

**Regular Minutes of the Claremore Cultural Development Authority Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 18, 2011**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:00 P.M.

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

Present: Terry Willis, Buddy Robertson, Mark Lepak, Mickey Perry, Thomas Cypert, Don Purkey, Brandon Smith, Paula Watson, Bill Flanagan

Absent: None

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Cassie Woods, Ruby Maline, Sean Douglas, Stan Brown, Carolyn Chapman, Chris Cochran, Kesslie Wilson, Joe Kays, Ron Kolker, Ron Burrows, Sherry Beach, Sharon McDonald, Art Andrews

Pledge of Allegiance by all.

Invocation by Pastor Dave Mewbourne of Claremore First Assembly of God Church

CALL TO THE PUBLIC

Penni Leach-8950 Allsup Ave. Claremore, OK 74019

Ms. Leach spoke regarding the firefighter murals located in the former Library/Fire Administration building that has been leased to the Rogers County Historical Society. Leach is the daughter of one of the fallen firefighters depicted in the mural. She expressed her desire to keep the murals where they are. She states that she has been in contact with the Fallen Firefighters Memorial in Maryland and they are willing to help raise fund to preserve or re-locate the murals. She would like time to be able to contact the Oklahoma Firefighter's group as well to see if they can help as well.

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Flanagan to approve the agenda for the regular CCDA meeting of July 18, 2011, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and 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 Claremore Cultural Development Authority meeting on July 05, 2011, as printed.
- (b)** All claims as printed.
- (c)** Approval to solicit request for proposals (RFP) to replace two air conditioning units at the Expo Center.**(Ron Burrows)**

Motion by Flanagan, second by Lepak to approve the CCDA consent items as listed. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

ADJOURNMENT

Motion by Lepak, second by Willis to adjourn. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

Meeting adjourned at 6:07 P.M.

**Regular Minutes of Claremore Public Works Authority Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 18, 2011**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:07 P.M.

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

Present: Terry Willis, Buddy Robertson, Mark Lepak, Mickey Perry, Thomas Cypert, Don Purkey, Brandon Smith, Paula Watson, Bill Flanagan

Absent: None

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Cassie Woods, Ruby Maline, Sean Douglas, Stan Brown, Carolyn Chapman, Chris Cochran, Kesslie Wilson, Joe Kays, Ron Kolker, Ron Burrows, Sherry Beach, Sharon McDonald, Art Andrews

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Willis to approve the agenda for the regular CPWA meeting of July 18, 2011, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and 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 Claremore Public Works Authority regular meeting on July 05, 2011, as printed.
- (b)** All claims as printed.

Motion by Watson, second by Lepak to approve the consent items as printed. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

EXECUTIVE SESSION

Approve/Reject going into executive session for the purpose of: **(Matt Ballard)**

(a) Conferring on matters pertaining to economic development, including the financing or creation of a proposal to entice a business to locate within the jurisdiction of the City if public disclosure of the matter discussed would interfere with the development of products or services or would violate the confidentiality of the business, as authorized by Okla. Stat. tit. 25, § 307(C)(10).

(b) Executive Session to discuss item (a).

(c) Regular Session

(d) Statement of executive session minutes

Motion by Smith, second by Lepak to approve going into executive session to discuss item (a). Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, no; Smith, yes; and Watson, yes. Motion carried.

Council entered executive session at 6:15 P.M.

Council came out of executive session at 6:48 P.M.

Motion by Watson, second by Willis to approve returning to regular session. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

Statement of executive session minutes was read by Mayor Perry:

While in executive session, only the items listed were discussed. No votes were cast and no decisions were made.

ADJOURNMENT

Motion by Smith, second by Willis to adjourn. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

Meeting adjourned at 6:49 P.M.

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 18, 2011**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:49 P.M.

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

Present: Terry Willis, Buddy Robertson, Mark Lepak, Mickey Perry, Thomas Cypert, Don Purkey, Brandon Smith, Paula Watson, Bill Flanagan

Absent: None

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Cassie Woods, Ruby Maline, Sean Douglas, Stan Brown, Carolyn Chapman, Chris Cochran, Kesslie Wilson, Joe Kays, Ron Kolker, Ron Burrows, Sherry Beach, Sharon McDonald, Art Andrews

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular City Council meeting of July 18, 2011, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED

None

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None

MAYOR'S REPORT & APPOINTMENTS

None

STAFF REPORTS

None

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

(a) Minutes of the Regular Council Meeting on July 05, 2011, as printed.

- (b) All claims as printed.
- (c) Actual salary claims for pay period ending **July 08, 2011**, in the amount of **\$374,498.91** 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 next pay period in the amount of \$500,000.00. Payroll at \$500,000.00 amount to include payables.
- (d) Approval of quarterly 911 Report and monthly Police Activity Report.
(Stan Brown)
- (e) Approval of Oklahoma Municipal Retirement Fund (OMFR) contribution refund To Ben Adams. **(Ruby Maline)**
- (f) Approval of Oklahoma Municipal Retirement Fund (OMFR) contribution refund to Daniel Rubio. **(Ruby Maline)**
- (g) Approval of Oklahoma Municipal Retirement Fund (OMFR) contribution refund To Elmer Pinkston. **(Ruby Maline)**

Motion by Smith, second by Willis to approve the consent items as listed. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

- (2) Discussion and presentation** with Pam Charles of the Internal Revenue Service concerning the placement of a kiosk in a City building to allow citizens to submit their basic tax forms for free. **(Daryl Golbek)**

Ms. Charles stated that residents can file their basic tax forms for free if their income is under \$58,000.00. Training for the program is free and is done through the internet at the IRS.gov site. Training should take a day. The City Employee would then be certified in basic tax preparation. The filing is done through the internet, there is no software to purchase or maintain. City employees that receive the training would only answer simple, basic questions and would not actually file the forms. The employees would also be covered under the Volunteer Protection Act and would be free from any liability. Charles would like to have kiosks set up at the Sr. Center, Library, and Community Center.

Library Director Sherry Beach expressed some of her concerns with the program.

- (3) Approve/Reject** renewal of Agreement between City of Claremore and The Grand Gateway Economic Development Association regarding the City's financial assistance to the Association for the operation of its Public Transportation System (Pelivan) from July 1, 2011 to June 30, 2012 in the total amount of \$83,539.00.
(Sharon McDonald)

Motion by Purkey, second by Smith to approve renewal of Agreement between City of Claremore and The Grand Gateway Economic Development Association regarding the City's financial assistance to the Association for the operation of its Public Transportation System (Pelivan) from July 1, 2011 to June 30, 2012 in the total amount

of \$83,539.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, no; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(4) Approve/Reject Resolution #2011-_____, requesting assistance from Oklahoma Department of Commerce (ODOC) and authorization for Mayor Mickey Perry to sign related application documents. **(Art Andrews/Andy Armstrong)**

Motion by Watson, second by Purkey to approve **Resolution #2011- 8**, requesting assistance from Oklahoma Department of Commerce (ODOC) and authorization for Mayor Mickey Perry to sign related application documents. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(5) Approve/Reject Resolution # 2011-_____, committing \$66,346 in City resources to the Community Development Block Grant (CDBG) project. **(Art Andrews/Andy Armstrong)**

Motion by Watson, second by Purkey to approve **Resolution # 2011- 9**, committing \$66,346 in City resources to the Community Development Block Grant (CDBG) project. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(6) Approve/Reject Task Order #13 with Tri-State Engineering, Inc. (TSE) to conduct a lot split survey at the proposed Senior Center site on N. Sioux Ave. In the amount of \$1,500.00 **(Chris Cochran/Joe Kays)**

Motion by Smith, second by Willis to approve Task Order #13 with Tri-State Engineering, Inc. (TSE) to conduct a lot split survey at the proposed Senior Center site on N. Sioux Ave. In the amount of \$1,500.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(7) Approve/Reject Ordinance # 2011-_____, changing the zoning of a parcel of land in Section 20 Township 21 North, Range 16 East, of the I.B.& M., Rogers County, State of Oklahoma, by repealing a portion of the Supplemental Planned Unit Development (PUD) and reverting to the underlying Commercial High (CH) zoning. **(Chris Cochran)**

Motion by Watson, second by Willis to approve **Ordinance # 2011- 19**, changing the zoning of a parcel of land in Section 20 Township 21 North, Range 16 East, of the I.B.& M., Rogers County, State of Oklahoma, by repealing a portion of the Supplemental Planned Unit Development (PUD) and reverting to the underlying Commercial High (CH) zoning. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(8) Approve/Reject Ordinance #2011-_____, changing the zoning of the property located at 705 S. Choctaw Ave. From AG (Agricultural) to RD (Residential Duplex) to allow for a new duplex development. **(Chris Cochran)**

Motion by Smith, second by Flanagan to approve **Ordinance #2011- 20**, changing the zoning of the property located at 705 S. Choctaw Ave. From AG (Agricultural) to RD (Residential Duplex) to allow for a new duplex development. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(9) Approve/Reject Resolution #2011-_____, requesting Programming of Tulsa Urbanized Area Surface Transportation Funds for the West Country Club Improvements Project. **(Chris Cochran)**

Motion by Smith, second by Flanagan to approve **Resolution #2011- 10**, requesting Programming of Tulsa Urbanized Area Surface Transportation Funds for the West Country Club Improvements Project. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(10) Approve/Reject grant application to update Claremore's Multihazard Mitigation Plan, designating Fire Chief Sean Douglas as the City's authorized representative for the specified grant and management thereof, and authorizing a commitment of funds letter, if needed, in the application process not to exceed \$22,750.00. **(Sean Douglas)**

Motion by Willis, second by Smith to approve the grant application to update Claremore's Multihazard Mitigation Plan, designating Fire Chief Sean Douglas as the City's authorized representative for the specified grant and management thereof, and authorizing a commitment of funds letter, if needed, in the application process not to exceed \$22,750.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(11) Approve/Reject agreement between the City of Claremore and the Claremore Convention and Visitors Bureau, Inc. for promotion of tourism from July 1, 2011 to June 30, 2012 (**\$ amount paid is 4% of City collected Hotel/Motel Tax**) **(Daryl Golbek)**

Claremore Convention and Visitors Bureau Executive Director Tanya Andrews clarified that the agenda item listed that the CCVB receives 4% of the city collected Hotel/Motel Tax, but the CCVB actually collects 99% of the Hotel/Motel Tax and the City retains the remaining 1%.

Motion by Willis, second by Smith to approve the agreement between the City of Claremore and the Claremore Convention and Visitors Bureau, Inc. for promotion of tourism from July 1, 2011 to June 30, 2012. Roll call vote: Willis, yes; Robertson, yes;

Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

ADJOURNMENT

Motion by Perry, second by Watson to adjourn. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

Meeting adjourned at 8:05 P.M.