

**Regular Minutes of the Claremore Cultural Development Authority Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 15, 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, Paula Watson, Bill Flanagan

Absent: Brandon Smith

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Cassie Woods, Ruby Maline, Sean Douglas, Chris Cochran, Ron Kolker, Joyce Medlock, Tammy Wilson, Danny Wilson, Joe Kays, Sharon McDonald, Carolyn Chapman

Pledge of Allegiance by all.

Invocation by Daryl Golbek

CALL TO THE PUBLIC

None

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Flanagan to approve the agenda for the regular CCDA meeting of August 15, 2011, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, 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 August 01, 2011, as printed.
- (b)** All claims as printed.

Motion by Watson, second by Flanagan 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; and Watson, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:02 P.M.

**Regular Minutes of Claremore Public Works Authority Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 15, 2011**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:02 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, Paula Watson, Bill Flanagan

Absent: Brandon Smith

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Cassie Woods, Ruby Maline, Sean Douglas, Chris Cochran, Ron Kolker, Joyce Medlock, Tammy Wilson, Danny Wilson, Joe Kays, Sharon McDonald, Carolyn Chapman

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Purkey to approve the agenda for the regular CPWA meeting of August 15, 2011, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, 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 August 01, 2011, as printed.
- (b)** All claims as printed.

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

(2) Approve/ Reject Change Order #2 for a \$8,293.00 increase with T & G Excavating for the Holiday Hills Sewer System Replacement project, accept final invoice in the amount of \$232,596.65, and accept 1 year maintenance bonds. **(Chris Cochran).**

Motion by Watson, second by Flanagan to approve Change Order #2 for a \$8,293.00 increase with T & G Excavating for the Holiday Hills Sewer System Replacement project, accept final invoice in the amount of \$232,596.65, and accept 1 year maintenance bonds. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Watson, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:06 P.M.

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 15, 2011**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:06 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, Paula Watson, Bill Flanagan

Absent: Brandon Smith

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Cassie Woods, Ruby Maline, Sean Douglas, Chris Cochran, Ron Kolker, Joyce Medlock, Tammy Wilson, Danny Wilson, Joe Kays, Sharon McDonald, Carolyn Chapman

ACCEPTANCE OF THE AGENDA

Motion by Watson, second by Willis to approve the agenda for the regular City Council meeting of August 15, 2011, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, 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 August 01, 2011, as printed.

- (b) All claims as printed.
- (c) Actual salary claims for pay period ending **August 5, 2011**, in the amount of **\$399,688.51** 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 to solicit bids for 2 replacement pumps for the Oologah Raw Water Pump Station. **(Danny Wilson)**

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

- (2) Approve/Reject** 2011-2012 Budget amendment for Senior Center Pre-construction costs in the amount of \$100,000.00.**(Ruby Maline)**

Motion by Purkey, second by Flanagan to approve the 2011-2012 Budget amendment for Senior Center Pre-construction costs in the amount of \$100,000.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Watson, yes. Motion carried.

- (3) Approve/Reject** proposal from Studio Architecture in the amount of \$52,500.00 to provide normal architectural design services which include: sealed drawings, specifications, submittal review, and RFI responses.**(Joe Kays)**

Motion by Flanagan, second by Watson to approve the proposal from Studio Architecture in the amount of \$52,500.00 to provide normal architectural design services which include: sealed drawings, specifications, submittal review, and RFI responses. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Watson, yes. Motion carried.

- (4) Approve/ Reject** request by Wayne McCombs, Executive Director of the J.M. Davis Arms & Historical Museum for a 25% rate reduction in the museum's electric bill.
(Daryl Golbek)

Motion by Purkey, second by Flanagan to deny the request by Wayne McCombs, Executive Director of the J.M. Davis Arms & Historical Museum for a 25% rate reduction in the museum's electric bill, and to follow up with a letter of explanation to the museum as to why the request was denied. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Watson, yes. Motion carried.

- (5) Approve/ Reject Ordinance # 2011-_____**, annexing The Estates at Pecan Ridge, described as:

The Estates at Pecan Ridge Situated in part of the South Half (S/2) of the South Half (S/2) of the Northeast Quarter (NE/4) of Section 1, Township 21 North, Range 15 East of the I.B.&M. Rogers County, Oklahoma. Being more particularly described as follows: Beginning at the Southeast Corner of the Northeast Quarter of said Section 1, Thence N89°47'26"W a distance of 2642.22 feet; Thence N00°03'52"W a distance of 659.96 feet; Thence S89°47'22"E a distance of 2644.47 feet; Thence S00°07'51"W a distance of 659.90 feet to the Point of Beginning; said tract containing 40.05 Acres ±.

AND

The East 16.5 feet of the Southeast Quarter (SE/4) of Section 1 Township 21 North, Range 15 East of the I.B.&M. Rogers County, Oklahoma.

AND

The West 16.5 feet of the South Half (S/2) of the South Half (S/2) of the Northwest Quarter (NW/4) of Section 6 Township 21 North, Range 16 East of the I.B.&M. Rogers County, Oklahoma.

into the corporate limits of the City of Claremore. **(Chris Cochran)**

Motion by Perry, second by Purkey to approve **Ordinance # 2011- 22** annexing The Estates at Pecan Ridge, described as:

The Estates at Pecan Ridge Situated in part of the South Half (S/2) of the South Half (S/2) of the Northeast Quarter (NE/4) of Section 1, Township 21 North, Range 15 East of the I.B.&M. Rogers County, Oklahoma. Being more particularly described as follows: Beginning at the Southeast Corner of the Northeast Quarter of said Section 1, Thence N89°47'26"W a distance of 2642.22 feet; Thence N00°03'52"W a distance of 659.96 feet; Thence S89°47'22"E a distance of 2644.47 feet; Thence S00°07'51"W a distance of 659.90 feet to the Point of Beginning; said tract containing 40.05 Acres ±.

AND

The East 16.5 feet of the Southeast Quarter (SE/4) of Section 1 Township 21 North, Range 15 East of the I.B.&M. Rogers County, Oklahoma.

AND

The West 16.5 feet of the South Half (S/2) of the South Half (S/2) of the Northwest Quarter (NW/4) of Section 6 Township 21 North, Range 16 East of the I.B.&M. Rogers County, Oklahoma.

into the corporate limits of the City of Claremore.

Roll call vote: Willis, no; Robertson, no; Lepak, no; Flanagan, no; Perry, yes; Cypert, no; Purkey, yes; and Watson, yes. Motion failed.

(6) Approve/ Reject the submitted document dated August 5, 2011 for approval as the City of Claremore Emergency Operations Plan. **(Sean Douglas)**

Motion by Watson, second by Willis to approve the submitted document dated August 5, 2011 for approval as the City of Claremore Emergency Operations Plan. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Watson, yes. Motion carried.

(7) Discussion and possible action on the establishment of procedures and protocols for City Council agendas and agenda items, including discussion relating to setting agenda items and council retreats for periodic updates and prioritization of City projects and the manner in which the Council will consider and take action on upcoming and ongoing City projects and issues. **(Mark Lepak/Daryl Golbek)**

Councilor Mark Lepak stated that he would like to see the Council approach future items when not under a time restraint; to discuss items in depth such as budget, cash flow, capital improvements, economic development, annexation, etc. Lepak also stated that this process would set the direction for City Manager Daryl Golbek and would also help the Council in Golbek's evaluation process. Lepak wanted feedback from the Council on how they would like to see these topics discussed, whether a few items are added to each agenda, or in the form of a retreat.

Feedback from the Council indicated that they would like to see such items in the form of Council Retreats on the off -meeting Mondays, and on an as needed basis, not quarterly.

Golbek stated that he would schedule a retreat within the next month.

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; and Watson, yes. Motion carried.

Meeting adjourned at 6:49 P.M.