

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 07, 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: Terry Willis, Ken Hays, Jeff Godwin, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent: None.

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond,
Sarah Sharp, Sheena Riley, Jill Ferenc, Tim White, Stan Brown,
Joe Kays, Suzan Maloy, Tanya Andrews, Meggie Froman-Knight.

Pledge of Allegiance by all.

Invocation by Associate Pastor Jaimie Willis, First United Methodist Church

CALL TO THE PUBLIC

Those speaking:

Jessica Jackson, Main Street Director

The Annual Oklahoma Main Street Conference was held last week in Claremore. It was mostly paid for by a grant. There were 30 communities represented as well as the State and National officials. There was great feedback from the attendees. There was also media coverage from Channel 8 and Claremore Progress. The conference focused on place making. It drew in around 150 guest spending a total of \$16,000.00 in our City in a 48 hour period.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None.

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Hays that the agenda for the regular CCDA meeting of August 07, 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 July 24, 2017 as printed.

(b) All Claims as printed.

Motion by Willis, 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.

ADJOURNMENT

Motion by Willis, 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 6:06 P.M.



Sarah Sharp
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 07, 2017**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:06 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,
Joe Kays, Suzan Maloy, Tanya Andrews, Meggie Froman-Knight.

ACCEPTANCE OF THE AGENDA

Motion by Willis, Second by Hays that the agenda for the regular CPWA meeting of August 07, 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 July 24, 2017.**
- (b) All claims as printed.**
- (c) Approval of Water Treatment Plant improvements as follows:
Garver- inv# 15078300-23 \$73,040.00**

Mayor Flanagan asked City Manager Jim Thomas about the progress of Item c. Thomas stated the substantial completion is expected by the 7th of September and is still within budget.

Motion by Willis, 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 the appointment of Tanya Andrews as the Claremore Public Works Authority representative to the Arena Coop Board of Directors. (Tanya Andrews)

Andrews stated that once the board is fully formed, they will meet and start working on the bylaws and such. Dan Delozier and Louie Gardner will be representatives for Rogers County and David Petty will be representative for the Rodeo. The interlocal agreement has already been approved and the goal is for the Rodeo to deed the property to the coop.

Motion by Kirtley, second by Savage to approve the appointment of Tanya Andrews as the Claremore Public Works Authority representative to the Arena Coop Board of Directors. 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 the agreement between the City of Claremore and Meshek & Associates, LLC for consulting and project management services for the FEMA Hazard Mitigation Grant Program for voluntary acquisition project. (FEMA 4222-DR OK, Project # 037). (Jill Ferenc)

Consulting and grant management services covered in contract. Only 1 response to the RFQ. There are about 7 pages of items that are included in their scope of work. Any items that are over the City's purchasing policy will be bid out. Contract also sets the hourly rate for services. Total amount of the contract will not exceed the proposed amount. Residents in 3 duplexes and 3 homes will be relocated as part of the grant.

Efforts will be focused on Archer Court and will be addressed first. Estimating one year before the structures are demolished. Engineering will be looking at site while the acquisition phase is in process. Meshek also did our drainage study so they are very familiar with the City's drainage system and the challenges. Once property is closed on, they will have 90 days to demolish the structures.

Project must be completed and closed out by April 1, 2020.

City has approved and budgeted their portion of the project. If the City does any of the work, i.e. Demolishing, engineering, they would get credit for that amount in their portion of the grant.

Motion by DeMier, second by Kirtley to approve the agreement between the City of Claremore and Meshek & Associates, LLC for consulting and project management services for the FEMA Hazard Mitigation Grant Program for voluntary acquisition project. (FEMA 4222-DR OK, Project # 037). 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 DeMier 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 6:36 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 August 07, 2017**

CALL TO ORDER

Meeting called to order Mayor Flanagan at 6:36 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,
Joe Kays, Suzan Maloy, Tanya Andrews, Meggie Froman-Knight.

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Hays that the agenda for the regular City Council meeting of August 07, 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.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(1) Presentation to Council regarding departmental overview of the Expo Center & Tourism Departments. (Tanya Andrews)

Update on Expo and Tourism Development Departments. 3 new hotels and conference center opened since tourism and expo combined in 2015. 40000 people hosted in the conference center each year. 307,000 visitors hosted in 2017fy. Estimated \$25 m spent by visitors each year. Tanya highlighted events that were held in Claremore this past year.

MAYOR'S REPORT & APPOINTMENTS

None.

CITY MANAGER REPORT

None.

STAFF REPORTS

Councilor Susan Kirtley-

Fly-in on Saturday at the Will Rogers birthplace in Oologah. It will start at 7 A.M. with 150 planes in attendance.

City Manager Jim Thomas-

Thomas reported on Storm damage that occurred over the weekend. At the height of the storm there were about 2,500 customers out of power. Staff worked through the storm and overnight and they were able to get the customers back on as quickly as possible.

Thomas also spoke about the issues with the railroad on Saturday. Thomas will be filing a formal complaint with the Congressional Delegates, as the trains were stopped on the tracks blocking BNSF down 20 min. UP about an hour. UP meeting last week to discuss the quiet zone as it continues to be a priority for the City.

Police Chief Stan Brown

Brown gave a briefing on National Night Out. He said that there were 725 meals served. He thanked the other departments for all their help. He said a great time was had by all and was the best attendance yet.

CURRENT BUSINESS

(2) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on July 24, 2017.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay periods ending July 29, 2017 in the amount of \$475,504.59 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 acceptance of a 5,739 square feet (0.13 acres) of permanent right-of-way and 2,296 square feet (0.05 acres) utility easement for the Southaven improvement project and compensation/assurance for same from Andrew Pulley based on letter of agreement offering \$6,363.00 compensation. (Jill Ferenc)**
- (e) Approve the renewal of the interlocal contract for government services between the Board of County Commissioners of Rogers County Oklahoma and the City of Claremore for continued development of Claremore Lake Trails.(Meggie Froman- Knight)**

- (f) Approve renewal of Lease Agreement between the City of Claremore and Destiny Life Church for FY 2017-2018 for the use of vacant land for practice fields. (Joe Kays)**
- (g) Approve renewal of Lease Agreement between the City of Claremore and Rogers County Health Department for FY 2017-2018 for the use of vacant land for practice fields. (Joe Kays)**
- (h) Approve renewal of Lease Agreement between the City of Claremore and Claremore Elks Lodge # 1230 for FY 2017-2018 for the use of vacant land for practice fields. (Joe Kays)**
- (i) Approve renewal of Lease Agreement between the City of Claremore and Frank C. Robson and Ludmila Robson for use of park land behind Reasor's for FY 2017-2018 for the use of vacant land for practice fields. (Joe Kays)**

Motion by DeMier, second by Kirtley 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.

- (3) Discussion and vote to Approve/Reject the appointment of Jim Thomas as the City of Claremore representative to the Arena Coop Board of Directors. (Tanya Andrews)**

Motion by Savage, second Godwin to approve the appointment of Jim Thomas as the City of Claremore representative to the Arena Coop Board of Directors. 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 Ordinance 2017- 14, changing the zoning of land on Lot 3, Block 86, City of Claremore, Rogers County, State of Oklahoma, from Residential Single-Family High Intensity District (RS-3) to Commercial High Intensity district (CH) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. (824 W. 4th St.) (Jill Ferenc)**

Motion by Hays, second by Savage to approve the Ordinance 2017- 14, changing the zoning of land on Lot 3, Block 86, City of Claremore, Rogers County, State of Oklahoma, from Residential Single-Family High Intensity District (RS-3) to Commercial High Intensity district (CH) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. (824 W. 4th St.) Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

(5) Discussion and vote to Approve/Reject the Ordinance 2017- 15, changing the zoning of land on a portion of land in Section 18, Township 21 North, Range 16 East, Rogers County, State of Oklahoma, from Agriculture District (AG) and Commercial General District (CG) to Commercial High Intensity District (CH) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma.(between Hilltop Lane & Country Club Road). (Jill Ferenc)

Motion by DeMier, second by Callender to approve the Ordinance 2017- 15, changing the zoning of land on a portion of land in Section 18, Township 21 North, Range 16 East, Rogers County, State of Oklahoma, from Agriculture District (AG) and Commercial General District (CG) to Commercial High Intensity District (CH) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. (Between Hilltop Lane & Country Club Road). Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, 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) Proposed executive session for the purpose of confidential communications between the City of Claremore and its attorney concerning the tort claim filed by Shelly Taylor a/k/a Madison, the City having been advised by its attorney that disclosure of communications regarding this matter would seriously impair the ability of the City to process the claim in the public interest, pursuant to OKLA. STAT. tit. 25 § 307 (B) (4).

Motion by Willis, Second by Hays to approve entering into Executive Session to discuss item (a). Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; Savage, yes. Motion carried.

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

Time Entered Executive Session: 7:22 p.m.

Time Exited Executive Session: 7:59 p.m.

(3) Regular Session.

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

(4) Statement of executive session minutes.

Statement of executive session minutes was read by City Attorney Bryan Drummond:

While in executive session, the Council held confidential communication between the City of Claremore and its attorney concerning the tort claim filed by Shelly Taylor a/k/a Madison, the City having been advised by its attorney that disclosure of communications regarding this matter would seriously impair the ability of the City to process the claim in the public interest, pursuant to OKLA. STAT. tit. 25 § 307 (B) (4). Those present in executive session were all members of Council, City Manager, Assistant to the City Manager, City Attorney, and Police Chief. No other matters were discussed and no votes were taken.

ADJOURNMENT

Motion by Willis Second by Godwin 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 7:47 P.M.



Sarah Sharp
City Clerk