

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma June 19, 2017**

CALL TO ORDER

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

Mayor Flanagan asked City Clerk Sarah Sharp to note that members are present/absent as indicated below:

Present: Ken Hays, Will DeMier, Brian Callender, Justin Michael,
Susan Kirtley, Jeff Godwin, Scott Savage, Terry Willis, Bill Flanagan

Absent: None.

Staff Present: Jim Thomas, Jeri Koehler, Jonah Humes, Bryan Drummond,
Sarah Sharp, Jill Ferenc, Tim White, Stan Brown, Daryl Golbek,
Sean Douglas, Susy Collins, Dale Williams, Matt Cyran,
Donnie Burgess, Doug Woodward, Steve Cox, John Singer,
Jamie Starling, Chuck Goad, Stacey Dowden, Kevin Bledsoe,
Johnny Ramsey

Pledge of Allegiance by all.

Invocation by Rev. Tom Launius, Claremore First Presbyterian Church

CALL TO THE PUBLIC

None.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None.

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Hays that the agenda for the regular CCDA meeting of June 19, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, 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 June 05, 2017 as printed.**
- (b) All Claims as printed.**

Motion by Willis, second by Hays to approve the consent items as listed. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

ADJOURNMENT

Motion by Willis, second by Hays to adjourn. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

Meeting adjourned at 6:02 P.M.



Sarah Sharp
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma June 19, 2017**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:02 P.M.

Mayor Flanagan asked City Clerk Sarah Sharp to note that members are present/absent as indicated below:

Present: Ken Hays, Will DeMier, Brian Callender, Justin Michael,
Susan Kirtley, Jeff Godwin, Scott Savage, Terry Willis, Bill Flanagan

Absent: None.

Staff Present: Jim Thomas, Jeri Koehler, Jonah Humes Bryan Drummond,
Sarah Sharp, Jill Ferenc, Tim White, Stan Brown, Daryl Golbek,
Sean Douglas, Susy Collins, Dale Williams, Matt Cyran,
Donnie Burgess, Doug Woodward, Steve Cox, John Singer,
Jamie Starling, Chuck Goad, Stacey Dowden, Kevin Bledsoe,
Johnny Ramsey

ACCEPTANCE OF THE AGENDA

Motion by Willis, Second by Hays that the agenda for the regular CPWA meeting of June 19, 2017 be approved as written Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, 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 Claremore Public Works Authority Regular Meeting on
May 15, 2017.**

(b) All claims as printed.

(c) Approval of Water Treatment Plant improvements as follows:

UCI Application #21 \$98,565.79

**(d) Renewal of the Sales Tax Agreement between the Claremore Public Works
Authority and the City of Claremore for FY 2017/2018. (Susy Collins)**

Motion by Kirtley, second by Savage to approve the consent items as listed. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

ADJOURNMENT

Motion by Godwin, second by DeMier to adjourn. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

Meeting adjourned at 6:04 P.M.

A handwritten signature in cursive script that reads "Sarah Sharp".

Sarah Sharp
City Clerk

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma June 19, 2017**

CALL TO ORDER

Meeting called to order Mayor Flanagan at 6:04 P.M.

Mayor Flanagan asked City Clerk Sarah Sharp to note that members are present/absent as indicated below:

Present: Ken Hays, Will DeMier, Brian Callender, Justin Michael,
Susan Kirtley, Jeff Godwin, Scott Savage, Terry Willis, Bill Flanagan

Absent: None.

Staff Present: Jim Thomas, Jeri Koehler, Jonah Humes Bryan Drummond,
Sarah Sharp, Jill Ferenc, Tim White, Stan Brown, Daryl Golbek,
Sean Douglas, Susy Collins, Dale Williams, Matt Cyran,
Donnie Burgess, Doug Woodward, Steve Cox, John Singer,
Jamie Starling, Chuck Goad, Stacey Dowden, Kevin Bledsoe,
Johnny Ramsey

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Hays that the agenda for the regular City Council meeting of June 19, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED

None.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(1) Recognition of two Police Department promotions. **(Stan Brown)**

Police Chief Stan Brown recognized Doug Woodward and John Singer on their new promotions. Singer was promoted to the rank of Sergeant and Woodward was promoted to the rank of Lieutenant.

(2) Presentation to Council regarding departmental overview of Fleet Maintenance and Sanitation Departments. (Daryl Golbek/Kevin Bledsoe)

Kevin Bledsoe gave a presentation regarding overview of the functions of the Warehouse and Vehicle Maintenance Departments within the city organization. The Warehouse maintains inventory for the Water and Sewer and Electric Bledsoe stated the Fleet Maintenance Department as maintained an average 34% savings of what the City was paying when these services were contracted out.

Sanitation Supervisor Donnie Burgess gave a presentation regarding the services that the Sanitation Department provides to the Community. 2,000 poly-carts are serviced every day and routes are ran 6 days a week.

MAYOR'S REPORT & APPOINTMENTS

The Rogers County Jail Authority is continuing to look at the capacity of the jail. The jail has a 250 person capacity; last week there were 312 inmates. The authority has been evaluating this for six months to a year. They are trying to find ways to more efficiently move people through the system. At this point it is not feasible for the county to build another jail facility and 90% of jail occupants are from the Tulsa area.

Deputy Mayor Terry Willis reported that on June 3rd, 2017 he presented a proclamation to WWII veterans. They were very appreciative and wanted to extend their thanks to the Council.

CITY MANAGER REPORT

None.

STAFF REPORTS

Crime mapping Report (Stan Brown)

Police Chief Stan Brown and Deputy Police Chief Steve Cox made a presentation regarding new system that will now be available to the residents. Online crime reporting for some crimes will be available online shortly. There is now an online crime mapping system on the police department's website as well that will let citizens know that amount of crimes, areas they transpired in, ext. Specific addresses are not being released on the maps because some of the crimes committed could be sex crimes. The crimes will be listed in the hundred block to protect the victims. They will begin with May 201 statistics and move forward. Statistically we are a safe City, and the Department wants to continue that. Software is simple to use and easy to navigate. Brown encouraged Council to take a mental photo of the criminal element and crimes within the City and compare it to the legislation that will take effect July 1st, 2017. Many

drug charges will now be classified as a misdemeanor instead of a felony. Felony shoplifting limits were increased.

CURRENT BUSINESS

(3) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on June 05, 2017.
- (b) All claims as printed.
- (c) Actual salary claims for pay periods ending **June 03, 2017 in the amount of \$458,616.19** 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 the next pay period in the amount of \$500,000. Payroll at \$500,000 amount to include payables.
- (d) Acceptance of 0.51 acres of permanent right-of-way and 0.08 acres of permanent channel change easement for the Southaven Road improvement project and compensation/assurances for same from Dominick and Melinda Palmisano based on letter of agreement. **(Jill Ferenc)**
- (e) Acceptance of 0.15 acres (6,700 square feet) of permanent right-of-way for the Country Club Road improvement project and compensation/assurances for same from Wilma and Scott Hinds based on letter of agreement (Parcel 9). **(Jill Ferenc)**
- (f) Acceptance of 1.055 acres of permanent right-of-way and 600 square feet of permanent drainage easement for the Country Club improvement project and compensation/assurances for same from Wilma Hinds and family based on letter of agreement (Parcel 8). **(Jill Ferenc)**
- (g) Renewal of the Sales Tax Agreement between the Claremore Public Works Authority and the City of Claremore for FY 2017/2018. **(Susy Collins)**

Motion by DeMier Second by Godwin to approve the items as listed. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(4) Discussion and vote to Approve/Reject renewal of annual Pelivan Transportation Contract with Grand Gateway Economic Development Association for FY 2017/2018, amount not to exceed \$95,000. **(Stacey Dowden)**

Motion by Godwin Second by Hays to approve the renewal of annual Pelivan Transportation Contract with Grand Gateway Economic Development Association for FY 2017/2018, amount not to exceed \$95,000. Roll call vote: Willis, yes; Hays, yes; Godwin,

yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

**5) Presentation and discussion regarding the Claremore Main Street annual report.
(Jessica Jackson, Executive Director of Claremore Main Street)**

Jackson highlight the efforts of the organization over the past year, including information Sales tax, volunteer hours, re-investment, events, job creation, etc.

(6) Discussion and vote to Approve/Reject annual contract between the City of Claremore and Claremore Main Street, Inc. for FY 2017/2018 in the amount of \$35,000. (Jim Thomas/Jessica Jackson)

Motion by DeMier Second by Kirtley to approve the annual contract between the City of Claremore and Claremore Main Street, Inc. for FY 2017/2018 in the amount of \$35,000. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(7) Discussion and vote to Approve/Reject Resolution #2017-3, supporting continued participation in the Oklahoma Main Street Program. (Jim Thomas/Jessica Jackson)

Motion by Kirtley Second by DeMier to approve Resolution #2017-3, supporting continued participation in the Oklahoma Main Street Program. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

**(8) Discussion and vote to Approve/Reject acceptance of the right-of-way and drainage easement dedication within the approved Titan Homes lot split (CL2017-06).
(Jill Ferenc)**

Ferenc stated that the developer agreed to do a hydrology analysis. There were concerns from the property owners in the area regarding drainage during the Planning Committee meeting.

Motion by DeMier Second by Willis to approve the acceptance of the right-of-way and drainage easement dedication within the approved Titan Homes lot split (CL2017-06). Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

**(9) Discussion and vote to Approve/Reject Metropolitan Environmental Trust (MET) Recycling Depot Agreement for FY 2017/2018 in the amount of \$18,908.37.
(Daryl Golbek)**

Motion by Hays Second by Savage to approve Metropolitan Environmental Trust (MET) Recycling Depot Agreement for FY 2017/2018 in the amount of \$18,908.37. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(10) Discussion and vote to Approve/Reject MET Membership Agreement for FY 2017/2018 in the amount of \$9,454.18. **(Daryl Golbek)**

Motion by Hays Second by DeMier to approve the MET Membership Agreement for FY 2017/2018 in the amount of \$9,454.18. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(11) Discussion and vote to Approve/Reject ESRI Enterprise License Agreement (ELA) Renewal for small Municipal Governments with population 25,000 or less for ArcGIS mapping software. **(Jill Ferenc)**

Motion by Godwin Second by Hays to approve ESRI Enterprise License Agreement (ELA) Renewal for small Municipal Governments with population 25,000 or less for ArcGIS mapping software. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(12) Discussion and vote to Approve/Reject insurance renewal with Oklahoma Municipal Assurance Group (OMAG) for FY 2017/2018 for General Liability and Vehicle Insurance amount not to exceed \$171,322.00. **(Sarah Sharp)**

Motion by Willis Second by Hays to approve the insurance renewal with Oklahoma Municipal Assurance Group (OMAG) for FY 2017/2018 for General Liability and Vehicle Insurance amount not to exceed \$171,322.00. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

EXECUTIVE SESSION

(1) Approve/Reject going into executive session to discuss the following items:

(A) Discussing collective bargaining labor negotiation proceedings concerning the Claremore Police Union, FOP Lodge #112, pursuant to Oklahoma Statute Title 25, Section 307 (b) (2). **(Jim Thomas)**

(B) Discussing Ward Lee & Coats, P.L.C. v. City of Claremore, Sarah Sharp, City Clerk, Rogers County District Court Case No. CV-2014-00024 and City

of Claremore v. Ward Lee & Coats v. Stan Brown, Sarah Sharp and Julie Zollo Rogers County District Court Case No. CV-2014-117 Executive Session Authority Okla. Stat. 25 §307 (B) (4). **(Jim Thomas)**

Motion by Godwin Second by DeMier to approve going into executive session for purpose above. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

Time Entered Executive Session: 7:27 P.M.

(2) Executive session to discuss above items (A) and (B).

Time Ended Executive Session: 7:56 P.M.

(3) Regular Session.

Motion by Kirtley Second by Willis to acknowledge return to regular session. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(4) Statement of executive session minutes.

While in executive session the Council discussed executive items 1 A & B. All Council members present were present in executive session, as well as the City Manager, City Attorneys, Assistant to the City Manager Deputy City Manager and Police Chief. No other matters were discussed and no votes were taken.

(5) Discussion and possible action regarding the 2017/2018 Collective Bargaining Agreement between the City of Claremore and the Claremore Police Union, FOP Lodge #112.

Motion by Flanagan Second by Godwin to approve tentative 2017/2018 Collective Bargaining Agreement between the City of Claremore and the Claremore Police Union, FOP Lodge #112. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(6) Discussion, consideration, and possible action to authorize the City Manager, in Consultation with the City's attorney(s), to take any actions that he determines to be appropriate regarding the pending litigation Ward Lee & Coats, P.L.C. v. City of Claremore, Sarah Sharp, City Clerk, Rogers County District Court Case No. CV-2014-00024 and City of Claremore v. Ward Lee & Coats v. Stan Brown, Sarah Sharp and Julie Zollo Rogers County District Court Case No. CV-2014-117.

Motion by DeMier Second by Willis to authorize the City Manager to settle all remaining Ward & Lee cases in the amount of \$62,135.00, in exchange for dismissal with prejudice by all parties of all claims and authorize the City Manager to pay the settlement prior to June 30, 2017. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

ADJOURNMENT

Motion by Godwin Second by Willis to adjourn. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

Meeting adjourned at 8:00 P.M.

A handwritten signature in cursive script that reads "Sarah Sharp".

Sarah Sharp
City Clerk