

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 10, 2017**

CALL TO ORDER

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

Mayor Flanagan 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,
Terry Willis (arrived at 6:03P.M.), Bill Flanagan

Absent: None.

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond,
Sarah Sharp, Sheena Riley, Jill Ferenc, Tim White, Stan Brown,
Daryl Golbek, Sean Douglas, Dale Williams, Stacey Dowden,
Garrett Ball, Mitch Louderback, Scott Rogers, Meggie Froman-Knight
Joe Kays, Andy Armstrong, Johnny Ramsey

Pledge of Allegiance by all.

Invocation by John Vanaman, Chaplin of Green Country Hospice

CALL TO THE PUBLIC

(Councilor Willis Arrived)

Those speaking:

Bob McCuistian- 216 N. Wortman Ave.

Mr. McCuistian stated that he is a small business owner who lives across from old Westside School, and his neighborhood has deteriorated since the duplex development was built in his neighborhood. There were only to supposed to be 8 built and there are 10. He feels that the duplexes have gotten out of control in Claremore. His property value has been severely affected by the duplex development. He would like the City to look at a long term plan for the duplexes.

Jim Smith- 102 W. 5th St.

Mr. Smith stated that he is not against duplexes, but feels like they should be better planned. He believes there has been a shotgun approach to the development of duplexes. He would like to see some rules and regulations implemented by the Council regarding duplexes.

Sharon Egleston- 118 E. 5th St.

Ms. Egleston has lived in Claremore for many years. The duplexes that have been built in Claremore do look nice and she appreciates that, but is concerned in Old Town the streets are very narrow and more people in duplexes parking in the streets. She cares about Claremore 20 years from now and beyond, so she hopes that there is consideration for what these areas are going to look like in 20 years.

Brent Dake-923 N. Lynn Riggs Blvd.

Mr. Dake stated he is on the same team as everybody here. Dake has lived here all his life and loves Claremore too, and wants the best for Claremore as well. In the current comprehensive plan, duplexes and single-family homes go hand in hand. There have been places that he has wanted to build a duplex, but did not because it didn't fit in the neighborhood so therefore he did not proceed. He has tried to do the best that he can do. Most local builders do a better job than the outside builders to preserve the integrity of our City. He doesn't believe the proposed ordinance is the right solution to blanket change all of one zoning.

Barbara Pool-400 N. Wortman Ave.

Mrs. Pool lives by the old Westside School. Builder said that he wanted to build 7 duplexes, now there are 10. There is only 1 car garage with room for one car in the driveway, and now they are parking on the street and the street is narrow and was not meant for that much traffic. They had a wonderful neighborhood that has been ruined. Mrs. Pool states that she is not against duplexes, but against them not allowing for enough parking for these properties.

Brent Green-17211 S. 4170 Rd.

Mr. Green stated he is a builder and developer and owns rental duplexes. He understands that some people do not want duplexes in their neighborhoods, and understands the traffic concerns. He is concerned because the change allows for apartments and quad-plexes, etc. but not duplexes. The special exemption process adds 45 days and \$800.00- \$1000.00 in expenses. There is a market demand for duplexes, and that is why they are building them. Mr. Green stated that he went around town and took photos of duplexes and sing-family homes and he could not find one duplex that had overgrown lawns or in ill-repair , but found many single-family home that were in that condition.

John Cary- 1000 N. Faulkner Dr.

Mr. Cary serves on the boards of Rogers County Historical Society and the Claremore Museum of History and is here on behalf of both organizations. The buildings are within a block of each other and both organizations want to preserve the integrity and historical character of the neighborhood.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None.

ACCEPTANCE OF THE AGENDA

Motion by DeMier, second by Hays that the agenda for the regular CCDA meeting of July 10, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, 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 June 19, 2017 as printed.**
- (b) All Claims as printed.**

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

**(2) Discussion and vote to Approve/ Reject contract with The Healthy Contributions Optum Fitness Advantage Program which would allow seniors on participating health care programs to exercise at the Rec Center at no cost to themselves.
(Mitch Louderback)**

Louderback proposed contract that will allow seniors to exercise at no expense for them. There are 3 health care plans that participate in the program. The health plans will reimburse the Rec Center \$4.00 per visit up to \$32.00 a month per senior.

Motion by Godwin, second by Hays to approve contract with The Healthy Contributions Optum Fitness Advantage Program which would allow seniors on participating health care programs to exercise at the Rec Center at no cost to themselves. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:24 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 July 10, 2017**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:24 P.M.

Mayor Flanagan 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, Terry Willis, Bill Flanagan

Absent: None.

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond,
Sarah Sharp, Sheena Riley, Jill Ferenc, Tim White, Stan Brown,
Daryl Golbek, Sean Douglas, Dale Williams, Stacey Dowden,
Garrett Ball, Mitch Louderback, Scott Rogers, Meggie Froman-Knight
Joe Kays, Andy Armstrong, Johnny Ramsey

ACCEPTANCE OF THE AGENDA

Motion by Willis, Second by Godwin that the agenda for the regular CPWA meeting of July 10, 2017 be approved as written Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, 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
June 19, 2017.**

(b) All claims as printed.

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

Garver Engineering- inv#15078300-22 \$73,040.00

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

(2) Discussion and vote to Approve/Reject purchase of a Mack Truck with flatbed from Bruckner Buy Board in the amount of \$145,495.00. (Larry Hughes)

Hughes stated that Buy Board is a Texas cooperative; very much like the State contract pricing. Item has been bid out through Buy Board and the item was budgeted in the FY 2018. It would be replacing a truck and trailer for the tanks for the boring machine. Currently using a truck and 20 foot trailer and the new vehicle will be a total of 20 feet and will allow for better maneuverability in the older neighborhoods with more narrow streets. Current trailer will be repurposed. Hughes also stated that they received the machine last September and crews are working 4 10 hour shifts a week Monday-Thursday.

Motion by Savage, second by Hays to approve the purchase of a Mack Truck with flatbed from Bruckner Buy Board in the amount of \$145,495.00. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(3) Discussion and vote to Approve/Reject purchase of Kwiktrim 53' tree trimmer on an excavator from Loftness GSA pricing in the amount of \$ 124,831.74. (Larry Hughes)

Hughes stated that GSA is a federal bidding process. This is a specialized piece of equipment. Hughes notes that they considered renting a machine to do the job, but once they saw the demo they realized the amount of money that could be saved. Renting for 5 months would cost \$60,000.00. The life expectancy is 10-15 years so this would allow the crews to worker smarter and more efficiently.

Motion by Hays, second by Godwin to approve the purchase of Kwiktrim 53' tree trimmer on an excavator from Loftness GSA pricing in the amount of \$ 124,831.74. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(4) Discussion and vote to Approve/Reject an Interlocal Agreement with Rogers County for the resurfacing of the parking lot at the Will Rogers Junior High School. (Jeri Koehler)

City Manager Jim Thomas stated that this was approved by the County Commissioners this morning at their meeting. Law allows for the City to help. A grant was received from the Cherokee Nation to resurface the parking lot. Project will allow the City equipment to be used to grind the parking lot and we will be hauling the asphalt. The City will be able to do the job for 1/3 of the cost for a private company to come in and do it. The City is only supplying labor and equipment. A company was awarded the bid to a contractor to lay to asphalt that is experienced in this area.

There is a tight window with school starting on the 15th of August. City Attorney Bryan Drummond stated that the contract is legal and the statute was included in the packed.

Motion by Callender, second by Kirtley to approve an Interlocal Agreement with Rogers County for the resurfacing of the parking lot at the Will Rogers Junior High School. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes: Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:40 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 July 10, 2017**

CALL TO ORDER

Meeting called to order Mayor Flanagan at 6:40 P.M.

Mayor Flanagan 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, Terry Willis, Bill Flanagan

Absent: None.

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond,
Sarah Sharp, Sheena Riley, Jill Ferenc, Tim White, Stan Brown,
Daryl Golbek, Sean Douglas, Dale Williams, Stacey Dowden,
Garrett Ball, Mitch Louderback, Scott Rogers, Meggie Froman-Knight
Joe Kays, Andy Armstrong, Johnny Ramsey

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Godwin that the agenda for the regular City Council meeting of July 19, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes: Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED

None.

Motion by DeMier, second by Hays to move agenda item #8 to front of meeting. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes: Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(8) Discussion and vote to Approve/Reject Ordinance # 2017- 11, amending Sections 401, 403, Subsection C of Section 404 of Chapter 4, and appendix A of The City of Claremore- Rogers County Metropolitan Zoning Ordinance regarding residential districts. (Jill Ferenc)

Item has been through the Planning Commission, recommended a task force be formed to look at the matter more thoroughly for long term. Proposed ordinance would change duplexes by right in RT (Residential Townhouse) and RM (Residential Multi-Family), but would allow RD as a special exemption.

Duplexes are required to have 2 parking spaces per unit, and a garage would be considered a parking space. Jill reviewed the special exemption process and the zoning change process. The new comprehensive plan process is estimated to take 18 months.

Motion by Godwin, second by Hays to approve Ordinance # 2017- 11, amending Sections 401, 403, Subsection C of Section 404 of Chapter 4, and appendix A of The City of Claremore- Rogers County Metropolitan Zoning Ordinance regarding residential districts. Roll call vote: Willis, yes; Hays, yes; Godwin, no; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(1) Distribution of Council Handbook to City Councilors and New Council Member presentation. (Jeri Koehler & Jonah Humes)

Assistant to the City Manager Jonah Humes distributed copies of the Council Member Handbook to all Councilors. The Staff has developed a handbook to assist Councilors and familiarize them with the functions and responsibilities of the different departments within the organization, as well as the roles and responsibilities of Council. Humes stated OMAG (Oklahoma Municipal Assurance Group) offers a \$10,000.00 grant for municipalities that meets the qualifications, and one of the requirements is a City Council Handbook. The administration would like to have feedback from Council on things that need to be added.

(2) Presentation to Council regarding departmental overview of Parks & Recreation Dept. and Library & Sr. Center. (Joe Kays)

Parks & Recreation Director Joe Kays informed that the Parks Department is funded by designated sales tax. The department has 12 full-time employees. The Parks Department maintains the baseball fields, parks, and community center. They host the fishing derby on the 4th of July for the kids, where each kid gets a free rod and reel and tackle box. They award prizes for the largest and smallest fish in 3 different age groups and there is a drawing to give away bicycles. Kays highlighted the new playground units, walking trail, splash pad, bathroom and shelter at Will Rogers Park, as well as the garden area maintained by the Master Gardeners. There is a new splash at Claremore Lake that has recently opened, and there will be a new shelter/bathrooms and a parking lot added this fiscal year.

Library Director Sherry Beach showcased the amenities the Library offers. There are on average 21,500 transactions every month. The library services 365 patrons each day, which increases during the summer. Beach discussed the digital and online services offered, and the new kids' corner.

Senior Center Director Stacey Dowden detailed services offered to the seniors. Pool tables, library, television, puzzle room, domino and snooker tables. Dining room. Served 19,000 lunches this year to date. They will also be starting an exercise program in the fall.

Recreation Center Director Mitch Louderback stated that there are 3245 active members. Monthly attendance is 30,000-35,000. 63 aerobics classes are offered each week. Child care is free with membership. Louderback also informed the Council of updated carpet and tile in some of the areas of the center.

MAYOR'S REPORT & APPOINTMENTS

None.

CITY MANAGER REPORT

Thomas announced The Claremore Police Department's National Night Out will be August 1st at Claremore Lake Splash Pad from 6-9 P.M. There will be a band, food and drinks along with family activities.

STAFF REPORTS

None.

CURRENT BUSINESS

(3) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on June 19, 2017.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay periods ending June 17, 2017 in the amount of \$459,749.25 and July 01, 2017 in the amount of \$ 511,314.84 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) Approve request to solicit a Request for Qualifications (RFQ) for a Comprehensive Plan. (Jill Ferenc)**
- (e) Approval for partial lump sum payment for Tamryn Cluck from Oklahoma Municipal Retirement Fund. (Jim Thomas)**
- (f) Approval of agreement for Enhanced Emergency Number (E911) Service Between The City of Claremore and Cox Oklahoma Telcom, LLC dba Cox Communications. (Jonah Humes)**

City Planner Jill Ferenc stated the RFQ will be due August 31st. There will be community, council, Planning Commission, and staff involvement on the selection committee.

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

(4) Discussion and vote to Approve/Reject the bid for the Police Departments Vehicle and Equipment financing RFP. (Stan Brown)

Police Chief Stan Brown reported there were 3 bids received.

US Bank Corp. at 3.30% APR. They demanded a non-negotiable change in the contract, so the bid was rejected. RCB 2.152% APR and Signature Public Funding Corp. 1.9% APR plus fees.

Staff recommends that the bid be awarded to RCB. It will keep funds local, with an established relationship and ease of work through any issues that might arise. Less than 0.25 % difference between RCB and the lowest bid. Worst case would be a maximum of \$7,500 difference in the life of the loan between the top two bidders. RCB has \$655.00 of fees built into the loan and Signature Public Funding has \$6,600 of fees built into the loan.

Brown stated that there is substantial history with RCB concerning lease agreements. Developed relationship with RCB and their leasing personnel. They are a local vendor and they have demonstrated a willingness to work with the City to create minimal transfer of paperwork and effort when a vehicle on a previous lease was totaled in an accident. They gave us a release on the vehicle and allowed us to process the insurance claim on the vehicle and get a new replacement as quickly as possible. All of this was done without requiring refinancing or alteration of the lease agreement.

Councilor Kirtley asked if it was legal to not accept the lowest bid. Attorney Bryan Drummond responded that the purchasing policy states that if the lowest bidder is not selected, a memo must be submitted that states why you are not selecting the lowest bidder, and Chief Brown has that documentation.

Motion by DeMier, second by Callender to approve RFP for financing of Police Vehicles to RCB. Roll call vote: Willis, yes; Hays, yes; Godwin, no; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

**(5) Discussion and vote to Approve/Reject Resolution # 2017- 4, committing \$71,380.00 of City funds or resources for the CDBG 2017 program for sidewalk and accessibility improvements in Claremore Original Town Site.
(Jill Ferenc & Andy Armstrong)**

Motion by DeMier, second by Kirtley to approve Resolution # 2017- 4, committing \$71,380.00 of City funds or resources for the CDBG 2017 program for sidewalk and accessibility improvements in Claremore Original Town Site. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

**(6) Discussion and vote to Approve/Reject Resolution # 2017- 5, requesting assistance from The Oklahoma Department of Commerce for the 2017 CDBG program and authorizing the Mayor to sign all related application documents.
(Jill Ferenc & Andy Armstrong)**

Motion by DeMier, second by Savage to approve Resolution # 2017- 5, requesting assistance from The Oklahoma Department of Commerce for the 2017 CDBG program and authorizing the Mayor to sign all related application documents. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(7) Discussion and vote to Approve/Reject Ordinance # 2017- 12, changing the zoning of a portion of land located in Section 16, Township 21 N, Range 16E, (South of Fry Street and West of Park Crest Court) City of Claremore, Rogers County, State of Oklahoma, from Agricultural District (AG) to Residential Duplex District (RD) and directing the appropriate amendment to the zoning map of The City of Claremore, OK. (Jill Ferenc & Brian Green)

Green noted that this is a 3.4 acre property. Planning Commission approved unanimously. Right now they are looking for more of a single family, so they have not platted for duplexes. If single family, there would be about 30 houses with an exit on Muskogee.

No comments from the audience.

Motion by Godwin, second by DeMier to approve Ordinance # 2017- 12, changing the zoning of a portion of land located in Section 16, Township 21 N, Range 16E, (South of Fry Street and West of Park Crest Court) City of Claremore, Rogers County, State of Oklahoma, from Agricultural District (AG) to Residential Duplex District (RD) and directing the appropriate amendment to the zoning map of The City of Claremore, OK. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(9) Discussion and vote to Approve/Reject an agreement between The City of Claremore and WellRight for a comprehensive Wellness Solution. (Jeri Koehler)

Motion by DeMier, second by Kirtley to approve the agreement between The City of Claremore and WellRight for a comprehensive Wellness Solution. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 7:56 P.M.

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

Sarah Sharp
City Clerk