

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma September 19, 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, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Bryan Drummond, Jonah Humes, Sarah Sharp, Jill Ferenc, Stan Brown, Tim White, Tanya Andrews, Suzan Maloy, Sean Douglas, Larry Hughes, Johnny Ragsdale, Susy Collins, Dale Williams, Andy Armstrong, Chris Cochran, Jeri Koehler

Pledge of Allegiance by all.

Invocation by Dave Mewborne, Claremore Assembly of God Church

CALL TO THE PUBLIC

None

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Godwin that the agenda for the regular CCDA meeting of September 19, 2016, be approved as written. Roll call vote: Willis, yes; Robertson, yes; Godwin, 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 September 06, 2016 as printed.**
 - (b) All Claims as printed.**

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

ADJOURNMENT

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

Meeting adjourned at 6:03 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 September 19, 2016**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:03 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, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Bryan Drummond, Jonah Humes, Sarah Sharp, Jill Ferenc, Stan Brown, Tim White, Tanya Andrews, Suzan Maloy, Sean Douglas, Larry Hughes, Johnny Ragsdale, Susy Collins, Dale Williams, Andy Armstrong, Chris Cochran, Jeri Koehler

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Godwin that the agenda for the regular CPWA meeting of September 19, 2016 be approved as written. Roll call vote: Willis, yes; Robertson, yes; Godwin, 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 September 06, 2016.

(b) All claims as printed.

(c) Approve Water Treatment Plant improvements as follows:

UCI - Utility Contractors, Inc. - #12 \$752,922.24

Garver – inv. # 15078300-13 \$77,790.00

(d) Approval to solicit bids for annual transformer bid. (Larry Hughes)

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

(2) Discussion and vote to Approve/Reject award of annual electric pole bid to McFarland Cascade Holdings for wood poles of 2 different classes and multiple lengths. (Larry Hughes)

Hughes stated there was only 1 bid received. Bids were sent out to bid houses as is standard procedure, and only 1 company chose to bid. The City has done business with this company for several years, and prices have remained stable.

Motion by DeMier, second by Godwin to approve award of annual electric pole bid to McFarland Cascade Holdings for wood poles of 2 different classes and multiple lengths. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(3) Discussion and vote to Approve/Reject to award bid for a Directional Boring Machine to Ditchwitch in the amount of \$389,555.00. (Larry Hughes)

Hughes states the machinery was budgeted. There was only one bidder, but machinery is very specialized, so there are not a lot of vendors to begin with. Training on the machinery is included in the price. This is a Oklahoma owner company, Larry will be sending 4 employees to Perry, OK for training to operate the machinery. Larger drill bits can be purchased, which will allow machinery to be used to smaller water/sewer lines as well.

Motion by Purkey, second by Savage to approve the purchase of a Yamar Vio55 Excavator w/ Hydraulic Breaker/Hammer from Ditchwitch of Oklahoma at State Contract pricing of \$72,999.00. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(4) Discussion and vote to Approve/Reject purchase of a Yamar Vio55 Excavator w/ Hydraulic Breaker/Hammer from Ditchwitch of Oklahoma at State Contract pricing of \$72,999.00. (Dale Williams)

Williams states the current excavator is 12 years old. The old excavator will be kept and used as a backup. Equipment purchase was budgeted.

Motion by Godwin, second by DeMier to approve the purchase of a Yamar Vio55 Excavator w/ Hydraulic Breaker/Hammer from Ditchwitch of Oklahoma at State Contract pricing of \$72,999.00. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:20 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 September 19, 2016**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:20 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, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Don Purkey, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Bryan Drummond, Jonah Humes, Sarah Sharp, Jill Ferenc, Stan Brown, Tim White, Tanya Andrews, Suzan Maloy, Sean Douglas, Larry Hughes, Johnny Ragsdale, Susy Collins, Dale Williams, Andy Armstrong, Chris Cochran, Jeri Koehler

ACCEPTANCE OF THE AGENDA

Mayor Flanagan noted that the amount of the change order in agenda item # 10 has been changed to \$7,344.00 from \$9,844.00

Motion by Willis, second by Godwin that the agenda for the regular City Council meeting of September 19, 2016, be approved as corrected. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None

MAYOR'S REPORT & APPOINTMENTS

None

CITY MANAGER'S REPORT

City Manager Jim Thomas reported Main Street Tavern opened for business on Sunday, and has been busy. This is a successful example City and private partnership coming together for the benefit of the community.

STAFF REPORTS

Chief Brown informed Council that as of September 7th he has ordered that all officers cease using in car mounted DVR camera systems. During the bad storm in August, there was damage done to the background equipment. There were only 9 remaining units up and running at the time of the storm. Cost of replacement and upgrades have become too large for the current system. The Open Records Act requires certain things regarding the retaining and release of video recordings. The staff required to maintain this information is growing. Brown wanted to make the Council aware of the current status. Staff is in the process of evaluating and researching body worn cameras. Brown will bring it back before Council once all of the pieces of the puzzle have been budgeted and assessed, including the manpower to maintain the system.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on September 06, 2016.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay period ending September 09, 2016 in the amount of \$468,593.91 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 to solicit sealed bids for the purchase of replacement side arms for the Police Department's Commissioned Officers. (Stan Brown)**

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

(2) Discussion and vote to Approve/Reject holding a Public Hearing regarding the 16080 CDBG 14 and 16434 CDBG 15 projects. (Jill Ferenc/Andy Armstrong)

Motion by DeMier, second by Callender to open the Public Hearing regarding 16080 CDBG 14 and 16434 CDBG 15 projects. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

Public Hearing opened at 6:57 p.m.

There were no public comments.

Motion by DeMier, second by Godwin to close the Public Hearing regarding 16080 CDBG 14 and 16434 CDBG 15 projects. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

Public Hearing was closed at 7:00 p.m.

(3) Discussion and vote to Approve/Reject Resolution #2016-____, authorizing the Mayor, Board Members, and Staff to sign closeout documents related to 16080 CDBG 14 and 16434 CDBG 15 for sanitary sewer improvements. (Jill Ferenc/Andy Armstrong)

Motion by Purkey, second by Callender to approve Resolution #2016- 10 , authorizing the Mayor, Board Members, and Staff to sign closeout documents related to 16080 CDBG 14 and 16434 CDBG 15 for sanitary sewer improvements. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(4) Presentation regarding the Wastewater Collection System Flow Monitoring Study completed by RJN Group, Inc. (Jim Thomas)

Presentation by Thomas Prag of RJN Group regarding the Wastewater Collection System Flow Monitoring Study that was conducted. Rain flow was monitored from March 19th -May 18th. Infiltration and Inflow amounts were measured in 13 basins. Basins were ranked from the greatest to least on I & I. Prag stated that they have historically found that most I & I is not from leaky pipes, but from ill-fitting manholes, etc. that are easily and economically repaired.

(5) Discussion regarding Stormwater Studies and possible action on how to proceed with the necessary repairs to reduce Stormwater Infiltration. (Jim Thomas)

Thomas stated Garver Engineers did a study in 2003 for the City, and many of those repairs have not been completed. There is currently \$400,000 in the budget for repairs or further studies. There will be a combination of corrective measures that need to be made to address the issues. Staff is evaluating how to proceed, and a work plan will be presented within the next month to address the plan for corrective action.

(6) Discussion and vote to Approve/Reject the Final Plat of Chick-fil-A Claremore, located at 660 S. Lynn Riggs Blvd. (Jill Ferenc)

This is a 1.84 acre site. Property is under contract to close very soon. Chick-fil-A plans to break ground in late 2016/early 2017. There is normally about a 4 month average timespan from ground breaking to opening. They are still working on adjacent easements, but everything has been ironed out.

Motion by DeMier, second by Robertson to approve the Final Plat of Chick-fil-A Claremore, located at 660 S. Lynn Riggs Blvd. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, abstain; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(7) Discussion and vote to Approve/Reject acceptance of permanent and temporary sewer easements for the gravity sewer extension portion of the Will Rogers Downs Sewer Extension Partnership Project and compensation/assurances for the same, as follows:

- **Billy D. & Laurel Babb – Letter of agreement including \$20,000 compensation and specific provisions regarding livestock, providing top soil for trench repair, and sodding disturbed areas.**
 - **27,350 sq. ft. permanent easement and temporary easement**
- **Charles & Vonda Woody – Agreement including \$20,000 compensation and specific provisions regarding installing thicker pipe to withstand future fill over sewer line, 1 free residential sewer tap, and for the City to raise manholes if needed in the future for development.**
 - **6,800 sq. ft. permanent easement and temporary easement**
- **Jarett & Marty Woody – Agreement including \$17,500 compensation and specific provisions regarding installing thicker pipe to withstand future fill over sewer line, 2 free residential sewer taps, and for the City to raise manholes if needed in the future for development.**
 - **6,000 sq. ft. permanent easement and temporary easement**
- **Richard Swan – Letter of assurance stating the sewer capacity will be available for the development of the site through 2027 provided that the development does not exceed design capacity and an agreement letter providing 1 free sewer tap,**
 - **13,200 sq. ft. & 26,850 sq. ft. permanent easements and temporary easements**
- **William J. Murray Estate – Letter of agreement including \$1,000 compensation and 2 free sewer taps.**
 - **9,500 sq. ft. permanent easement and temporary easement**
- **Timothy & Susan Lane – Letter of agreement including \$400 compensation and 1 free sewer tap.**
 - **1,920 sq. ft. permanent easement and temporary easement**
- **Wayne E. Lane – Letter of agreement including \$1,500 compensation and 2 free sewer taps.**
 - **6,380 sq. ft. permanent easement and temporary easement (Jill Ferenc)**

Motion by Kirtley, second by Callender to accept the permanent and temporary sewer easements for the gravity sewer extension portion of the Will Rogers Downs Sewer Extension Partnership Project and compensation/assurances for the same, as listed. Roll

call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(8) Discussion and vote to Approve/Reject assignment of the Tri-State Engineering Contract to Olsson Associates, Inc. (Chris Cochran)

Engineer Chris Cochran stated Olsson Associates, Inc. has acquired Tri-State Engineering.

Motion by DeMier, second by Kirtley to approve the assignment of the Tri-State Engineering Contract to Olsson Associates, Inc. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(9) Discussion and vote to Approve/Reject Change Order #1 for the Paradise Lane Waterline Project, resulting in a \$23,900.00 increase. (Dale Williams/Chris Cochran)

1 property owner did not want driveway destroyed. Property owner will pay 40% of the increase. Concerns were raised by Council about setting precedent for future requests.

Motion by Savage, second by DeMier to approve Change Order #1 for the Paradise Lane Waterline Project, resulting in a \$23,900.00 increase. Roll call vote: Willis, yes; Robertson, yes; Godwin, no; DeMier, yes; Flanagan, no; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(10) Discussion and vote to Approve/Reject Change Order #2 for the Archer Drive Waterline Project, resulting in a \$9,844.00 increase. (Dale Williams/Chris Cochran)

Amount of increase was reduced from \$9,844 to \$7,344 due to a deduct for a creek crossing that will be left intact.

Motion by Godwin, second by Callender to approve Change Order #2 for the Archer Drive Waterline Project, resulting in a \$7,344.00 increase. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(11) Discussion and vote to Approve/Reject Change Order #3 for the Archer Drive Waterline Project, resulting in a \$10,000 increase. (Dale Williams/Chris Cochran)

The Change Order is to repair a leak up stream on the same line. The repair is located at Hwy. 88 and Florence Ave. The pipe is in a steel casing and concrete incased. Contractor is already mobilized and can start work immediately.

Motion by Godwin, second by Callender to approve Change Order #3 for the Archer Drive Waterline Project, resulting in a \$10,000 increase. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(12) Discussion and vote to Approve/Reject the purchase of a Street Sweeper, model Freightliner M2-106 w/ Tymco 600BAH Sweeper from Premier Truck Group Tulsa at State Contract pricing in the amount of \$236,633.00. (Dale Williams)

Motion by DeMier, second by Savage to approve the purchase of a Street Sweeper, model Freightliner M2-106 w/ Tymco 600BAH Sweeper from Premier Truck Group Tulsa at State Contract pricing in the amount of \$236,633.00. Roll call vote: Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 8:18 P.M.



Sarah Sharp, CMC
City Clerk