

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 20, 2012**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:03 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: Daryl Golbek, Matt Ballard, Sarah Sharp, Ruby Maline, Carolyn Chapman, Tim White, Cassie Woods, Stan Brown, Ron Kolker, Larry Hughes, Ron Burrows, Chris Cochran, Donnie Burgess, Jeremy Ledbetter, Kyle Thorsen

Pledge of Allegiance by all.

Invocation by Councilman Terry Willis

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

***Note- This item was moved from the Council agenda to accommodate the family and friends of the Police Officers being sworn in.**

Swearing in of new Claremore Police Officers by Police Chief Stan Brown.

Officers sworn in were:

Richard Propst	Kendal Bradshaw
Mark Isaac	Eli Vang
Jordan Keesler	Shaun Holmes

Chief Brown also recognized Jean Hurst as the Supervisor of the Claremore Animal Shelter

CALL TO THE PUBLIC

Mark Harlan- 607 E. 6th

Addressed Council regarding a Sanitary Sewer problem he is having with a neighbor.

Daryl Ward -514 N. J.M. Davis Blvd. (Ward chose to speak when Item # 8 was discussed)

Ward spoke regarding the whole sign ordinance, stating that permits are needed, and must be enforced. Ward was also upset that banners for the Blue Starr Mothers were taken down (banners were placed in the right of way)

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular CCDA meeting of August 20, 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 August 06, 2012, as printed.
- (b) All claims as printed.
- (c) Approve to solicit bids for new removable roll up carpet for the arena and replacement of the carpet in offices and meeting room. **(Ron Burrows)**

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; Purkey, 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; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

Meeting adjourned at 6:18 P.M.

**Minutes of the Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 20, 2012**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:18 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: Daryl Golbek, Matt Ballard, Sarah Sharp, Ruby Maline, Carolyn Chapman, Tim White, Cassie Woods, Stan Brown, Ron Kolker, Larry Hughes, Ron Burrows, Chris Cochran, Donnie Burgess, Jeremy Ledbetter, Kyle Thorsen

Council skipped to Item #4, then proceeded with the agenda in order.

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Flanagan to approve the agenda for the regular CPWA meeting of August 20, 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 August 06, 2012, as printed.
- (b)** All claims as printed.
- (c)** Approval to solicit bids for one hydraulic hook lift (roll-off) sanitation truck.
(Donnie Burgess)

Motion by Smith, second by Willis 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 the purchase of two (2) power transformers from lowest bidder

Pennsylvania Transformer Technology, Inc. for the Baker Hughes substation project in the amount of \$1,408,664.00. **(Larry Hughes)**

Hughes corrected that Pennsylvania Transformer Technology, Inc. was the second lowest bidder by \$334.00, but with the fact that they offer a 5 year warranty and can deliver in 26-30 weeks compared to the 32 weeks Virginia Transformer Corp. quoted, the panel evaluating the bids felt that Pennsylvania Transformer Technology, Inc. was the better choice.

There were two payment options discussed:

Option 1- 15% down upon signing of the contract, 25% upon submission of approved drawings, 25% due at completion of manufacturing, remaining amount to be paid net 30 after delivery date. With this option the price is fixed.

Option 2- pay upon delivery, the price would not be fixed and could vary depending on copper and oil prices. With the estimated delivery date to be 32-34 weeks out, the price could change dramatically.

Motion by Flanagan, second by Purkey to approve the purchase of two (2) power transformers from second-lowest bidder Pennsylvania Transformer Technology, Inc. for the Baker Hughes substation project in the amount of \$1,408,664.00, using payment option #2, but allowing management to use option #1 if they can satisfy themselves to the credit stability of the company we are ordering from. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, no; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(3) Approve/Reject the purchase of metal clad switchgear from lowest bidder Pederson Power Products in the amount of \$673,290.00 for the Baker Hughes substation Project. **(Larry Hughes)**

Motion by Flanagan, second by Purkey to approve the purchase of metal clad switchgear from lowest bidder Pederson Power Products in the amount of \$673,290.00 for the Baker Hughes substation 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.

(4) Discussion and vote to accept/reject first amendment to economic development and infrastructure improvement agreement between the City of Claremore, CPWA, and Claremore Construction and Development, LLC. **(Daryl Golbek)**

Mr. Tapp, owner of Claremore Construction and Development, LLC was present and brought Council up to date on the progress of the project. Tapp stated that Lowe's owns the vacant lot in between Rib Crib and their current store, Lowe's had agreed to sell that property with the stipulation that a road be built on the South and East sides of their existing store to divert traffic out of their parking lot. Because of this stipulation, Lowe's has had to sign off on all the plans, which has been done. ODOT has approved the plans,

including the signal work and roadway; the City has signed off on all plans as well. The project is fully engineered and ready to proceed.

In the original agreement, the City agreed to pay up to 2 million for the roadway from Hwy. 66 to the property. The changes in the amended contract would include the 2 additional roadways stipulated by Lowe's. These have been bid out and all three roadways can be done under the 2 million.

In the original agreement The City agreed to pay up to 3 million in taxes generated from the development to the developer. The amended agreement amends that amount to \$2,250,000.00.

Tapp states that all of the 5 phases shown in the map he presented should be completed within 6 months.

Motion by Smith, second by Purkey to approve the first amendment to economic development and infrastructure improvement agreement between the City of Claremore, CPWA, and Claremore Construction and Development, LLC. 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 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 7:00 P.M.

**Minutes of the Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 20, 2012**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 7:00 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: Daryl Golbek, Matt Ballard, Sarah Sharp, Ruby Maline, Carolyn Chapman, Tim White, Cassie Woods, Stan Brown, Ron Kolker, Larry Hughes, Ron Burrows, Chris Cochran, Donnie Burgess, Jeremy Ledbetter, Kyle Thorsen

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular City Council meeting of August 20, 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

(1) Swearing in of new Claremore Police Officers by Police Chief Stan Brown.

***Note- This item was moved from the Council agenda to accommodate the family and friends of the Police Officers being sworn in.**

MAYOR'S REPORT & APPOINTMENTS

(2) Update regarding City Manager search.

Mayor Perry stated that the Committee has received about 25 applicants. Applications will continue to be accepted until September 14th. Several phone interviews have already been conducted, and HR Director Carolyn Chapman is conducting background checks. The Committee will not meet again after Labor Day due to some of the members being on vacation. The Committee hopes to have final candidates at the last meeting in September for face to face interviews with the Council.

STAFF REPORTS

Director of Budget and Finance Ruby Maline informed Council that their July monthly financial statements will be sent out with the August statements due to her department preparing for the audit.

Maline also reported the projects the Finance Department is currently working on :

Updating vendor listing

Closing the airport grant

Working with Incode to review utility process (Incode Rep. to be here next week)

Compiling policy and procedures manual

Working on new Warehouse software for inventory

CURRENT BUSINESS

(3) Approve/Reject the following consent items:

- (a)** Minutes of the Regular Council Meeting on August 06, 2012, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **August 03, 2012**, in the amount of **\$409, 985.84** 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 (OMRF) Oklahoma Municipal Retirement Fund Lump Sum Distribution to Duncan Jarvis. **(Ruby Maline)**

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; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(4) Discussion only: Claremore Convention and Visitor's Bureau update from FY 2011/2012 and future projects. **(Daryl Golbek)**

Claremore Convention and Visitor's Bureau update from FY 2011/2012 and future projects presented by CCVB Director Tanya Andrews and Marketing Director Lisa Dennis.

Council Skipped to Item # 9.

(5) Approve/Reject purchase of a 2006 Ingersoll Rand DD70 Steel Wheel Roller from Boxcer Equipment in the amount of \$59,500.00. **(Jeremy Ledbetter)**

Motion by Flanagan, second by Smith to approve the purchase of a 2006 Ingersoll Rand DD70 Steel Wheel Roller from Boxcer Equipment in the amount of \$59,500.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(6) Approve/Reject contract with Peak Uptime for Server Infrastructure Virtualization Assessment and Design at State Contracting Price of \$14,000.00. **(Tim White)**

Motion by Smith, second by Purkey to approve the contract with Peak Uptime for Server Infrastructure Virtualization Assessment and Design at State Contracting Price of \$14,000.00. Roll call vote: Willis, yes; Robertson, yes; Lepak, recuse; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

(7) Approve/Reject purchasing fleet maintenance software from Ron Turley Associates (RTA) for Fleet services. **(Tim White/Kyle Thorsen/Ruby Maline)**

Motion by Smith, second by Flanagan to approve purchasing fleet maintenance software from Ron Turley Associates (RTA) for Fleet services. 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 #2012-____, amending Chapter 11 of the City of Claremore-Rogers County Metropolitan Zoning Ordinance, adding Section 1111 Regarding signs located in the Central Business District. **(Chris Cochran)**

Motion by Smith, second by Robertson to approve **Ordinance #2012- 12** , amending Chapter 11 of the City of Claremore-Rogers County Metropolitan Zoning Ordinance, adding Section 1111 Regarding signs located in the Central Business District. 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) Discussion and vote to accept/reject first amendment to economic development and infrastructure improvement agreement between the City of Claremore, CPWA, and Claremore Construction and Development, LLC. **(Daryl Golbek)**

- **Note: Discussion included from CPWA portion of the meeting.**

Mr. Tapp, owner of Claremore Construction and Development, LLC was present and brought Council up to date on the progress of the project. Tapp stated that Lowe's owns the vacant lot in between Rib Crib and their current store, Lowe's had agreed to sell that property with the stipulation that a road be built on the South and East sides of their existing store to divert traffic out of their parking lot. Because of this stipulation, Lowe's has had to sign off on all the plans, which has been done. ODOT has approved the plans, including the signal work and roadway; the City has signed off on all plans as well. The project is fully engineered and ready to proceed.

In the original agreement, the City agreed to pay up to 2 million for the roadway from Hwy. 66 to the property. The changes in the amended contract would include the 2 additional roadways stipulated by Lowe's. These have been bid out and all three roadways can be done under the 2 million.

In the original agreement The City agreed to pay up to 3 million in taxes generated from the development to the developer. The amended agreement amends that amount to \$2,250,000.00.

Tapp states that all of the 5 phases shown in the map he presented should be completed within 6 months.

Motion by Flanagan, second by Smith to approve the first amendment to economic development and infrastructure improvement agreement between the City of Claremore, CPWA, and Claremore Construction and Development, LLC. 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) Discussion and vote to accept/reject Ordinance No. 2012 - ____ amending Title V of the City of Claremore Code of Ordinances and adding procedures for water restrictions in times of shortage. **(Matt Ballard)**

Motion by Flanagan, second by Smith to approve **Ordinance No. 2012 - 13**, amending Title V of the City of Claremore Code of Ordinances and adding procedures for water restrictions in times of shortage, striking the last sentence in section 53.40 reading "Subsequent violations of mandatory water restrictions may result in the termination of water service without further notice". 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) Discussion and vote to adopt or not adopt findings that an emergency exists and that Ordinance No. 2012 - ____ is necessary for the immediate preservation of peace, health, or safety and shall go into effect immediately. **(Matt Ballard)**

Motion by Flanagan, second by Smith to approve findings that an emergency exists and that **Ordinance No. 2012 - 13** is necessary for the immediate preservation of peace, health, or safety and shall go into effect immediately. 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 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 8:14 P.M.