

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 06, 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, Don Purkey, Brandon Smith, Paula Watson

Absent: None

Staff Present: Matt Ballard, Sarah Sharp, Sean Douglas, Ruby Maline, Carolyn Chapman, Ryan Pierce (Tri-State Engineering), Tim White, Cassie Woods, Joe Kays, Stan Brown, Ron Kolker, Larry Hughes, Mitch Louderback, and Sharon McDonald

Pledge of Allegiance by all.

Invocation by Pastor Dave Mewbourne- Claremore Assembly of God Church

CALL TO THE PUBLIC

None

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular CCDA meeting of August 06, 2012, 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 the Regular Claremore Cultural Development Authority meeting on July 16, 2012, as printed.
- (b)** All claims as printed.

Motion by Watson, second by Purkey to approve CCDA 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.

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 6:04 P.M.

**Minutes of the Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 06, 2012**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:04 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, Don Purkey, Brandon Smith, Paula Watson

Absent: None

Staff Present: Matt Ballard, Sarah Sharp, Sean Douglas, Ruby Maline, Carolyn Chapman, Ryan Pierce (Tri-State Engineering), Tim White, Cassie Woods, Joe Kays, Stan Brown, Ron Kolker, Larry Hughes, Mitch Louderback, and Sharon McDonald

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Willis to approve the agenda for the regular CPWA meeting of August 06, 2012, 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 16, 2012, as printed.
- (b)** All claims as printed.
- (c)** Acceptance of the Gift Deed from Baker Hughes Oilfield Operations, Inc. for 1.28 acre portion of the parcel of land located at 200 W. Stuart Roosa Dr., with the legal description being Part of the S/2 of the NE/4, Section 4, T21N, R16E, I.B. & M., Rogers Co., State of Oklahoma, to be used for an Electrical Substation. **(Larry Hughes)**
- (d)** Approve solicitation of bids for an automated sanitation truck. **(Donnie Burgess)**

Councilor Flanagan stated that regarding Item (c), Baker Hughes Oilfield Operations, Inc. needs to supply the City with a copy of the appraisal for this piece of land.

Motion by Purkey, second by Flanagan to approve CPWA 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.

(2) Approve/Reject Change Order #3 with Cherokee Pride Construction in the amount of a \$5,306.00 decrease in the Blue Starr Waterline Project. **(Chris Cochran)**

Motion by Smith, second by Watson to approve Change Order #3 with Cherokee Pride Construction in the amount of a \$5,306.00 decrease in the Blue Starr Waterline 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.

(3) Consideration, discussion, and possible action regarding the remaining balance of the bond proceeds. **(Ron Kolker/Ruby Maline)**

Ron Kolker informed the Council of the following information regarding the balance of the bond proceeds:

“The money we’re talking about is the construction funds from the previous bond issue that was retired by this new bond issue. We had until August the 1st, with a couple years extensions, to spend all the money. We did not, and as of August 1st there is going to be about 1 million, 900,000 left. According to the new bond indenture, we have to take that 1.9 million approximately and put it in a reserve to pay off the new bond issue.

The way that works is, we have to transfer money from the 1 cent sales tax fund to that reserve every month, for each year to pay off the principal and interest that’s due that year. Basically what this 1.9 million means is that we have 1.9 million less that we have to transfer from the sales tax fund to that to pay off the bonds that are due this fiscal year. So we may come to you later to amend the budget for that sales tax fund to cover some of the projects that we were going to do out of the construction funds that didn’t get done.

There is nothing to vote on now, this is just for informational purposes. “

ADJOURNMENT

Motion by Smith, 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 6:12 P.M.

**Minutes of the Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 06, 2012**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:12 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, Don Purkey, Brandon Smith, Paula Watson

Absent: None

Staff Present: Matt Ballard, Sarah Sharp, Sean Douglas, Ruby Maline, Carolyn Chapman, Ryan Pierce (Tri-State Engineering), Tim White, Cassie Woods, Joe Kays, Stan Brown, Ron Kolker, Larry Hughes, Mitch Louderback, and Sharon McDonald

ACCEPTANCE OF THE AGENDA

Motion by Flanagan, second by Willis to approve the agenda for the regular City Council meeting of August 06, 2012, 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

(1) Approve/Reject Mayor Perry and CIEDA recommendation to re-appoint Tim Fleetwood to the Claremore Industrial and Economic Development Authority Board, to serve a 7 year term to expire June 30, 2019.

Motion by Purkey, second by Flanagan to approve Mayor Perry and CIEDA recommendation to re-appoint Tim Fleetwood to the Claremore Industrial and Economic Development Authority Board, to serve a 7 year term to expire June 30, 2019. 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) Approve/Reject Mayor Perry and CIEDA recommendation to appoint Phil Albert to the Claremore Industrial and Economic Development Authority Board, filling the remaining term of Steve Neely, which will expire June 30, 2015.

Motion by Willis, second by Flanagan to approve Mayor Perry and CIEDA recommendation to appoint Phil Albert to the Claremore Industrial and Economic Development Authority Board, filling the remaining term of Steve Neely, which will expire June 30, 2015. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, abstain; and Watson, yes. Motion carried.

(3) Approve/Reject Mayor Perry's recommendation to appoint Suzanne Smith to the Emergency Medical Services Board to serve the remaining term of Tammy Lawson, which will expire 2014.

Motion by Willis, second by Watson to approve Mayor Perry's recommendation to appoint Suzanne Smith to the Emergency Medical Services Board to serve the remaining term of Tammy Lawson, which will expire 2014. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

STAFF REPORTS

Police Chief Stan Brown invited the Council to attend the Police Department's National Night Out event which will be held Tuesday, August 7, 2012 from 6-9 p.m. at Gazebo Park. There will be hotdogs, soda, snow cones, games for the kids.

IT Director Tim White presented an update to Council regarding the status of current projects for: Kronos timekeeping, paperless employee paystubs, and utility billing, new computer installation, and phase II of the phone system. White also stated that upcoming projects for: server virtualization, Municipal Court and Code Enforcement software, copying and printing needs, internet service, and Fleet Maintenance software are in progress.

Electric Supervisor Larry Hughes presented a slide show to the Council showing them some problem areas that his crews have begun addressing and wanted to make Council aware of these issues before they started receiving calls from citizens.

The Electric Department is having trouble accessing transformers in some areas of town due to citizens not maintaining the utility easement, and they become overgrown. Also, there is an issue with citizens building their fences into the easement and up next to the transformers, which prohibits access to these transformers. There are also areas where citizens have planted shrubbery, decorative grass, or other landscaping around the transformers in an attempt to conceal them for aesthetics. This makes it difficult for crews to find and access the transformers in an outage, and can actually add time to the outage. Plants and shrubbery also suppress air flow to the transformers which shortens the life of the transformer.

Electric crews will begin contacting the property owner and asking them to resolve the issue. They hope to be able to work with the property owners to get the issue resolved. If that can't be done, then the City will take steps to clear the easements for unrestricted access to the transformers.

CURRENT BUSINESS

(4) Approve/Reject the following consent items:

- (a)** Minutes of the Regular Council Meeting on July 16, 2012, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **July 20, 2012**, in the amount of **\$401,956.78** 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 Agreement between City of Claremore and Volunteers for Youth to conduct BLAST After School Program, Youth Nights, and select summer camps/activities from July 1, 2012 to June 30, 2013. **(Joe Kays)**
- (e)** Approval of Quarterly 911 Report and Police Monthly Activity Report. **(Stan Brown)**
- (f)** Approval to solicit bids for existing roof demolition and new roof construction for proposed Claremore Senior Center, located at 1325 N. Sioux Ave. **(Joe Kays)**
- (g)** Acceptance of fire apparatus access lane agreement from the First United Methodist Church, dated July 11, 2012, granting the City access to church property for fire protection services. **(Matt Ballard)**

Motion by Smith, second by Willis to approve consent items, excluding item (d). Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

Motion by Smith, second by Flanagan to approve consent item (d). Roll call vote: Willis, abstain; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(5) Approve/Reject Agreement with LandPlan Consultants, Inc. to provide design and construction phase services for a splash pad and related amenities at Claremore Lake Park in the amount of \$27,895.00. **(Joe Kays)**

Motion by Smith, second by Willis to approve the Agreement with LandPlan Consultants, Inc. to provide design and construction phase services for a splash pad and related amenities at Claremore Lake Park in the amount of \$27,895.00. Roll call vote:

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

- (6) Approve/Reject Ordinance #2012-_____**, changing the zoning of a parcel of land in Block 155 of the Claremore Original Townsite, Oklahoma and being a part of Section 9, Township 21 North, Range 16 East of the I.B. & M, Rogers County, State of Oklahoma from RS-3 (Residential Single-Family High Density District) to RD (Residential Duplex District) and directing the appropriate amendment to the zoning Map of the City of Claremore. **(Chris Cochran)**

Motion by Purkey, second by Cypert to approve **Ordinance #2012- 11**, changing the zoning of a parcel of land in Block 155 (609 E. 6th St.) of the Claremore Original Townsite, Oklahoma and being a part of Section 9, Township 21 North, Range 16 East of the I.B. & M, Rogers County, State of Oklahoma from RS-3 (Residential Single-Family High Density District) to RD (Residential Duplex District) and directing the appropriate amendment to the zoning Map of the City of Claremore. 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** engagement letter with Wingard, Ragsdale, & Langley, CPA, LLC for conducting the audit of the financial statements for fiscal year ended June 30, 2012. **(Ron Kolker/Ruby Maline)**

Motion by Flanagan, second by Purkey to approve the engagement letter with Wingard, Ragsdale, & Langley, CPA, LLC for conducting the audit of the financial statements for fiscal year ended June 30, 2012 in the amount of \$22,000.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

- (8) Discussion only:** Discussion regarding Chapter 11 (Signs) of the City of Claremore-Rogers County Metropolitan Zoning Ordinance. **(Councilors Smith, Robertson, and Cypert)**

Councilor Smith stated that the 90% of the complaints about the Sign Ordinance are regarding the Temporary Signs. The Committee had discussed eliminating the temporary banner section altogether, or increase the amount of time a temporary banner could be displayed.

The Committee would also like to address the piggy backing section of the Ordinance (thinks it needs to be removed), address areas in town for non-profits and renters of the Expo can display their banners, and off site advertising for businesses that are off the main streets (ie: a sign that says the business name, 1 block).

Councilor Robertson stated that he thinks Section 1107 C-5 needs to be taken out.

Councilor Flanagan stated that he would like to see the whole temporary sign section of the Ordinance removed.

Perry asked the Committee to come up with some specific language with the changes and bring it back before the full Council when they are ready.

ADJOURNMENT

Motion by Perry, 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 7:22 P.M.