

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma January 17, 2017**

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, Sarah Sharp, Jill Ferenc, Tammy Wilson, Andy Armstrong, Sean Douglas, Ger Xiong, Casey Morrison, David Atzbach, Carla Banzet, Jonah Humes, Dale Williams, Stan Brown, Ty Burnett, Tim White

Pledge of Allegiance by all.

Invocation by Steven Cagle, First United Methodist Church.

CALL TO THE PUBLIC

Scott Durham 743 E. 6TH St.- Durham addressed the Council all others present with the concern that City of Claremore utilities customers still do not have access to the usage portal. Durham stated that citizens are paying higher utility rates so the City can build "cool stuff."

ACCEPTANCE OF THE AGENDA

Motion by Savage, second by Willis that the agenda for the regular CCDA meeting of January 17, 2017 be approved as written. Roll call vote: Savage, yes; Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Purkey, yes; and Kirtley, 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 January 03, 2017 as printed.**
 - (b) All Claims as printed.**

Motion by Willis, second by Godwin to approve the consent items as printed. Roll call vote: Willis, yes; Godwin, yes; Robertson, 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 6:05 P.M.

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

Sarah Sharp
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma January 17, 2017**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:05 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, Sarah Sharp, Jill Ferenc, Tammy Wilson, Andy Armstrong, Sean Douglas, Ger Xiong, Casey Morrison, David Atzbach, Carla Banzet, Jonah Humes, Dale Williams, Stan Brown, Ty Burnett, Tim White

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by DeMier that the agenda for the regular CPWA meeting of January 17, 2017 be approved as written. Roll call vote: Willis, yes; DeMier, yes; Godwin, yes; Robertson, 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 January 03, 2017.

(b) All claims as printed.

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

Utility Contractors, Inc. #16

\$576,103.71

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

Meeting adjourned at 6:07 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 January 17, 2017**

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:07 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, Sarah Sharp, Jill Ferenc, Tammy Wilson, Andy Armstrong, Sean Douglas, Ger Xiong, Casey Morrison, David Atzbach, Carla Banzet, Jonah Humes, Dale Williams, Stan Brown, Ty Burnett, Tim White

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Godwin that the agenda for the regular City Council meeting of January 17, 2017 be approved as written. Roll call vote: Willis, yes; Godwin, 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

None.

MAYOR'S REPORT & APPOINTMENTS

Mayor Bill Flanagan discussed sales tax revenue, stating revenues have been flat overall year to year with a slight decrease during three months.

CITY MANAGER'S REPORT

City Manager Jim Thomas stated he had dinner with Mike Patterson of ODOT last week, that the overpass is on schedule but Keetonville Hill is a little behind because of budget cuts. Patterson has put forth a plan to the federal government to try to get some unused funds to engineer some sort of overpass on the north end of town.

Over the previous weekend during an ice storm, three of twenty-eight electric grids in the city went down. A new electric outage hotline number was utilized for the first time, with forty lines available for calls as opposed to two lines in the past. 4,800 calls were received in eight hours.

STAFF REPORTS

Tim White introduced Ger Xiong and explained what he does. The City has 280 users, 33 servers, 54 printers, and 80 laptops. There are more than 13 miles of fiber that the City uses and maintains. Tim stated there were a few glitches in the new outage hotline system. Electric crews in the field received emailed information which allowed them to cut outage time by 4 hours or 50%. Not all of the GE system is operational yet and no money has been paid to GE. In December 2016, the phone system processed 23,000 calls. White stated utility customers need to make sure their billing information is up to date in the system so when they call the hotline to report an outage, it links their location through their phone number to the correct account. There were 294,000 emails in December of which 75% were spam.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

(a) Minutes of the Regular Council Meeting on January 03, 2017.

(b) All claims as printed.

(c) Actual salary claims for pay periods ending December 30, 2016 in the amount of \$449,550.52 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.

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

(2) Hearing on appeal of William Bethea regarding the City Manager's order, that the property located at 401 N. Kates Ave. is dilapidated and the structure must be torn down and removed, and vote by City Council to uphold, modify, or overturn City Manager's order. (Jill Ferenc)

City Planner Jill Ferenc addressed Council and all others present concerning the dilapidated hearing conducted on January 4th, 2017 and on which the homeowner William Bethea had submitted an appeal. Ferenc showed current photos of the property to Council and stated the case had been worked by City of Claremore Code

Enforcement since 2012 and that the property is vacant with portions of the roof collapsing. Ferenc reviewed the Building Inspector's and Fire Marshal's reports with Council as well as the process for removing the structure. Owner William Bethea was present and stated he would remove and replace the joists in the roof and would also install siding and a new metal roof. Bethea stated the foundation is on sandstone so it moves with the structure. Boards are so old they have turned to stone. Mr. Bethea has owned the home for thirty years. He stated he would remove two trees on the south side so siding could be installed. He stated he uses the property for storage, has not lived in the home or made repairs in the last four years as he has been taking care of his 97 year old father. The property currently has utilities and gas. Mr. Bethea stated the property would be worth more with the structure removed, but he wants to keep the home, stating he has enough money to make repairs, but not to rebuild. He stated the house was intentionally built into the side of the hill and that the hill has not slid into the house. Councilman Jeff Godwin stated he believes the house meets the definition of dilapidated and has for some time, but the case is hard to decide since he respects homeowner's rights. Mayor Bill Flanagan asked Mr. Bethea if he has a budget estimate for repairs, and Mr. Bethea stated he estimates it would take \$4,500 to tear the house down and \$8,000 or so to make needed repairs. He stated water is shut off at the meter and the house needs plumbing repairs. Mr. Bethea said he is committed to getting the structure habitable. Mayor Flanagan asked Mr. Bethea if he was given more time, would he get estimates to determine the cost to bring everything up to code. Mr. Bethea said he would do so.

Motion by DeMier to uphold the City Manager's ruling based upon the evidence in the council packet, and the evidence provided this evening. DeMier withdrew his motion.

Fire Marshal Jason Crandall stated he would not take anyone into the building without a SCBA breathing system. He will get with Fire Chief Sean Douglas to take all necessary safety measures for the safety of City staff that would enter the building.

Motion by DeMier, second by Kirtley to table item until the February 6th council meeting. Roll call vote: DeMier, yes; Kirtley, yes; Willis, no; Robertson, yes; Godwin, no; Flanagan, yes; Callender, yes; Purkey, yes; and Savage, no. Motion carried with six in favor and three opposed.

(3) Discussion and vote to Approve/Reject Resolution #2017-1, authorizing the Mayor, City Councilmembers, and staff to sign documents related to Claremore Community Development Block Grant 16751 CDBG 16 for sidewalk improvements. (Jill Ferenc)

Motion by DeMier, second by Godwin to approve resolution 2017-1, authorizing the Mayor, City Councilmembers, and staff to sign documents related to Claremore Community Development Block Grant 16751 CDBG 16 for sidewalk improvements. Roll

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

EXECUTIVE SESSION

(1) Approve/Reject going into Executive Session to discuss the following items:

(A) Discussing the evaluation and the employment performance of the City Manager, as authorized by tit. 25, Oklahoma Statutes, Section 307(B)(1) and (B) (7), where disclosure of information would violate confidentiality requirements of State law.

Motion by Callender, second by Willis to enter into Executive Session to discuss Executive Session item (A) as listed. Roll call vote: Callender, yes; Willis, yes; Robertson, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

(2) Executive Session to discuss above item (A).

Council entered Executive Session at 7:00 P.M.

Council exited Executive Session at 7:57 P.M.

(3) Regular Session.

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

(4) Statement of Executive Session minutes.

Statement of Executive Session minutes by City Attorney Bryan Drummond:

While in Executive Session, the Council met to discuss the evaluation and employment performance of the City Manager, as authorized by tit. 25, Oklahoma Statutes, Section 307(B)(1) and (B) (7), where disclosure of information would violate confidentiality requirements of State law. All councilmembers were present, as well as the City Manager and the City Attorney. No other topics were discussed and no votes were taken.

(5) Discussion and vote regarding Jim Thomas' employment, which can include, but is not limited to, his employment performance, evaluation, continued employment, compensation and employment contract.

Motion by Flanagan, second by Callender to approve contract in the agenda packet minus the clothing allowance and the City Manager be given the document discussed in

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

ADJOURNMENT

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