announced that he will be retiring in January. Per the City Charter the Police Chief is appointed by the City Manager and approved by Council. Perry announced his recommendation to appoint Assistant Chief Stan Brown to the Police Chief position. Chief Perry stated that he will put it on the next agenda for

consideration. Chief Perry stated he would like to have a 30-day window in which to train his successor, which he feels will make for a smooth transition.

**\*At this time Council addressed the Executive Session portion of the agenda before proceeding with current business.**

### **CURRENT BUSINESS**

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

- (a)** Minutes of the Special Council Meeting on October 26, 2010, as printed.
- (b)** Minutes of Regular Council meeting on November 01, 2010, as printed.
- (c)** All claims as printed.
- (d)** Actual salary claims for pay period ending **October 15, 2010** in the amount of **\$387,881.87** and estimated salary claims for next pay period in the amount of **\$500,000.00**.
- (e)** Approve to reject all bids submitted for the multi-function digital printers and copiers opening that occurred on 4/07/10. **(Anne Smith)**
- (f)** Approval to solicit bids for the annual office supplies contract. **(Anne Smith)**
- (g)** Approval to solicit Request for Proposals (RFP) for the annual cleaning supplies contract. **(Anne Smith)**
- (h)** Approve contribution refund payment to Janet Donnelly from Oklahoma Municipal Retirement Fund. **(Ruby Maline)**
- (i)** Accept bid for a sign making machine for Public Infrastructure from Traff Tech in the amount of \$17,830.00. **(Danny Wilson)**
- (j)** Accept bid for 2 self contained spreaders and 2 snow plows and the installation of said equipment on two of the City's existing dump trucks from Total Truck & Trailer in the amount of \$50,350.00. **(Danny Wilson)**
- (k)** Accept bid for annual veterinary services contract from Ark Animal Hospital. **(Mickey Perry)**
- (l)** Accept bid for roof replacement on the Police Department Carport from Turner Roofing in the amount of \$17,780.00, with cost to replace decking an additional \$3.50 per square foot. **(Gary Allphin)**

Motion by Cobb, second by Myers to approve the consent items as listed, with the exception of the amount in Item **(j)** be amended to \$39,884.37 and clarifying that the decking replacement in Item **(l)** is only on an as-needed basis. Roll call vote: Myers, yes; Guthrie, yes; Cobb, yes; Watson, yes. Motion carried.

**(2) Approve/Reject** changes to financial reporting format/addition to current format. **(Ron Kolker)**

Item #2 was pulled from the agenda.

**(3) Approve/Reject Ordinance 2010-\_\_\_**, approving Oklahoma Municipal Retirement Fund (OMRF) Master Plan and joinder agreement. **(Ruby Maline)**

Motion by Cobb, second by Watson to approve **Ordinance 2010- 30**, approving Oklahoma Municipal Retirement Fund (OMRF) Master Plan and joinder agreement. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

**(4) Approve/Reject 14434 CDBG-ED 2010 Contract from the Oklahoma Department of Commerce (ODOC).** **(Chris Cochran)**

Motion by Myers, second by Cobb to approve 14434 CDBG-ED 2010 Contract from the Oklahoma Department of Commerce (ODOC). Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

**(5) Approve/ Reject** acquiring a traffic study for Development on King Road. **(Chris Cochran)**

Motion by Cobb, second by Watson to approve acquiring a traffic study with BWR (Bucher, Willis & Ratliff Corporation) in the amount of \$10,010.00 for Development on King Road. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried. Project is to be funded from Fund 11 and should be completed within 20 days.

## **EXECUTIVE SESSION**

Approve/Reject going into executive session to discuss the following item(s):  
**(Matt Ballard)**

- (a)** Employment, hiring, appointment, or resignation of any salaried public officer or employee, specifically, Ward IV City Councilor position, including appointment of a Council Member to represent Ward IV, pursuant to 25 O.S. Section 307 (B)(1).
- (b)** Executive Session to discuss item (a).
- (c)** Regular Session
- (d)** Statement of executive session minutes
- (e)** **Discussion/Possible** action concerning the Ward IV City Council Member position and possible appointment of Ward IV City Councilor .
- (f)** Discussion possible action concerning resignations of Mick Webber, Karen Hinkle, and Tom Lehman, including acceptance of any councilmember's resignation.

Motion by Lehman, second by Myers to approve going into Executive Session to discuss item (f). Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Hinkle, yes; Lehman, yes; Watson, yes. Motion carried.

Council entered Executive Session at 6:13 p.m.

Council came out of Executive Session at 6:20 p.m.

Motion by Myers, second by Lehman to approve returning to regular session. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Hinkle, yes; Lehman, yes; Watson, yes. Motion carried.

Statement of executive session minutes was read by Mayor Flo Guthrie:  
While in Executive Session only the items listed were discussed. No decisions were made and no votes were cast.

Motion by Myers, second by Watson to accept the resignations of Council members Mick Webber, Karen Hinkle, and Tom Lehman. Roll call vote: Myers, yes; Cobb, no; Guthrie, yes; Hinkle, yes; Lehman, recused himself from the vote; Watson, yes. Motion carried.

Motion by Myers, second by Watson for Council to reconvene in Executive Session in five minutes. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

Hinkle and Lehman left the Council meeting.

Council reconvened in Executive Session at 6:30 p.m. to discuss item (a).

Council came out of Executive Session at 7:42 p.m.

Motion by Cobb, second by Watson to approve returning to regular session. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

Statement of Executive Session minutes was read by Mayor Flo Guthrie:  
While in Executive Session only the items listed were discussed. No decisions were made and no votes were cast.

Motion by Myers, second by Watson to appoint Benjamin Cory Williams to the vacant Ward IV Council seat, beginning 11/16/2010. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

## **ADJOURNMENT**

Motion by Myers, second by Watson to adjourn. Roll call vote: Myers, yes; Cobb, yes; Guthrie, yes; Watson, yes. Motion carried.

Meeting adjourned at 8:01 p.m.