

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma May 20, 2013**

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, Bill Flanagan, Mickey Perry, Brandon Smith, and Paula Watson

Absent: Mark Lepak, Thomas Cypert, and Don Purkey

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Ann Mayfield, Tim White, Kevin Bledsoe, Daryl Golbek, Larry Hughes, Stan Brown, Chris Cochran, Joe Kays, Sean Douglas, Ron Burrows, Jeremy Ledbetter, and Carolyn Chapman

Pledge of Allegiance by all.

Invocation by Parks Director Joe Kays

CALL TO THE PUBLIC

None

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Willis to approve the agenda for the regular CCDA meeting of May 20, 2013, as written. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, 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 May 06, 2013, as printed.
- (b)** All claims as printed.

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

ADJOURNMENT

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

Meeting adjourned at 6:05 P.M.

**Minutes of the Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma May 20, 2013**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:05 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, Bill Flanagan, Mickey Perry, Brandon Smith, and Paula Watson
- Absent:** Mark Lepak, Thomas Cypert, and Don Purkey
- Staff Present:** Jim Thomas, Matt Ballard, Sarah Sharp, Ann Mayfield, Tim White, Kevin Bledsoe, Daryl Golbek, Larry Hughes, Stan Brown, Chris Cochran, Joe Kays, Sean Douglas, Ron Burrows, Jeremy Ledbetter, and Carolyn Chapman

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Willis to approve the agenda for the regular CPWA meeting of May 20, 2013, as written. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, 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 April 15, 2013, as printed.
- (b)** All claims as printed.
- (c)** Approval to solicit bids for annual electric pole bid for Class 3 Southern Yellow Pine Poles in 30ft., 35 ft.,40 ft., 45 ft., 50 ft., 55 ft., and 60 ft. lengths.
(Larry Hughes)
- (d)** Approval to solicit bids for annual transformer bid for the following:
 - Schedule I-** Single Phase Pole Mount Transformers
 - New-
 - Remanufactured-
 - Schedule II-** Single Phase Pad Mount Transformers
 - New-
 - Remanufactured-

Schedule III- Three Phase Pad Mount Transformers

New-

Remanufactured-

Schedule IV- Single Phase Pole Mount Transformer Repair

New-

Remanufactured-

Schedule V- Single Phase Pad Mount Transformer Repair

New-

Remanufactured-

Schedule VI- Three Phase Pad Mount Transformer Repair

New-

Remanufactured-

(Larry Hughes)

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

(2) Approve/Reject Contract Amendment No. 1 to the Agreement for Professional Engineering Services between the City of Claremore and Garver, LLC for professional engineering services for the Claremore Water Treatment Plant No. 1 in the estimated amount of \$1,648,300.00. **(Jim Thomas)**

Thomas stated this is an item that there has been extensive discussion with Council regarding this issue. Thomas stated the price estimate has come down since the original estimate when he and Graves sat down and looked at the scope of work and tried to come up with a number that was more palatable to the City. Thomas stated that the project is warranted and needed and will address the needs of Claremore for the next 25 years.

Michael Graves of Garver was present to discuss agreement amendment with Council. Graves stated the amendment will include project implementation; production of bid spec. and plans to bid the work out to a construction contractor. Scope of services will include two major milestones: at the 30% completion of the project Garver will deliver a preliminary design to City staff. They will have several weeks to review that preliminary design. Gavrver will then hold a workshop with City staff where the preliminary design will be walked through and staff will be able to ask questions. Comments and questions will be addressed and changes made if necessary.

Graves stated that after that 30% milestone meeting, the project will be in the final design phase. That is where a majority of the man hours will be spent, developing contracts and bid specifications and documents used to bid this work. They anticipate it will take 14,000 man hours (18 months) to design the project. The specific items that will be designed in the scope of work will be the rapid mix flow split structure, clarifiers, clear wells, filters, high service pump station, operations building expansion, blower building, chemical feed, storage facilities, and the solids pumping station. There will be several meetings with City staff along the way to keep them abreast of what is happening.

Graves described the process and what will transpire.

Thomas stated that \$1.2 million is included in the 2013/2014 budget for this project.

Motion by Flanagan, second by Smith to pass the item to a Special Meeting on Wednesday, May 29th at 5:00 p.m. Flanagan withdrew the motion, Smith withdrew the second of the motion.

Motion by Perry, second by Smith to approve the contract amendment, contingent upon approval of the 2013/2014 budget. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(3) Approve/Reject Contract Amendment No. 2 to the Short Form Agreement between the City of Claremore and Tri-State Engineering, Inc. for additional roadway extension, as well as curb and guttering for the John Carle Blvd. Road Project.
(Chris Cochran/Daryl Golbek)

Motion by Smith, second by Flanagan to approve Contract Amendment No. 2 to the Short Form Agreement between the City of Claremore and Tri-State Engineering, Inc. for additional roadway extension, as well as curb and guttering for the John Carle Blvd. Road Project. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(4) Approve/Reject declaring the following inventory as surplus and authorizing its sale or disposal:

<u>Qty</u>	<u>Description</u>
375	Bridgeport Fittings Conduit Hanger 2-1/2" rigid/IML and EMT Conduit with Nut & Bolt (40-5342256)
16	Anchor 7 Terminal 100Amp 600VAC 1 Position Outdoor Steel Can (40-5342255)
360	WR179 Wide Range Compression Connector (40-5342254)
170	Square D Company Aluminum Repair Sleeve 250STR-397.5ACSR .574-.743 Diameter AL or ACSR (40-5342254)
100	Refurbished Landis & Gyr 2S Meters with Turtle Metering Device (40-5342255)

(Kevin Bledsoe)

Motion by Smith, second by Flanagan to approve the surplus of the items listed and authorizing their sale or disposal. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(5) Approve/Reject declaring the following vehicles/equipment as surplus and authorizing their sale:

30	2456	128	1995 Morbark Model 17 Chipper
30	JAV0022425	195	1992 Case 580 Super K Backhoe
34	5C1417	138	1986 Ditch Witch

34	1DS0000A8G17C0036	139	1986 Ditch Witch Trailer
38	T0310DB776499	98	1991 John Deere 310-D Backhoe
39	1H1LKTVR1GHA66056	144	1986 International S-1900 5 Ton Truck

(Kevin Bledsoe)

Motion by Flanagan, second by Smith to approve the surplus of the vehicles/equipment as listed and authorizing their sale. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

ADJOURNMENT

Motion by Smith, second by Willis to adjourn. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, 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 May 20, 2013**

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 (arrived at 7:55 p.m.), Bill Flanagan, Mickey Perry, Brandon Smith, and Paula Watson

Absent: Thomas Cypert, and Don Purkey

Staff Present: Jim Thomas, Matt Ballard, Sarah Sharp, Ann Mayfield, Tim White, Kevin Bledsoe, Daryl Golbek, Larry Hughes, Stan Brown, Chris Cochran, Joe Kays, Sean Douglas, Ron Burrows, Jeremy Ledbetter, and Carolyn Chapman

ACCEPTANCE OF THE AGENDA

Motion by Smith, second by Watson to approve the agenda for the regular City Council meeting of May 20, 2013, as written. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, 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 Jim Thomas mentioned the budget schedule.

Thomas reported on the meeting staff had with ODOT regarding Country Club. Thomas stated the meeting went very well and that he is anticipating a letter back from ODOT.

Thomas reported on the progress of filling the Assistant City Manager/Economic Developer/Planning position. 39 applications were received; HR narrowed those down to 19. The screening committee took those 19 and narrowed them down to 4 applicants. 1 applicant withdrew their name; 3 were interviewed by phone. 2 finalists have been selected. They will be here on the 28th and 29th for on site interviews. They will be

meeting with Department Heads to ask questions. Thomas stated he will send out the schedule to Council once it is finalized.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a)** Minutes of the Regular Council Meeting on May 06, 2013, as printed.
- (b)** All claims as printed.
- (c)** Actual salary claims for pay periods ending **May 10, 2013**, in the amount of **\$385, 998.44** 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 Watson, second by Willis to approve the consent items as listed. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(2) Discussion about the impact of Health Care reform, including Patient Protection and Affordable Care Act (PPACA) fees and taxes. **(Jim Thomas/Dason Gwartney)**

Thomas stated that Gwartney was not able to attend tonight's meeting due to the severe weather we have had today. This item will be postponed, as Council needs to understand the fiscal impact; this will either have to be paid by the City or the employees.

(3) Approve/Reject Engineering Services Agreement with Meshek & Associates, PLC for an Impervious Area and Storm Water Utility Fee Study. **(Jeremy Ledbetter)**

Chris Hill with Meshek and Associates was present to answer any questions. Commercial and Industrial customers will be based on impervious area. Residential customers will have a flat fee. The study should take about 3 months.

Flanagan stated that if these fees are implemented, the funds generated need to be isolated for drainage and stormwater capital projects.

Motion by Smith to pass this item to the next meeting. Motion died for lack of a second.

Motion by Smith, second by Willis to approve the Engineering Services Agreement with Meshek & Associates, PLC for an Impervious Area and Storm Water Utility Fee Study. Roll call vote: Willis, yes; Robertson, yes; Flanagan, no; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(4) Approve/Reject proposed fireworks Show on September during the Rogers County Fair.

Lisa Dennis with Visit Claremore was present to answer questions. Dennis stated the opening day for the fair is September 12th. The launch site will be in a 7 acre vacant field on Archer Dr. behind the Expo. They will use up to 8 inch shells and the show will last 20 minutes.

Council expressed concern regarding the noise level to property owners on Holiday Lane. They asked if Dennis has looked into having the launch site on the hill so that it is further away from the homes.

Motion by Smith, second by Flanagan to table this item until the next Council meeting to allow Dennis time to look at another launch site on the same property and to allow for citizen input. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(5) Approve/Reject Ordinance #2013-_____, vacating a portion of Lacrosse Ave. right of way. **(Chris Cochran)**

City Engineer/Planner Chris Cochran stated the only complaints raised at the Planning Commission meeting were from the owners of the vacant lot behind the existing hotel. They will not have access from the Blvd., but the property does not have that access now. Utilities are in the easement, but any relocating costs would be at the expense of the developer.

Motion by Smith, second by Willis to approve **Ordinance #2013- 5**, vacating a portion of Lacrosse Ave. right of way. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(6) Approve/Reject final plat for Claremore Plaza-Phase 1, conditional upon receipt of the required 1 year Maintenance Bond. **(Chris Cochran)**

Motion by Smith, second by Watson to approve the final plat for Claremore Plaza-Phase 1, conditional upon receipt of the required 1 year Maintenance Bond. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(7) Approve/Reject right of way dedication for the Claremore Plaza Development, conditional upon receipt of the required 1 year Maintenance Bond. **(Chris Cochran)**

Motion by Smith, second by Flanagan to approve the right of way dedication for the Claremore Plaza Development, conditional upon receipt of the required 1 year Maintenance Bond. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(8) Approve/Reject drainage easement for the Claremore Plaza Development. **(Chris Cochran)**

Motion by Smith, second by Willis to approve the drainage easement for the Claremore Plaza Development. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(9) Approve/Reject access easement for the Spirit Bank in connection with the Claremore Plaza Development. **(Chris Cochran)**

Motion by Flanagan, second by Smith to table this item. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(10) Approve/Reject Memorandum of Understanding in case of minor or major disaster for use of Expo Center by the State of Oklahoma Department of Human Resources (OK DHS)**(Sean Douglas/Ron Burrows).**

Motion by Willis, second by Watson to approve the Memorandum of Understanding in case of minor or major disaster for use of Expo Center by the State of Oklahoma Department of Human Resources (OK DHS). Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(11) Approve/Reject declaring the following vehicles/equipment as surplus and authorizing their sale:

Dept	VIN	Unit	Description
IT	2FAFP71W5WX149263	235	1998 Ford Crown Victoria
11	1HTSCPEP4PH536074	203-S77	1993 International 5 Ton Dump Truck
Loaner	1G1BL52P5SR165945	81	1995 Chevy Caprice Classic
Loaner	1G1BL52PXSR165939	105	1995 Chevy Caprice Classic
Loaner	2FALP71W8TX147358	221	1996 Ford Crown Victoria
42	2862	???	LEDYARD Lowering Device Model 6605
???	1G1BL53E7MR123583	71	1991 Chevy Caprice Classic
55	N70CUFF2706	60	1979 Ford 700

Motion by Smith, second by Watson to approve the vehicles/equipment as listed as surplus and authorize their sale. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(12) Approve/Reject declaring a Corghi Tire Machine as surplus and authorizing its sale. **(Kevin Bledsoe)**

Motion by Smith, second by Willis to approve declaring a Corghi Tire Machine as surplus and authorizing its sale. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(13) Approve/Reject UVERSE contract with AT&T. **(Jim Thomas)**

Motion by Smith, second by Willis to approve the UVERSE contract with AT&T. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(14) Approve/Reject award of Internet Service Bid to AT&T in the monthly amount of \$1,540.40. **(Tim White)**

Motion by Willis, second by Flanagan to approve award of Internet Service Bid to AT&T in the monthly amount of \$1,540.40. Roll call vote: Willis, yes; Robertson, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(15) Consideration and possible action regarding Airport Construction-Taxilanes Extension and City of Claremore's funding not to exceed \$33,600.00 as a project match. **(Cary Jester-CIEDA)**

Kelly Thincannon with Garver and Cary Jester with CIEDA were present to answer any questions.

Councilor Lepak arrived at 7:55 p.m. during the discussion of this item.

Motion by Smith, second by Willis to approve the Airport Construction-Taxilanes Extension and City of Claremore's funding not to exceed \$33,600.00 as a project match. Roll call vote: Willis, yes; Robertson, yes; Lepak, abstain; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

(16) Presentation and discussion of 2013/2014 FY budget. **(Jim Thomas)**

Thomas read the budget message and presented Council with copies of the budget. There will be a special budget meeting on Wednesday, May 29th at 5:00 p.m. The Public Hearing is scheduled for June 10th, and the adoption of the budget will be on June 17th.

Councilor Smith requested that any changes in compensation for employees be listed.

(17) Approve/Reject Ordinance #2013-_____, amending the Power Cost Adjustment ("PCA") for electrical rates by establishing a fixed PCA rate for the 2013-2014 fiscal year. **(Jim Thomas/Ann Mayfield/Matt Ballard)**

Thomas: We will lose \$3 million if we don't do this. The GRDA presentation was confusing. This will have no fiscal impact on the residents, as their rates will remain the same. Any savings will be re-invested in the electric infrastructure.

Ballard- This will be a stop gap measure for 2013/2014 budget. We will have to re-address once GRDA comes out with their new rate surcharge.

Motion by Perry, second by Flanagan to approve Ordinance #2013-6, amending the Power Cost Adjustment ("PCA") for electrical rates by establishing a fixed PCA rate for

the 2013-2014 fiscal year. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

EXECUTIVE SESSION

1. Approve/Reject going into executive session pursuant to Oklahoma Statute title 25, Section 307 (b) (2), for the following purpose:

A. Discussing collective bargaining labor negotiation proceedings concerning the Claremore Police Union, FOP Lodge #112; and

B. Discussing collective bargaining labor negotiation proceedings concerning the Claremore Fire Union, IAFF Local 1077.

(Jim Thomas/Carolyn Chapman)

Motion by Willis, second by Lepak to enter into executive session to discuss items A. and B. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

Council entered into executive session: 8:30 p.m.

Councilor Robertson left the meeting at 8:30 p.m.

Council exited executive session: 9:20 p.m.

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

5. Approve/Reject tentative Collective Bargaining Agreement between the City of Claremore and Claremore Police Union, FOP Lodge #112.

Motion by Watson, second by Perry to approve the Collective Bargaining Agreement between the City of Claremore and Claremore Police Union, FOP Lodge #112. Roll call vote: Willis, yes; Lepak, yes; Flanagan, yes; Perry, yes; Smith, yes; and Watson, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 9:24 p.m.