

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma June 05, 2017**

CALL TO ORDER

Meeting called to order by City Manager Jim Thomas at 6:00 P.M.

Due to the absence of the Mayor and Deputy Mayor the meeting was conducted by the City Manager Jim Thomas.

City Manager Jim Thomas 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

Absent: Bill Flanagan, Terry Willis

Staff Present: Jim Thomas, Jeri Koehler, Bryan Drummond, Sarah Sharp,
Sheena Riley, Jill Ferenc, Tim White, Stan Brown, Daryl Golbek,
Sean Douglas, Joe Kays, Susy Collins, Dale Williams, Jean Hurst, Lisa
Rogers, Meggie Froman- Knight, Andy Armstrong

Pledge of Allegiance by all.

Invocation by Pastor Charles Ragland, First Claremore Christian Church.

CALL TO THE PUBLIC

None.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None.

ACCEPTANCE OF THE AGENDA

Motion by Kirtley, second by Hays that the agenda for the regular CCDA meeting of May 15, 2017 be approved as written. Roll call vote: Hays, yes; Godwin, yes; DeMier, 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 May 15, 2017 as printed.**
- (b) All Claims as printed.**

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

ADJOURNMENT

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

Meeting adjourned at 6:04 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 05, 2017**

CALL TO ORDER

Meeting called to order by City Manager at 6:04 P.M.

Due to the absence of the Mayor and Deputy Mayor the meeting was conducted by the City Manager Jim Thomas.

City Manager Jim Thomas 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

Absent: Bill Flanagan, Terry Willis

Staff Present: Jim Thomas, Jeri Koehler, Bryan Drummond, Sarah Sharp, Sheena Riley, Jill Ferenc, Tim White, Stan Brown, Daryl Golbek, Sean Douglas, Joe Kays, Susy Collins, Dale Williams, Jean Hurst, Lisa Rogers, Meggie Froman- Knight, Andy Armstrong

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Godwin that the agenda for the regular CPWA meeting of June 05, 2017 be approved as written Roll call vote: Hays, yes; Godwin, yes; DeMier, 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:

Garver Engineering Inv. #15078300-21 \$73,040.00

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

ADJOURNMENT

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

Meeting adjourned at 6:06 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 05, 2017**

CALL TO ORDER

Meeting called to order City Manager at 6:06 P.M.

Due to the absence of the Mayor and Deputy Mayor the meeting was conducted by the City Manager Jim Thomas.

City Manager Jim Thomas 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

Absent: Bill Flanagan, Terry Willis

Staff Present: Jim Thomas, Jeri Koehler, Bryan Drummond, Sarah
Sharp, Sheena Riley, Jill Ferenc, Tim White, Stan Brown, Daryl Golbek,
Sean Douglas, Joe Kays, Susy Collins, Dale Williams, Jean Hurst, Lisa
Rogers, Meggie Froman- Knight, Andy Armstrong

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Godwin that the agenda for the regular City Council meeting of June 05, 2017 be approved as written. Roll call vote: Hays, yes; Godwin, yes; DeMier, 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) Presentation to Council regarding departmental overview of Streets, Water, Sewer, and Stormwater Departments. (Daryl Golbek/Dale Williams)

Williams highlighted the employees, key functions, and projects that are being addressed in the Street, Water, Sewer and Stormwater Departments.

Williams discussed the repairs on manholes in the Stormwater Department with a 3 man crew that works specifically on manholes with 46 having already been repaired since January. These repairs will be reduce the Water Infiltration into the system.

The Water Plant Upgrade will increase production from a 4.1 million gallons per day to approximately 8.4 million gallons per day.

MAYOR'S REPORT & APPOINTMENTS

None.

CITY MANAGER REPORT

None.

STAFF REPORTS

None.

CURRENT BUSINESS

(2) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on May 15, 2017.
- (b) Minutes of the Special Council Meeting on May 19, 2017.
- (c) All claims as printed.
- (d) Actual salary claims for pay periods ending **May 19, 2017** in the amount of **\$460,822.87** 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 a 9,562.15 square feet (0.22) acres of permanent right-of-way for the Country Club and Southaven Road improvement projects and compensation/assurances for same from Doyle Rains based on letter of agreement. **(Jill Ferenc)**
- (f) Acceptance of 5.33 acres of permanent right-of-way and 600 square feet of permanent drainage easement for the Country Club and Southaven Road improvement projects and compensation/assurances for same from Georgia Ann Fleeger based on letter of agreement. **(Jill Ferenc)**
- (g) Acceptance of a 14,890 square feet (0.34) acres of permanent right-of-way for the Country Club improvement project and compensation/assurances for same from Johnny and Bessie Biswell based on letter of agreement. **(Jill Ferenc)**
- (h) Acceptance of a 6,991.33 square feet (0.16) acres of permanent right-of-way for the Country Club improvement project and compensation/assurances for same from Chris Ferris based on letter of agreement. **(Jill Ferenc)**
- (i) Acceptance of a 28,115 square feet (0.65) acres of permanent right-of-way for The Country Club improvement project and compensation/assurances for same From Sue Tandy based on letter of agreement. **(Jill Ferenc)**

- (j) Approval of request to solicit bids for annual Concrete bid. **(Dale Williams)**
- (k) Approval of request to solicit bids for annual Asphalt bid. **(Dale Williams)**
- (l) Approval of request to solicit bids for annual Salt, Sand, Rock, and Gravel bid. **(Dale Williams)**
- (m) Approval of the 1st Quarter 911 Report. **(Stan Brown)**

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

- (3) Discussion and vote to Approve/Reject Property Insurance Policy for the 2017/2018 FY with Chubb Group of Insurance Companies in the amount of \$207,935.00 without the terrorism premium, or \$214,948 to include terrorism premium.
(Dave Burrows, Burrows Insurance)

Burrows reviewed the process in which he goes through to get bids each year. He went out to several markets and only received one other bid other than from Chubb, which was considerably higher on the wind and hail deductible. The City has had about \$147,000.00 in claims this year.

Motion by DeMier Second by Godwin to approve Property Insurance Policy for the 2017/20 FY with Chubb Group of Insurance Companies in the amount of \$207,935.00 without the terrorism premium. Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

- (4) Discussion and vote to Approve/Reject special exemption for a Fireworks display at the Rogers County Fair on Thursday, September 14, 2017. **(Lisa Rogers)**

Rogers stated that the fireworks show would start about 8:15 P.M. The show is put on and paid for by the Fair Board. Rogers also noted that about 1200 notices are sent to the surrounding residents by Holiday Hill area notifying them.

Motion by Callender Second by Hays to approve a special exemption for a Fireworks display at the Rogers County Fair on Thursday, September 14, 2017. Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

- (5) Discussion and vote to Approve/Reject an Interlocal Contract for Governmental Services between the Board of County Commissioners of Rogers County, Oklahoma and The City of Claremore for continued development of the Claremore Lake Trails.
(Meggie Froman-Knight)

Froman-Knight addressed the Council requesting approval. The agreement will allow for additional maintenance needs and allow Rogers County District 1 employees to work on the area. The Contract has already been passed through the Board of County Commissioners. The agreement is for the end of June, but will be renewed in the future because the City and the County cannot commit past fiscal year.

Motion by DeMier Second by Hays to approve Reject an Interlocal Contract for Governmental Services between the Board of County Commissioners of Rogers County, Oklahoma and The City of Claremore for continued development of the Claremore Lake Trails. Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(6) Discussion and vote to Approve/Reject renewal of the veterinary services contract with ARK Animal Hospital per written letter to honor current contract for the 2017/2018 FY. **(Jean Hurst/Stan Brown)**

Motion by Godwin Second by DeMier to approve the renewal of the veterinary services contract with ARK Animal Hospital per written letter to honor current contract for the 2017/2018 FY. Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(7) Discussion and vote to Approve/Reject holding a Community Development Block Grant (CDBG) Public Needs Hearing on the FY 2017 Claremore Small Cities Program. **(Jill Ferenc/Andy Armstrong)**

Motion by DeMier Second by Godwin to open Public Hearing. Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

Meeting opened at 6:47 P.M.

There were no public comments. Ferenc stated that the CBDG grant for \$71,380.00 will be matched by The City. Funds for this year's project will be designated for the installation and repair of sidewalks in the original Town Site area.

Motion by DeMier Second by Kirtley to close Public Hearing. . Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

Meeting closed at 6:47 P.M.

(8) Discussion and vote to Approve/Reject the FY-17 CDBG Citizens Participation Plan for the City of Claremore. **(Jill Ferenc/Andy Armstrong)**

Motion by Godwin Second by Hays to approve the FY-17 CDBG Citizens Participation Plan for The City of Claremore. Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

- (9)** Discussion and vote to Approve/Reject the State-Local Hazard Mitigation Assistance Agreement between the City of Claremore and the State of Oklahoma for the flood prone properties acquisition project (FEMA 4222-DR OK, Project #037).
(Jill Ferenc)

Ferenc spoke on the FEMA 4222 DR OK expressing it would allow the City to purchase the properties location on Archer Ct. and Robin Road. The funds would be 75% FEMA and 25% City which can be cash or in-kind services to reduce the actual dollars spent on the project and that acquisitions are voluntary. Ferenc reviewed the timeline and cost of the project, stating the estimated max cost of \$1,392,100 would be max cost of project with \$1,044,075.00 coming from FEMA and \$348,025 from The City.

Ferenc stated that it would include 3 duplexes on the East side of Archer Ct. 4 homes, 6 parcels of land on Robin Rd. The plan is to include the installation of a storm water box under Archer Dr. and an increase natural channel. Ferenc also said that there are plans to include a park/practice fields in the Robin Road area. Engineering is in the preliminary phases. Full City contribution has been budgeted for the 2017/2018 FY.

Motion by DeMier Second by Hays to approve the State-Local Hazard Mitigation Assistance Agreement between the City of Claremore and the State of Oklahoma for the flood prone properties acquisition project (FEMA 4222-DR OK, Project #037). Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

- (10)** Discussion and vote to Approve/Reject Commercial Lease for the Department of Public Safety offices located at 2060 S. Highway 66 for FY 2017/2018.
(Susy Collins)

Collins informed Council that this is the only Driver's license office in Rogers County. The closest office would be in Tulsa and Jenks. Contract is for July 1st 2017- June 30th 2018.

Motion by Kirtley Second by Hays to approve the Commercial Lease for the Department of Public Safety offices located at 2060 S. Highway 66 for FY 2017/2018. Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

- (11)** Discussion and vote to Approve/Reject the At-Grade Crossing Construction and Maintenance Agreement between the City of Claremore and BNSF Railway

Company for the vacation and abandonment of the existing at-grade crossing at the current Country Club crossing and the reconstruction of a new crossing at the new Country Club location. **(Jim Thomas/Daryl Golbek)**

Golbek stated that the total cost of the project is \$559,936.00 with BNSF not sharing any of the cost, however they will completing all the work. This will eliminate current crossing and covers the construction of the Country Club intersection south of the current intersection and West of the Lowe's Intersection. It will also allow the new intersection will reduce the grade of the roadway from 15% to 7%.

Motion by Godwin Second by Hays to approve the At-Grade Crossing Construction and Maintenance Agreement between the City of Claremore and BNSF Railway Company for the vacation and abandonment of the existing at-grade crossing at the current Country Club crossing and the reconstruction of a new crossing at the new Country Club location. Roll call vote: Hays, yes; Godwin, yes; DeMier, 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)**

Motion to discuss item A by Godwin Second by Callender to approve going into executive session for the following purpose. Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

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

Time entered Executive Session: 7:06 P.M.

Time Exited Executive Session: 7:42 P.M.

(3) Regular Session.

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

(4) Statement of executive session minutes.

While in Executive Session, Council discussed the Collective Bargaining Labor Negotiation Proceedings concerning the Claremore Police Union, FOP Lodge #112 pursuant to Oklahoma Statute Title 25, Section 307 (b) (2). Those present in Executive Session were the City Manager, Deputy City Manager, City attorney, Police Chief, and all council members present at the meeting. 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 Michael Second by Kirtley to allow the City Manager and Police Chief to proceed as discussed in Executive Session. Roll call vote: Hays, yes; Godwin, yes; DeMier, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 7:44 P.M.



Sarah Sharp
City Clerk