

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 02, 2012**

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, Bill Flanagan, Mickey Perry, Thomas Cypert, Brandon Smith, Paula Watson

Absent: Don Purkey

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Sean Douglas, Ruby Maline, Carolyn Chapman, Chris Cochran, Tim White, Jeremy Ledbetter, Cassie Woods, Kyle Thornton, Matt Wilson, Casey Morrison, Joe Kays, Ron Burrows

Pledge of Allegiance by all.

Invocation by City Manager Daryl Golbek

CALL TO THE PUBLIC

Dell Davis and Clarice Doyle – Claremore Chamber of Commerce
Davis and Doyle presented a Chamber update to the Council and invited the Council to attend a talk session with representatives from the City of Moore and the greater Oklahoma City Area Chamber of Commerce to discuss Economic and Retail Development. The event will be held Monday, July 23rd at Northeastern Technology Center from 11:30-1:15. Lunch will be provided.

Shirely Boyd 710 S. Muskogee Ave., Owner of Club Tan
Boyd states that she has been in business here in Claremore for over 15 years. She addressed Council regarding the Sign Ordinance, specifically the temporary banners section of the Ordinance.

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular CCDA meeting of July 02, 2012, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, 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 the Regular Claremore Cultural Development Authority meeting on June 18, 2012, as printed.
- (b)** All claims as printed.

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

ADJOURNMENT

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

Meeting adjourned at 6:08 P.M.

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 02, 2012**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:08 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, Bill Flanagan, Mickey Perry, Thomas Cypert, Brandon Smith, Paula Watson

Absent: Don Purkey

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Sean Douglas, Ruby Maline, Carolyn Chapman, Chris Cochran, Tim White, Jeremy Ledbetter, Cassie Woods, Kyle Thornton, Matt Wilson, Casey Morrison, Joe Kays, Ron Burrows

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular CPWA meeting of July 02, 2012, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, 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 June 18, 2012, as printed.
- (b)** All claims as printed.

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

ADJOURNMENT

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

Meeting adjourned at 6:10 P.M.

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 02, 2012**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:10 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, Bill Flanagan, Mickey Perry, Thomas Cypert, Brandon Smith, Paula Watson

Absent: Don Purkey

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Sean Douglas, Ruby Maline, Carolyn Chapman, Chris Cochran, Tim White, Jeremy Ledbetter, Cassie Woods, Kyle Thornton, Matt Wilson, Casey Morrison, Joe Kays, Ron Burrows

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular City Council meeting of July 02, 2012, as written. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, 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

City Manager Daryl Golbek introduced the new Manager over Fleet Services, Kyle Thornton.

Fire Chief Sean Douglas gave an update concerning the murals at the former Fire Administration Building. The murals have been removed and are now in storage. The families of the fallen Firemen were involved in the process. The murals will be put up for display in the new Fire Admin Building.

IT Director Tim White updated the Council on Court Software the City is looking at. The Court Clerk's office is currently using 3 different systems; the new system will combine those and will integrate with the general ledger. The purchase will not affect the current budget.

White reported that he is also looking at Fleet Maintenance software to maintain scheduling, warranty information, inventory, etc. The new software will also interface with the general ledger.

White stated that he has added an option to the City Hall auto attendant that will allow people to dial by employee name when calling.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a)** Minutes of the Regular Council Meeting on June 18, 2012, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **June 22, 2012**, in the amount of **\$454,436.90** 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)** Approve Renewal of Lease Agreement between the City of Claremore and Frank C. Robson and Ludmila Robson for use of park land behind Reasor's – July 1, 2012 to June 30, 2013 - \$1.00 per year. **(Joe Kays)**
- (e)** Approve Renewal of Lease Agreement between the City of Claremore and the Church at Claremore for use of park land – from July 1, 2012 to June 30, 2013. **(Joe Kays)**
- (f)** Approve Renewal of Lease Agreement between the City of Claremore and Claremore Elks Lodge #1230 for use of park land – from July 1, 2012 to June 30, 2013. **(Joe Kays)**
- (g)** Approve Renewal of Lease Agreement between the City of Claremore and Rogers County Health Department for use of park land – from July 1, 2012 to June 30, 2013. **(Joe Kays)**
- (h)** Approve Renewal of Agreement for Administration of the Sales Tax Ordinance of the City of Claremore – Oklahoma Tax Commission.
- (i)** Approve Renewal of Agreement for Administration of the Use Tax Ordinance Oklahoma Tax Commission.
- (j)** Approve Renewal of Agreement between the City of Claremore and Claremore Main Street, Inc. from July 1, 2012 to June 30, 2013 in the amount of \$35,000.00. **(Daryl Golbek)**

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

(2) Approve/Reject Resolution #2012-_____, supporting continued participation in the Oklahoma Main Street Program. **(Daryl Golbek)**

Motion by Watson, second by Smith to approve **Resolution #2012- 8**, supporting continued participation in the Oklahoma Main Street Program. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

- Resolution was incorrectly referred to in the meeting as Resolution #2012-7

(3) Approve/Reject Resolution #2012-_____, requesting assistance from Oklahoma Department of Commerce (ODOC) and authorization for Mayor Perry to sign related application documents.**(Andy Armstrong)**

Item #3 was pulled from the agenda at the request of Andy Armstrong.

(4) Approve/Reject Resolution #2012-_____, relating to a Community Development Block Grant for replacement of sanitary sewer line, committing up to \$73,471.00 as leverage from the City of Claremore. **(Andy Armstrong)**

Item #4 was pulled from the agenda at the request of Andy Armstrong.

(5) Approve/ Reject special use permit for Verizon, to allow the construction of a 130 ft. communications tower near Claremore Street and Missouri Street. **(Chris Cochran)**

Item # 5 was pulled from the agenda at the request of Verizon.

(6) Discussion and possible action regarding a request to amend the Final Plat for the Estates at Forest Park. **(Chris Cochran)**

Motion by Smith, second by Flanagan to approve the request to amend the Final Plat for the Estates at Forest Park. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

(7) Approve/Reject Resolution #2012-_____, ratifying acceptance of grant offer for airport improvement program to extend the North Hangar Access Taxilane (Design Only). **(Daryl Golbek/Cary Jester)**

Motion by Flanagan, second by Watson to approve **Resolution #2012- 9**, ratifying acceptance of grant offer for airport improvement program to extend the North Hangar

Access Taxilane (Design Only). Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

*Resolution was incorrectly referred to in the meeting as Resolution #2012-8

(8) Approve/Reject Letter of Agreement with Grand Gateway Economic Development Association for the operation of the Pelivan Public Transportation System for the FY 2012/2013 in the amount of \$91,791.00. **(Sharon McDonald)**

Motion by Flanagan, second by Willis to approve Letter of Agreement with Grand Gateway Economic Development Association for the operation of the Pelivan Public Transportation System for the FY 2012/2013 in the amount of \$91,791.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

(9) Approve/Reject renewal from Oklahoma Municipal Assurance Group (OMAG) for FY 2012-2013 Worker's Compensation Insurance in the amount of \$580,076.00, with the reduction of interest cost to March 31, 2012 in the amount of \$1,129.47, which will reduce the cost to \$578,946.53. **(Carolyn Chapman)**

Motion by Smith, second by Flanagan to approve renewal from Oklahoma Municipal Assurance Group (OMAG) for FY 2012-2013 Worker's Compensation Insurance in the amount of \$580,076.00, with the reduction of interest cost to March 31, 2012 in the amount of \$1,129.47, which will reduce the cost to \$578,946.53. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

(10) Approve/Reject Council Approval for an Ordinance Variance regarding boat length, wading and swimming, and overnight camping for security purposes at Claremore Lake Park, for Saturday August 18 and Sunday August 19, 2012 for a triathlon. **(Joe Kays)**

Motion by Smith, second by Willis to approve Ordinance Variance regarding boat length, wading and swimming, and overnight camping for security purposes at Claremore Lake Park, for Saturday August 18 and Sunday August 19, 2012 for a triathlon. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

(11) Approve/Reject purchase a 2012, 30 horsepower, water cooled, diesel, zero turn mower with 61 inch flip up mower deck, from Triple T Equipment Co. at state contract pricing, in the amount of \$14,229.00. **(Joe Kays)**

Motion by Smith, second by Cypert to approve the purchase a 2012, 30 horsepower, water cooled, diesel, zero turn mower with 61 inch flip up mower deck, from Triple T Equipment Co. at state contract pricing, in the amount of \$14,229.00. Roll call vote:

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

(12) Discussion regarding proposed changes to the sign ordinance: specifically, allowing exemptions for placement of banners and off-site advertising in the Central Business District. **(Councilors Smith, Robertson, and Cypert)**

Cindy Bissett, Director of Claremore Main Street spoke in favor of the proposed changes. Bissett stated that the off-premise signs have been beneficial in drawing traffic to the side streets where retail businesses have not previously been.

Mike Ward, owner of Adventures Awnings & Signs stated that there are structural issues with the banners across the street; specifications need to be included in the Ordinance. Ward also stated that there are greater issues with the sign ordinance that need to be addressed. For example: temporary signs

(13) Discussion regarding the search for a new City Manager **and possible action** regarding the process and procedure for soliciting applicants. **(Matt Ballard/Mickey Perry)**

Proposals from 4 professional firms were presented to Council by HR Director Carolyn Chapman.

Discussion was had regarding internal/external search; confidentiality of committee members, public involvement, profile for the position.

Motion by Perry, second by Flanagan to conduct the City Manager search internally, with the cut-off date to accept applications being September 14th at 5:00 p.m.; Committee will be comprised of Committee Chair Councilor Lepak, Councilmembers Watson and Willis, and anyone the Committee sees fit, including Human Resources and Department Heads. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

(14) Approve/Reject lease agreement between the City of Claremore and the Will Rogers Round Up Club to lease the round Up Club property located at 13653 480 Rd. to use as parking during the City of Claremore Fireworks Display at Claremore Lake. **(Joe Kays)**

Item #14 was moved before Item #12 due to the length of discussion anticipated for Items #12 and #13.

Motion by Flanagan, second by Watson to approve the lease agreement between the City of Claremore and the Will Rogers Round Up Club to lease the round Up Club property located at 13653 480 Rd. to use as parking during the City of Claremore Fireworks Display at Claremore Lake. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

EXECUTIVE SESSION

(1) Approve /Reject going into Executive Session to discuss the following items:

- (a)** Discussing collective bargaining labor negotiation proceedings concerning the Claremore fire union, IAFF Local 1077, pursuant to 25 O.S. Section 307 (b)(2);

Motion by Smith, second by Willis to enter into Executive Session after a 5 minute break. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

Council entered into Executive Session at 8:10 P.M.

Council came out of Executive Session at 8:37 P.M.

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

(2) Discussion and vote to accept/reject collective bargaining agreement for the fiscal year 2012-2013 with the Claremore fire union, IAFF Local 1077.

Motion by Watson, second by Cypert to approve the collective bargaining agreement for the fiscal year 2012-2013 with the Claremore fire union, IAFF Local 1077. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Smith, yes; and Watson, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 8:40 P.M.