

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma December 17, 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: Jim Thomas, Matt Ballard, Sarah Sharp, Tim White, Chris Cochran, Sean Douglas, Ruby Maline, Ron Kolker, Joe Kays, Daryl Golbek, Stan Brown, Larry Hughes, Jeremy Ledbetter, Art Andrews

Pledge of Allegiance by all.

Invocation by Councilman Don Purkey

CALL TO THE PUBLIC

Daryl Ward- Owner of Adpro Signs

Ward stressed the importance of signs in our community. Banners have to be taken down after 30 days, and a business could go out in 30 days. Ward stated that if it weren't for the businesses in town collecting taxes, there wouldn't be a City.

Councilor Brandon Smith asked for a few minutes to speak. Smith stated that as he was taking the two foreign exchange students that live with his family home from school, they witnessed a man and a woman get out of their truck and illegally dump various items on the side of the road. Smith expressed his disgust and disappointment in what these people did.

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular CCDA meeting of December 17, 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 December 03, 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; 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 6:06 P.M.

**Minutes of the Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma December 17, 2012**

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

Absent: None

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Tim White, Chris Cochran, Sean Douglas, Ruby Maline, Ron Kolker, Joe Kays, Daryl Golbek, Stan Brown, Larry Hughes, Jeremy Ledbetter, Art Andrews

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular CPWA meeting of December 17, 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 December 03, 2012, as printed.
- (b)** All claims as printed.

Motion by Smith, second by Watson to approve the 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 Task Order #14 with Tri-State Engineering in the estimated amount of \$28,700.00 for GIS Mapping and Water Model update. **(Jeremy Ledbetter/Chris Cochran/ Daryl Golbek)**

Councilman Cypert stated that he would like to see an itemized breakdown on what the City is billed for on this project.

Motion by Smith, second by Flanagan to approve Task Order #14 with Tri-State Engineering in the estimated amount of \$28,700.00 for GIS Mapping and Water Model update. 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 6:16 P.M.

**Minutes of the Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma December 17, 2012**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:16 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: Jim Thomas, Matt Ballard, Sarah Sharp, Tim White, Chris Cochran, Sean Douglas, Ruby Maline, Ron Kolker, Joe Kays, Daryl Golbek, Stan Brown, Larry Hughes, Jeremy Ledbetter, Art Andrews

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Willis to approve the agenda for the regular City Council meeting of December 17, 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's recommendation to appoint Stan Brown, Dr. Randy Williams, and David Chaussard to the Emergency Medical Services Board, each to serve a 3 year term beginning in January 1, 2013. **(Stan Brown/Mickey Perry)**

Mayor Perry made a correction; Dr. John Perona is replacing Dr. Randy Williams.

Motion by Purkey, second by Smith to approve Mayor Perry's recommendation to appoint Stan Brown, Dr. John Perona, and David Chaussard to the Emergency Medical Services Board, each to serve a 3 year term beginning in January 1, 2013. 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 appointment of Council Members (1 Board Member and 1 as alternate) to the INCOG Board of Directors and General Assembly to serve a 2 year term beginning January 1, 2013. **(Mickey Perry)**

Motion by Purkey, second by Flanagan to appoint Mayor Mickey Perry to serve on the INCOG Board of Directors and General Assembly to serve a 2 year term beginning January 1, 2013. 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 Perry, second by Flanagan to appoint Councilor Paula Watson to serve as alternate on the INCOG Board of Directors and General Assembly to serve a 2 year term beginning January 1, 2013. 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) Setting date for January Council Retreat. **(Mickey Perry)**

Motion by Purkey, second by Willis to hold the Council Retreat Monday, January 14, 2013 at 5:30 p.m. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

City Manager Jim Thomas spoke regarding his desire to have Jeri Koehler, Director of the Rogers State University Innovation Center to facilitate the meeting. Thomas presented a agenda of what the meeting will cover, Koehler has a survey that will be sent to Council prior to the meeting for them to fill out in order to streamline the meeting as much as possible. Koehler will be offering her services pro bono, so cost will be minimal. The meeting will be held at the RSU Innovations Center conference room on 1/14/13 at 5:30 p.m.

STAFF REPORTS

CM Thomas stated that he would be on vacation 12/23/12-1/2/13 and will be going home to see his family. Public Works Director Daryl Golbek will be acting City Manager in his absence.

Golbek gave an update on the pump failure that happened mid-November at the Water Plant. The pump failed, causing the basement to flood. The pump has been checked by B&B electric and the windings in it are bad. Insurance asked that we get quotes on replacement and on repair. The replacement quotes ranged from \$39,640.00 to \$46,451.00. Repairs are estimated to be \$18,962.51. Insurance has given the approval to have the repairs made. The cabinet that held the pump was damaged by the water and some wiring was damaged as a result. Replacing the cabinet will be just under \$5,000.00; Severn Trent has agreed to replace the cabinet, which will cover our deductible. The City should be out no cost on the repairs at this point.

These repairs fall under the emergency portion of our purchasing policy. Daryl will bring formally before the Council at the next meeting, as he was not able to get it on the agenda in time for this meeting.

Tim White IT Director

White updated the Council on current IT Projects.

Server Virtualization- Project 99% complete. A few servers are being repurposed for back ups.

2nd phase of phone system-going live the first 2 weeks in January. Dial by name will be available then as well. 42 land lines have been eliminated in the process. This should save \$1400 every month.

Library PC's- Computers arrived last week, and will be installed this week.

Fleet Maintenance-

New software has been installed, they are now imputing information.

CURRENT BUSINESS

(4) Approve/Reject the following consent items:

- (a)** Minutes of the Regular Council Meeting on December 03, 2012, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **December 7, 2012**, in the amount of **\$388, 827.17** 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)** Release RFP for Tree Planting Services for the Oklahoma Department of Agriculture, Food, and Forestry (ODAFF) Grant. **(Joe Kays)**
- (e)** Approval to go out for bids for Community Development Block Grant (CDBG) #14836 2011 for Rehabilitation Sanitary Sewer System Project in Walnut Park Addition. **(Art Andrews)**
- (f)** Approve acceptance of Deed of Dedication from KG Store 820, LLC for additional right-of-way adjacent to North Wortman Ave., just North of Will Rogers Blvd. **(Chris Cochran)**
- (g)** Approve renewal of Memorandum of Understanding (MOU) with Rogers County Health Department to use the Claremore Community Center as a Mass Immunization/Prophylaxis Site (MIPS) in the event of a public health emergency. **(Sean Douglas)**

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.

(5) Approve/Reject the following items in relation to 15244 CDBG 12 for Sanitary Sewer Improvements to the Meadow View Addition:

- (a) Designate the City's Chief Executive Officer, the Mayor, as the certifying officer under the National Environmental Policy Act of 1969 to assume overall responsibility for the environmental review process.
- (b) Make a Finding of Categorical Exclusion/Exempt from Release of Funds Publication on the Environment for the 15244 CDBG 12 Sanitary Sewer Infrastructure Program.
- (c) Authorize the Mayor to sign the CDBG Certification of Leverage, Environmental Certification and Request for Release of Funds.
(Art Andrews/Andy Armstrong)

Andy Armstrong with Grand Gateway was present and explained the CDBG process to Council.

Motion by Flanagan, second by Purkey to approve the following items in relation to 15244 CDBG 12 for Sanitary Sewer Improvements to the Meadow View Addition:

- (a) Designate the City's Chief Executive Officer, the Mayor, as the certifying officer under the National Environmental Policy Act of 1969 to assume overall responsibility for the environmental review process.
- (b) Make a Finding of Categorical Exclusion/Exempt from Release of Funds Publication on the Environment for the 15244 CDBG 12 Sanitary Sewer Infrastructure Program.
- (c) Authorize the Mayor to sign the CDBG Certification of Leverage, Environmental Certification and Request for Release of Funds.

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 an Antidisplacement Plan for the 15244 CDBG 12 Meadow View Addition Sanitary Sewer Improvement Project. **(Art Andrews/Andy Armstrong)**

Motion by Smith, second by Flanagan to approve an Antidisplacement Plan for the 15244 CDBG 12 Meadow View Addition Sanitary Sewer Improvement 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.

(7) Approve/Reject Ordinance #2012-____, changing the zoning of a parcel of land in Block 152 (520 S. Chickasaw Ave.) Claremore Original Townsite, Claremore Oklahoma and being part of Section 8, 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 RM-2 (Residential Multi-Family Density District) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. **(Chris Cochran)**

Councilor Smith stated that he would like to see a moratorium on all zoning changes until after the Council Retreat in January.

Motion by Purkey, second by Perry to approve **Ordinance #2012- 25**, changing the zoning of a parcel of land in Block 152 (520 S. Chickasaw Ave.) Claremore Original Townsite, Claremore Oklahoma and being part of Section 8, 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 RM-2 (Residential Multi-Family Density District) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, no; and Watson, abstain. Motion carried.

(8) Approve/Reject Ordinance #2012-____, amending Title V of the City of Claremore Code of Ordinances by adding Section 50.15, allowing utility customers to operate Electric Generating Facilities and providing for the City to voluntarily enter into Interconnection Agreements with utility customers. **(Larry Hughes)**

Motion by Smith, second by Flanagan to approve **Ordinance #2012- 26**, amending Title V of the City of Claremore Code of Ordinances by adding Section 50.15, allowing utility customers to operate Electric Generating Facilities and providing for the City to voluntarily enter into Interconnection Agreements with utility customers. 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 #2012-____, concerning bridge inspection responsibility by the City of Claremore for compliance with National Bridge Inspection Standards from April 2013 through April 2016. **(Daryl Golbek/Art Andrews)**

Motion by Watson, second by Flanagan to approve **Resolution #2012- 17**, concerning bridge inspection responsibility by the City of Claremore for compliance with National Bridge Inspection Standards from April 2013 through April 2016. 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 request by Police Chief Stan Brown to continue emergency telephone service fee (E 911 fee) at the same rate as last year (5% of the Tariff Rate). **(Stan Brown)**

Police Chief Stan Brown gave a brief update to Council in light of the recent elementary school shooting in Connecticut. Brown stated that he went to each elementary school

today and visited with each principal. The Police Department has received training prior to this event. Officers (with exception of a few new officers) are certified in active shooter response. Brown stated that he has also visited with the principals and superintendent about reviewing their response plans.

Motion Willis, second by Smith to approve request by Police Chief Stan Brown to continue emergency telephone service fee (E 911 fee) at the same rate as last year (5% of the Tariff Rate). 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) Presentation by LandPlan Consultants, Inc. of master plan for proposals for the southern portion of the lake park for playground, beach area, parking, future restroom and related amenities, and location of splash pad. **(Joe Kays)**

Keith Franklin from LandPlan Consultants presented two possible sites for the splash pad at Claremore Lake.

(12) Approve/Reject endorsement of the 2013 OneVoice Legislation Agenda. **(Mickey Perry)**

Motion by Purkey, second by Perry to approve endorsement of the 2013 OneVoice Legislation Agenda. Roll call vote: Willis, yes; Robertson, yes; Lepak, no; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, no; and Watson, yes. Motion carried.

(13) Approve/Reject copier lease for City Hall from J.D. Young. **(Tim White)**

IT Director Tim White stated that while this lease to purchase was not budgeted for, due to savings on other leases, there are funds available in his service contracts budget to cover the lease. This will be a 36 month lease to own contract, renewable every year.

Motion by Cypert, second by Purkey to approve copier lease for City Hall from J.D. Young. 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 8:00 P.M.