

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma April 04, 2016**

CALL TO ORDER

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

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

Present: Terry Willis, Buddy Robertson, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

Absent: Jeff Godwin

Staff Present: Jim Thomas, Dave Brown, Bryan Drummond, Sarah Sharp, Joe Kays, Tim White, Jeri Koehler, Sean Douglas, Jill Ferenc, Jeremy Ledbetter, Lisa Rogers, Brandon Irby, Suzan Malloy, Susy Collins, John Howland

Pledge of Allegiance by all.

Invocation by Charles Ragland, Claremore First Christian Church

CALL TO THE PUBLIC

None

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Robertson that the agenda for the regular CCDA meeting of April 04, 2016, be approved as written. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and 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 March 21, 2016 as printed.

(b) All Claims as printed.

Motion by Willis, second by DeMier to approve the consent items as printed. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

Motion by Willis, second by Savage to adjourn. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

Meeting adjourned at 6:06 P.M.

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

Sarah Sharp, CMC
City Clerk

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma April 04, 2016**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:06 P.M.

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

Present: Terry Willis, Buddy Robertson, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

Absent: Jeff Godwin

Staff Present: Jim Thomas, Dave Brown, Bryan Drummond, Sarah Sharp, Joe Kays, Tim White, Jeri Koehler, Sean Douglas, Jill Ferenc, Jeremy Ledbetter, Lisa Rogers, Brandon Irby, Suzan Malloy, Susy Collins, John Howland

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Robertson that the agenda for the regular City Council meeting of April 04, 2016, be approved as written. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

Portions of the meeting were heard first to accommodate attendees. The Council agenda was heard as follows:

EXECUTIVE SESSION

- 1. Proposed executive session to discuss the appraisal and the purchase of the John Bledsoe property, as authorized by OKLA. STAT. tit. 25, Section 307 (B)(3).**

- a. Vote to convene in executive session.**

Motion by Callender, second by Kirtley to approve entering into executive session to discuss executive session item #1. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

Council entered executive session at 6:07 P.M.

Council exited executive session at 6:57 P.M.

- b. Vote to acknowledge return to open session.**

Motion by Willis, second by Robertson to acknowledge return to open session. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

c. Statement of executive session minute.

While in executive session the Council met and discussed appraisal and the purchase of the John Bledsoe property, as authorized by OKLA. STAT. tit. 25, Section 307 (B)(3). Those present in executive session were Council members present at this meeting, City Manager Jim Thomas, Assistant City Manager Dave Brown, Planning Director Jill Ferenc, and John Howland and Bryan Drummond, attorneys for the City. No other matters were discussed and no votes were taken.

2. Discussion and vote regarding how to proceed regarding the John Bledsoe property, which could include, but is not limited to, making another offer, proceeding with condemnation, adopting a resolution and/or ordinance, taking some other action in the public interest or any combination of actions.

Motion by DeMier, second by Callender to offer to purchase the property of John Clark Bledsoe, as listed in Exhibit A as All that part of the NE/4 of the NE/4 of Section 19, Township 21 North, Range 16 East of the I.B.&M. , Rogers County, Oklahoma, lying North and West of the St. L. & S.F. Railroad, LESS the North 521 feet 7 ½ inches of the East 417.4 feet thereof and LESS that part described as follows: Begin at a point 417.4 feet West of the Northeast corner of Section 19; thence South 249 feet; thence West 175 feet; thence North 249 feet; thence East 175 feet to the Point of Beginning, according to the U. S. Government Survey thereof., at the appraised value of \$700,000 for fee simple ownership, excluding mineral rights. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED

None

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(1) Claremore Main Street presentation and program update. (Jessica Jackson)

Presentation by Claremore Main Street Executive Director Jessica Jackson highlighting the progress of the organization's Strategic Plan, and events and activities this fiscal year to date.

(2) Claremore Collective presentation. (Crystal Campbell)

Claremore Collective Executive Director Crystal Campbell gave an overview of the organization, which launched in January. This is a young professional group. There have

been 160 people sign up for the email list. The group is divided into 5 work crew: Arts and Entertainment, Attraction, Next Gen. Leadership, Development, and Government Relations.

(8) Discussion and vote to Approve/Reject execution of that certain Second Amendment to Development Financing Assistance Agreement by and among the Claremore Industrial and Economic Development Authority, the City of Claremore, Oklahoma, and NXTGen Filterworks, LLC, including therein the NXTGen Filterworks, LLC Second Amended Development Financing Assistance Promissory Note. (Jeri Koehler)

Update on NXTGen Filterworks by General Manager Justin Volpe. Volpe states that they have had a rough year and a half, but sales are climbing. They have a solid investment group behind them, and they just landed an exclusive contract with an automotive manufacturer. U.S. Special Forces are still testing their product, and they hope to have a defense contract soon. The investment is complete; all the equipment is installed and number of employees will only continue to grow. They currently have 12 employees.

CIEDA Executive Director Jeri Koehler explained the TIF amendment process; items are brought before the TIF Committee for review and approval, then the CIEDA Board, and finally the City Council.

Koehler states this amendment does two things:

1. Moves first payment to March 1, 2017.
2. Changes the job forgiveness credit from \$372 to \$1,000.

Motion by Kirtley, second by Willis to approve execution of that certain Second Amendment to Development Financing Assistance Agreement by and among the Claremore Industrial and Economic Development Authority, the City of Claremore, Oklahoma, and NXTGen Filterworks, LLC, including therein the NXTGen Filterworks, LLC Second Amended Development Financing Assistance Promissory Note. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, no; Kirtley, yes; and Savage, no. Motion carried.

MAYOR'S REPORT & APPOINTMENTS

None

STAFF REPORTS

**(3) Introduction of Steven Sears, new Severn Trent Project Manager.
(Jeremy Ledbetter)**

Public Infrastructure Director Jeremy Ledbetter introduced the new WTP and WWTP Director with Severn Trent to Council. Steven Sears will be replacing Bob Martin, who is retiring. Sears has been in the business since the 80's, and has been the superintendent at Grove for many years. Public Works Director Daryl Golbek, Public Infrastructure

Director Jeremy Ledbetter and City Manager Jim Thomas were happy to be a part of the selection process.

CITY MANAGER REPORT

Thomas reported the City was spared by the tornado. The City has helped out in some areas affected. Several churches mobilized volunteer groups to assist with the clean up as well. Councilor Willis stated there was some damage in his neighborhood, and he appreciated the help of the City and the fast response to their area. The City crews got the area cleaned up very quickly and the Red Cross responded quickly as well.

Thomas updated Council on the status of Health Insurance for the upcoming fiscal year. The Finance Committee has been briefed on the budget process. At this time a 19% increase is anticipated in Healthcare costs, which equates to about \$450,000. There have been some serious losses in our pool, which is affecting rates. Thomas reports there are some other areas that are needing some attention, but staff is working towards a balanced budget.

CURRENT BUSINESS

(4) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on March 21, 2016.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay periods ending March 24, 2016 in the amount of \$451,003.44 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 the next pay period in the amount of \$500,000. Payroll at \$500,000 amount to include payables.**
- (d) Approval Fireworks Production Contract with Western Enterprises, Inc. in the amount of \$25,000 for the 4th of July Fireworks display. (Joe Kays)**
- (e) Approval of Engineering Contract with Crafton Tull Engineers for the Country Club Road Expansion Project. (Jim Thomas/Daryl Golbek)**

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

(5) Discussion and vote to Approve/Reject special exemption for a fireworks display at the Rogers County Fair on Thursday, September 15, 2016.(Lisa Rogers)

Motion by DeMier, second by Savage to approve the special exemption for a fireworks display at the Rogers County Fair on Thursday, September 15, 2016. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(6) Discussion and vote to Approve/Reject Ordinance #2016-____, changing the zoning of land on a portion of Section 8, Township 21 North and Range 16 East, City of Claremore, Rogers County, State of Oklahoma, from Commercial Shopping Center District (CS) to Commercial General District (CG) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. (Jill Ferenc)

There were no parties at the meeting that spoke for or against the rezoning.

Motion by Purkey, second by Callender to approve Ordinance #2016-13 , changing the zoning of land on a portion of Section 8, Township 21 North and Range 16 East, City of Claremore, Rogers County, State of Oklahoma, from Commercial Shopping Center District (CS) to Commercial General District (CG) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(7) Discussion and vote to Approve/Reject Consent to Collateral Assignment between the City of Claremore (“Lessor”) and Main Street Tavern, LLC (“Lessee”). (Jeri Koehler)

Jason Scarpa, owner of Main Street Tavern was present and gave a construction update. They have made HVAC updates and replaced the sidewalk to make it ADA compliant. The building has been gutted and they have also restored the original brick façade. There will be heating and misting system on the outdoor patio which will allow for more use year round. They anticipate opening late summer. Food and drink menus will be the same as the Broken Arrow location.

CIEDA Executive Director Jeri Koehler explained Scarpa has a \$1.9 million loan through Arkansas Valley Bank. The bank has requested these documents. If loan is defaulted on, the bank would become the lessee. Provisions of the contract require the building to be used as a bar/restaurant. The bank would have 1 chance to sublet the building. The bank can also exercise their right to purchase the building outright.

Motion by Savage, second by Willis to Approve the Consent to Collateral Assignment between the City of Claremore (“Lessor”) and Main Street Tavern, LLC (“Lessee”) , contingent upon the City Attorney’s receipt and approval of the form of the Main Street promissory note and security agreement. Roll call vote: Willis, yes; Robertson, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

Councilor Robertson left the meeting at 8:13 P.M.

(9) Discussion and vote to Approve/Reject Resolution #2016-____, a resolution of the City of Claremore, Oklahoma (The “City”) approving the adoption of a

second amendment to Financing Assistance Agreement by and between the Claremore Industrial and Economic Development Authority and the Claremore Public Works Authority pertaining to the Baker Hughes Tax Increment District; and containing other provisions relating thereto.(Jeri Koehler)

Koehler reviewed the timeline of the project. The second amendment does two things:

1. Pays the \$70,000 to Claremore Public Schools in one lump sum as opposed to \$10,000 each year for the next 7 years.
2. Allows an interest only payment in June of 2016 to allow the ad valorem taxes to catch up, as the project got started later than expected, which cause the collection of the taxes to be started later than anticipated.

An average of \$10,000 a month is collected in electric revenue.

Motion by DeMier, second by Savage to approve Resolution #2016- 1, a resolution of the City of Claremore, Oklahoma (The “City”) approving the adoption of a second amendment to Financing Assistance Agreement by and between the Claremore Industrial and Economic Development Authority and the Claremore Public Works Authority pertaining to the Baker Hughes Tax Increment District; and containing other provisions relating thereto. Roll call vote: Willis, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(10) Discussion and vote to Approve/Reject Ordinance #2016-___, an Ordinance amending the Second Amended First Supplemental Project Plan relating to Increment District Number One, City of Claremore, Oklahoma (Baker Hughes Increment District), to clarify the timing of certain capital cost assistance for the Claremore Public School District; declaring an emergency; and containing other provisions related thereto. (Jeri Koehler)

Motion by DeMier, second by Callender to approve Ordinance #2016- 14 , an Ordinance amending the Second Amended First Supplemental Project Plan relating to Increment District Number One, City of Claremore, Oklahoma (Baker Hughes Increment District), to clarify the timing of certain capital cost assistance for the Claremore Public School District; declaring an emergency; and containing other provisions related thereto. Roll call vote: Willis, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(11) Discussion and vote to Approve/Reject the emergency clause for item #10. (Jeri Koehler)

Motion by Callender, second by Kirtley to approve the emergency clause for item #10 (Ordinance #2016-14). Roll call vote: Willis, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 8:29 P.M.

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

Sarah Sharp, CMC
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma April 04, 2016**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 8:29 P.M.

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

Present: Terry Willis, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

Absent: Buddy Robertson, Jeff Godwin

Staff Present: Jim Thomas, Dave Brown, Bryan Drummond, Sarah Sharp, Joe Kays, Tim White, Jeri Koehler, Sean Douglas, Jill Ferenc, Jeremy Ledbetter, Lisa Rogers, Brandon Irby, Suzan Malloy, Susy Collins

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by DeMier that the agenda for the regular CPWA meeting of April 04, 2016, be approved as written. Roll call vote: Willis, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and 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 March 21, 2016.

(b) All claims as printed.

(c) Approve Water Treatment Plant improvements as follows:

Garver Engineering- Inv. #15078300-7 \$73,040.00

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

(2) Discussion and vote to Approve/Reject Resolution #2016-____, a resolution of the Claremore Public Works Authority, Oklahoma, (“The PWA”) approving the adoption of a second amendment to financing assistance agreement by and between the Claremore Industrial and Economic Development Authority and the PWA pertaining to the Baker Hughes Tax Increment District; and containing other provisions relating thereto. (Jeri Koehler)

Motion by DeMier, second by Savage to approve CPWA Resolution #2016-1, a resolution of the Claremore Public Works Authority, Oklahoma, (“The PWA”) approving the adoption of a second amendment to financing assistance agreement by and between the Claremore Industrial and Economic Development Authority and the PWA pertaining to the Baker Hughes Tax Increment District; and containing other provisions relating thereto. Roll call vote: Willis, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 8:31 P.M.

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

Sarah Sharp, CMC
City Clerk