

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma March 18, 2013**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:00 P.M.

Mayor Mickey Perry asked Deputy City Clerk Daniell Irwin to note that members are present/absent as indicated below:

Present: Mickey Perry, Don Purkey, Terry Willis, Mark Lepak,
Bill Flanagan, Thomas Cypert, Buddy Robertson

Absent: Brandon Smith, Paula Watson

Staff Present: Jim Thomas, Matt Ballard, Daniell Irwin, Cassie Woods, Tim
White, Sean Douglas, Daryl Golbek, Joe Kays, Ann Mayfield, Ron
Burrows, Chris Cochran, Jeremy Ledbetter, Art Andrews, Carolyn
Chapman

Pledge of Allegiance by all.

Invocation by Pastor Mark Burger of Redeemer Lutheran Church

CALL TO THE PUBLIC

None

ACCEPTANCE OF THE AGENDA

Motion by Flanagan, second by Willis to approve the agenda for the regular CCDA meeting of March 18, 2013, as written. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes and Robertson, yes: Motion carried.

ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED

Crystal Campbell gave an update on the Will Rogers Park project. She stated that the Master Gardner's are now involved. The two playgrounds will be one where the pool was and the playground equipment that is in the park is broken and has mold. The current swings will be updated and more added to them as well as swings made specific for autistic children. Ms. Campbell stated that the restaurants and businesses are losing customers because the park needs updated so that people will come to the park and be more likely to give their business to the surrounding area.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a)** Minutes of the Regular Claremore Cultural Development Authority meeting on March 04, 2013, as printed.
- (b)** All claims as printed.

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

(2) Approve/Reject user agreement with Farmer's Market to utilize the EXPO'S North lot to conduct their business during the growing season. **(Ron Burrows)**

Ron Burrows stated that the agreement will allow the city to control the area due to those who just want to show up and are not members of the Farmers Market. He stated that in order to fall under the agreement the person or person's must be a member and abide by regulations of Health Dept. and Department of Agriculture. Burrows stated that the Farmers Market has a small annual membership fee for vendors.

Motion by Willis, second by Perry to approve user agreement with Farmer's Market to utilize the EXPO'S North lot to conduct their business during the growing season. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Robertson, yes. Motion carried

ADJOURNMENT

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

Meeting adjourned at 6:17 P.M.

**Minutes of the Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma March 18, 2013**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:17 P.M.

Mayor Mickey Perry asked Deputy City Clerk Daniell Irwin to note that members are present/absent as indicated below:

- Present:** Mickey Perry, Don Purkey, Terry Willis, Mark Lepak,
Bill Flanagan, Thomas Cypert, Buddy Robertson
- Absent:** Brandon Smith, Paula Watson
- Staff Present:** Jim Thomas, Matt Ballard, Daniell Irwin, Cassie Woods, Tim
White, Sean Douglas, Daryl Golbek, Joe Kays, Ann Mayfield, Ron
Burrows, Chris Cochran, Jeremy Ledbetter, Art Andrews, Carolyn
Chapman

ACCEPTANCE OF THE AGENDA

Motion by Flanagan, second by Willis to approve the agenda for the regular CPWA meeting of March 18, 2013, as written. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Robertson, 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
March 04, 2013, as printed.
- (b)** All claims as printed.

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

ADJOURNMENT

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

Meeting adjourned at 6:19 P.M.

**Minutes of the Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma March 18, 2013**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:19 P.M.

Mayor Mickey Perry asked Deputy City Clerk Daniell Irwin to note that members are present/absent as indicated below:

Present: Mickey Perry, Don Purkey, Terry Willis, Mark Lepak,
Bill Flanagan, Thomas Cypert, Buddy Robertson
Absent: Brandon Smith, Paula Watson
Staff Present: Jim Thomas, Matt Ballard, Daniell Irwin, Cassie Woods, Tim
White, Sean Douglas, Daryl Golbek, Joe Kays, Ann Mayfield, Ron
Burrows, Chris Cochran, Jeremy Ledbetter, Art Andrews, Carolyn
Chapman

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Lepak to approve the agenda for the regular City Council meeting of March 18, 2013, as written. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Robertson, yes. Motion carried

ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED

None

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None

MAYOR'S REPORT & APPOINTMENTS

Approve/Reject recommendation from Mayor Perry and Police Chief Stan Brown to re-appoint Dr. Jack Morgan and Dr. Mike Callery to the Emergency Medical Services Board, each to serve a three year term expiring in March 2016.

Motion by Purkey, second by Lepak to approve the re-appointment of Dr. Jack Morgan and Dr. Mike Callery to the Emergency Medical Services Board, each to serve a three year term expiring in March 2016. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Robertson, yes. Motion carried

STAFF REPORTS

City Manager Jim Thomas recognized Crystal Campbell for her work on the Will Rogers Park Project and stated that it is a “game changer” for Claremore. Thomas also addressed the issue with the transformer at the water plant stating that it was good to see the employee’s come together as a collaborative effort of both the electric and water departments. Thomas stated that they worked together with little complaint, replacing wires and putting in the new transformer which he hopes is a more permanent solution. Thomas invited the public to attend the workshop on March 25, 2013 at 6:00 p.m. and stated that the city is in process of putting together the 2014 budget.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a)** Minutes of the Regular Council Meeting on March 04, 2013, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **March 01, 2013**, in the amount of **\$396, 108.13** 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.

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

(2) Approve/Reject to award the bid and approve execution of the contract documents, to T-G Excavating, Inc., for the Sanitary Sewer Rehabilitation Project No. 14836 CDBG 11 with the Base Bid at \$115, 485.00 and Add Alternate #4 at \$9, 600.00 for an estimated total of \$125, 085.00. **(Art Andrews/Andy Armstrong)**

Motion by Purkey, second by Flanagan to approve award the bid and approve execution of the contract documents, to T-G Excavating, Inc., for the Sanitary Sewer Rehabilitation Project No. 14836 CDBG 11 with the Base Bid at \$115, 485.00 and Add Alternate #4 at \$9, 600.00 for an estimated total of \$125, 085.00. With subjection to review due to bid page having the wrong #'s. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Robertson, yes. Motion carried.

(3) Approve/Reject to award the bid to HD Supply Waterworks, LTD., for the Westwood Rehab Parts in the estimated amount of \$18, 015.17. **(Jeremy Ledbetter)**

Motion by Perry, second by Willis to approve to award the bid to HD Supply Waterworks, LTD., for the Westwood Rehab Parts in the estimated amount of \$18, 015.17. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Robertson, yes. Motion carried

(4) Approve/Reject discussion and possible action regarding the creation of a Director of Development Services/Assistant City Manager position. **(Jim Thomas)**

City Manager, Jim Thomas, explained that this request is part of the strategic plan that has already been brought before the Council two weeks ago and approved. Jim stated he has the job description for this position is still being worked on and will take approximately 3 weeks to get out on to the street. He stated that Cassie Woods is helping put together a recruiting brochure before she leaves her position with the City. Jim stated that he will be consolidating some departments and that this new position will help the city achieve our master goals. Jim said that the person hired for this position will have to have director or manager level experience and he will not hire anyone for this position that is right out of school. He also stated that as of right now there is no one to take his place if he should not be in office, unless he appoints a current employee to do so. Jim stated that he will also be rewriting Cassie Woods position so that the person replacing her will not have same job responsibilities as Cassie does now.

Motion by Willis, second by Lepak to approve the creation of a Director of Development Services/Assistant City Manager position. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Robertson, yes. Motion carried.

(5) Approve/Reject contract with Transystems Corporation Consultants for professional services regarding the Country Club and BNSF Separation Project. **(Jim Thomas)**

City Manager, Jim Thomas, stated that he has been working on this project since the first couple of weeks he was with the city. He stated that an over pass on Country Club Road would have been a non-starter due to it taking out banks and such. He said that he and Daryl Golbek have already shared with ODOT about raised tracks on Country Club Road and that ultimately Country Club would join into Highway 20. Thomas stated that if we only use city dollars then we won't be under some of the environmental studies.

Motion by Purkey, second by Flanagan to approve contract with Transystems Corporation Consultants for professional services regarding the Country Club and BNSF Separation Project. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Robertson, yes. Motion carried.

(6) Approve/Reject allowing an outdoor public fireworks display on May 13, 2013 at the Claremore High School Graduation.

Shawn Story, teacher at Claremore Jr. High School, stated that he has done this display before and that a week prior to the graduation an advertisement is placed in the paper so that those around the area are informed of what is going to take place. He stated that Mr. Stiedley at the High School has not had any complaints before and that the whole display only lasts less than 2 minutes. Sean Douglas, Fire Chief, stated that the display is regulated by the Fire Department. Shawn Story stated he is also licensed and insured.

Motion by Purkey, second by Willis to approve an outdoor public fireworks display on May 13, 2013 at the Claremore High School Graduation. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; and Robertson, yes. Motion carried

ADJOURNMENT

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

Meeting adjourned at 7:13P.M.