

**Minutes of the Claremore Cultural Development Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma February 06, 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, Jeff Godwin, Will DeMier, Bill Flanagan,  
Don Purkey, Scott Savage

**Absent:** Buddy Robertson, Brian Callender, Susan Kirtley (arrived at 6:05)

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Jeri Koehler, Jonah Humes, Daryl Golbek, Larry Hughes, Felicia Henson, Jill Ferenc, Tammy Wilson, Sean Douglas, David Atzbach, Carla Banzet, Dale Williams, Stan Brown, Susy Collins, Tim White

Pledge of Allegiance by all.

Invocation by Councilor Terry Willis.

**CALL TO THE PUBLIC**

Donna Grabow, Safenet Servies – Ms. Grabow addressed the Council and others present with concerns about Brian Green’s planned residential housing development on a parcel of land that abuts Safenet property. Grabow expressed concern that two story townhomes might overlook Safenet’s back yard, destroying confidentiality and affecting their certification. Grabow was also concerned about heavy traffic in the area as well as increased water runoff due to new construction.

**ACCEPTANCE OF THE AGENDA**

Motion by Willis, second by DeMier that the agenda for the regular CCDA meeting of February 06, 2017 be approved as written. Roll call vote: Willis, yes; DeMier, yes; Godwin, yes; Flanagan, yes; Purkey, 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 January 17, 2017 as printed.**

**(b) All Claims as printed.**

Council member Susan Kirtley arrived at 6:05 PM.

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

Meeting adjourned at 6:07 P.M.



Sarah Sharp  
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma February 06, 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, Jeff Godwin, Will DeMier, Bill Flanagan,  
Don Purkey, Scott Savage, Susan Kirtley

**Absent:** Buddy Robertson, Brian Callender

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Jeri Koehler, Jonah Humes, Daryl Golbek, Larry Hughes, Felicia Henson, Jill Ferenc, Tammy Wilson, Sean Douglas, David Atzbach, Carla Banzet, Dale Williams, Stan Brown, Susy Collins, Tim White

**ACCEPTANCE OF THE AGENDA**

Motion by Willis, second by Savage that the agenda for the regular CPWA meeting of February 6, 2017 be approved as written. Roll call vote: Willis, yes; Savage, yes; Godwin, yes; DeMier, yes; Flanagan, 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 Claremore Public Works Authority Regular Meeting on January 17, 2017.**

**(b) All claims as printed.**

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

**Garver –Inv. #15078300-17    \$73,040.00**

**(d) Approve award of annual transformer bid for new transformer purchases to Howard Industries and all reconditioned and transformer repairs to Wiley Transformers. (Larry Hughes)**

Mayor Flanagan asked Deputy Director of Public Works Larry Hughes about transformer prices and how they compared to last year's. Larry said there was a slight decrease in prices and that three suppliers had made partial bids.

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

**(2) Discussion and vote to Approve/Reject the Memorandum of Agreement between the Cherokee Nation and the Claremore Public Works Authority for the Justus-Tiawah Sewer System. (Jill Ferenc)**

Director of Planning and Development Services Jill Ferenc addressed the Council stating the Cherokee Nation had agreed to pay an increase for added scope of work that will allow Justus-Tiawah school to tie into the line in the future, and that meters will be placed on the school and Will Rogers Downs to collect accurate readings for billing on sewage usage.

Motion by Purkey, second by Savage to approve the Memorandum of Agreement between the Cherokee Nation and the Claremore Public Works Authority for the Justus-Tiawah Sewer System. Roll call vote: Purkey, yes; Savage, yes; Willis, yes; Godwin, yes; DeMier, yes; Flanagan, yes; and Kirtley, yes. Motion carried.

**ADJOURNMENT**

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

Meeting adjourned at 6:13 P.M.



Sarah Sharp  
City Clerk

**Minutes of Claremore City Council Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma February 06, 2017**

**CALL TO ORDER**

Meeting called to order by Mayor Bill Flanagan at 6:13 P.M.

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

**Present:** Terry Willis, Jeff Godwin, Will DeMier, Bill Flanagan,  
Don Purkey, Scott Savage, Susan Kirtley

**Absent:** Buddy Robertson, Brian Callender

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Jeri Koehler, Jonah Humes, Daryl Golbek, Larry Hughes, Felicia Henson, Jill Ferenc, Tammy Wilson, Sean Douglas, David Atzbach, Carla Banzet, Dale Williams, Stan Brown, Susy Collins, Tim White

**ACCEPTANCE OF THE AGENDA**

Motion by Willis, second by Godwin that the agenda for the regular City Council meeting of February 06, 2017 be approved as written. Roll call vote: Willis, yes; Godwin, yes; DeMier, yes; Flanagan, 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**

**(1) Discussion and vote to Approve/Reject the re-appointment of City Planner Jill Ferenc and Public Works Director Daryl Golbek to the Grand Gateway Board of Directors to serve a one year term. (Jill Ferenc)**

Motion by Purkey, second by Kirtley to approve the reappointment of City Planner Jill Ferenc and Public Works Director Daryl Golbek to the Grand Gateway Board of Directors to serve a one year term. Roll call vote: Purkey, yes; Kirtley, yes; Willis, yes; Godwin, yes; DeMier, yes; Flanagan, yes; and Savage, yes. Motion carried.

## **CITY MANAGER'S REPORT**

City Manager Jim Thomas discussed the upcoming Claremore Day at the Capital taking place on Monday, February 13<sup>th</sup>. There will be an ODOT public meeting regarding Franklin Road, the building of an overpass, and connection with SH 20 on February 23, 2017 at 6:00 PM at the Claremore Conference Center. Thomas also spoke about the newly launched system and phone number for reporting electrical outages, urging citizens to update their utility billing information via either the City of Claremore website or by calling the Utilities office.

## **STAFF REPORTS**

None.

## **CURRENT BUSINESS**

**(2) Approve/Reject the following consent items:**

- (a) Minutes of the Regular Council Meeting on January 17, 2017.**
- (b) Minutes of the Special Council Meeting on January 25, 2017.**
- (c) All claims as printed.**
- (d) Actual salary claims for pay periods ending January 13, 2017 in the amount of \$460,877.50 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.**
- (e) Acceptance of 5,317 square feet (0.12) acres of permanent right-of-way for the Southaven Road improvements project and compensation/assurances for same from Donald and Alyce Tallman based on letter of agreement offering \$1,200 compensation. (Jill Ferenc)**
- (f) Approval of Oklahoma Municipal Retirement Fund partial lump-sum payment to Dennis Brown. (Jim Thomas)**
- (g) Acceptance of 1,753.20 square feet (0.04) acres of permanent right-of-way for the Country Club Road improvements project and compensation/assurances for same from Glen and Tina Schwartz based on letter of agreement and offering \$400 compensation. (Jill Ferenc)**
- (h) Approval of quarterly E911 report and annual comparison report. (Stan Brown)**

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

**(3) Hearing on appeal of William Bethea regarding the City Manager's order, that the property located at 401 N. Kates Ave., Lots 23 & 24 Block 6 of State Preparatory Addition 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)**

Director of Planning and Development Services Jill Ferenc addressed Council regarding the property, stating City Building Inspector David Atzbach had met onsite with owner William Bethea, Bethea's brother Sam Bethea and local builder Leland Warehime. Mr. Bethea stated he had decided to tear the building down and replace it with a new dwelling. Warehime said he had inspected the property and believes it needs to be torn down. He will be building the new structure on the lot which will require a variance from the Board of Adjustment. Mr. Warehime stated they would like to replace the building with a small duplex so that Mr. Bethea has income as well as a place to live. They would like to extend the deadline to tear the property down to May 1<sup>st</sup>, which is an additional 30 days.

Motion by DeMier, second by Godwin to uphold the City Manager's ruling and extend all deadlines 30 days. Roll call vote: DeMier, yes; Godwin, yes; Willis, yes; Flanagan, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(4) Discussion and vote to Approve/Reject Ordinance #2017-1, providing for a fee to defray costs of collecting delinquent fines, fees, court costs, and other debts pursuant to 11 Oklahoma Statute §22-138. (Sarah Sharp/Felicia Henson)**

Motion by Godwin, second by DeMier to approve Ordinance #2017-1, providing for a fee to defray costs of collecting delinquent fines, fees, court costs, and other debts pursuant to 11 Oklahoma Statute §22-138. Roll call vote: Godwin, yes; DeMier, yes; Willis, yes; Flanagan, yes; Purkey, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(5) Discussion and vote to Approve/Reject Ordinance #2017-2 changing the zoning of land located at the South 21 feet of the East 70 feet of Lot 8 and the East 70 feet of Lot 7 in Block 41 of City of Claremore, Rogers County, State of Oklahoma, from Residential Multi-Family Low Intensity District (RM-1) to Commercial General District (CG) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. (Jill Ferenc)**

City Planner Jill Ferenc addressed the Council regarding rezoning the property at 413 W. 9<sup>th</sup> St. It is a single-family residential structure which fronts an alley, purchased by RCI Insurance who wants to use it for a conference room and office space. The surrounding area is zoned commercial to the north and to the south is single-family residential. It borders Hwy 66 Special District, which is a transition area between heavy commercial and multi-family and single-family residential. Rezoning was recommended for approval

by the Rogers County Planning Commission on January 18, 2017. Entrance will be from the alley and additional parking will be added.

Motion by Kirtley, second by Savage to approve Ordinance 2017-2 changing the zoning of land located at the South 21 feet of the East 70 feet of Lot 8 and the East 70 feet of Lot 7 in Block 41 of City of Claremore, Rogers County, State of Oklahoma, from Residential Multi-Family Low Intensity District (RM-1) to Commercial General District (CG) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. Roll call vote: Kirtley, yes; Savage, yes; Willis, yes; Godwin, yes; DeMier, yes; Flanagan, yes; and Purkey, yes. Motion carried.

**(6) Discussion and vote to Approve/Reject Ordinance #2017-3, changing the zoning of land on a portion of the Southeast Quarter of the Southwest Quarter of Section 8, Township 21 North, Range 16 East, City of Claremore, Rogers County, State of Oklahoma, from Residential Multi-Family Low Intensity District (RM-1) and Residential Single-Family Middle Intensity District (RS-2) to Residential Multi-Family Low Intensity District (RM-1) and Residential Single-Family Middle Intensity District (RS-2) with a supplemental Planned Unit Development (PUD) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. (Jill Ferenc)**

City Planner Jill Ferenc addressed the Council regarding Brian Green's planned 70 unit residential development on 10.33 acres just south of W. Dupont St. along S. Chambers Ave. Ferenc stated there is a creek on the south side of the property and concern had been voiced by citizens present at the Rogers County Planning Commission meeting in January about runoff and drainage in the area. The Planning Commission recommended approval of the rezoning on January 18<sup>th</sup>, 2017.

Claremore resident Judy Hinds, 1307 W. Cedar Street, addressed the Council regarding drainage on her property, stating there is a lot of water flow now during heavy rains and she is concerned about additional runoff with development of the area. She stated during heavy rains, water flows from the adjacent acreage to the north onto and across her property to Cat Creek.

Claremore resident Elmer Roberts addressed the Council on behalf of property owner Sonja Parker, 800 S. Moore Avenue, stating they had owned the property for 38 years and flooding had always been a problem but worsened after the Recreation Center was built, although flood prevention measures were supposed to have been implemented. Roberts stated flood water flows from the north and west across Mrs. Parker's property, that flood water has almost entered the house many times, and it could not handle any additional runoff. He also stated the creeks to the south of the property had not been properly maintained or cleaned out and that flooding will continue to be an issue as long as they remain in their present condition.



Motion by Godwin, second by Purkey to approve Ordinance #2017-3, changing the zoning of land on a portion of the Southeast Quarter of the Southwest Quarter of Section 8, Township 21 North, Range 16 East, City of Claremore, Rogers County, State of Oklahoma, from Residential Multi-Family Low Intensity District (RM-1) and Residential Single-Family Middle Intensity District (RS-2) to Residential Multi-Family Low Intensity District (RM-1) and Residential Single-Family Middle Intensity District (RS-2) with a supplemental Planned Unit Development (PUD) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. Roll call vote: Godwin, yes; Purkey, yes; Willis, yes; DeMier, yes; Flanagan, yes; Kirtley, yes; and Savage, yes. Motion carried.

### **ADJOURNMENT**

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

Meeting adjourned at 6:58 P.M.

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

Sarah Sharp  
City Clerk