

Minutes of the Claremore Cultural Development Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma November 06, 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, Dale Williams, Daryl Golbek, Matt Wilson,  
Ty Burnett, Andy Armstrong, Garrett Ball, Suzan Maloy, Stan Brown,  
Jill Ferenc

Pledge of Allegiance by all.

**Invocation by: Pastor John Ray, Destiny Life Church**

**ACCEPTANCE OF THE AGENDA**

Motion by Willis, second by Hays that the agenda for the regular CCDA meeting of November 06, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and 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 October 16, 2017 as printed.**
- (b) All Claims as printed.**

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

## ADJOURNMENT

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

Meeting adjourned at 6:03 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 November 06, 2017**

**CALL TO ORDER**

Meeting called to order by Mayor Flanagan at 6:03 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, Dale Williams, Daryl Golbek, Matt Wilson,  
Ty Burnett, Andy Armstrong, Garrett Ball, Suzan Maloy, Stan Brown,  
Jill Ferenc

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, Second by Godwin that the agenda for the regular CPWA meeting of November 06, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and 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  
October 16, 2017.

(b) All claims as printed.

(c) Water Treatment Plant payments as follows:

Garver Engineering, Invoice # 15078300-24     \$75,240.00

Motion by Hays, second by Michael to approve the consent items, with a correction to the 10/16/2017 minutes on Consent item (c) to read: Approval of consent items as listed, with the exclusion of the Garver invoice. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.

## ADJOURNMENT

Motion by Willis, second by DeMier to adjourn. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and 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 November 06, 2017**

**CALL TO ORDER**

Meeting called to order 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:** 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, Tim White, Suzan Maloy,  
Stan Brown, Jill Ferenc, Sean Douglas, Steve Cox, Mark Book,  
Milburn Litterall, Mitch Louderback

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by Kirtley that the agenda for the regular City Council meeting of November 06, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.

**MAYOR'S REPORT & APPOINTMENTS**

**(1) Discussion and vote to Approve/Reject the re-appointment of Mr. Brian Green as a Trustee of CIEDA to serve a 4 year term. (Jim Thomas)**

Motion by Godwin, second by Hays to approve the appointment of Mr. Brian Green as a Trustee of CIEDA to serve a 4 year term. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.

**(2) Discussion and vote to Approve/Reject the re-appointment of Mr. Ryan Moore as a Trustee of CIEDA to serve a 4 year term. (Jim Thomas)**

Councilman Michael asked if Moore was the best fit to serve as Trustee with his busy schedule and not attending the majority of the Public Meetings. Mayor Flanagan assured him that he is an asset of knowledge and information and has attended several meetings. Michael thanked him for his response and said that he respected the answer.

Motion by Savage, second by DeMier to approve the re-appointment of Mr. Ryan Moore as a Trustee of CIEDA to serve a 4 year term. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.

**Mayor's Report:**

None.

**City Manager Report:**

Thomas informed the Council that on December 01, 2017 there will be a 2 hour Department Head/Council Member Meeting at the Claremore Conference Center from 8:30 a.m. - 10:30 a.m. to go over the culmination of the results from the Public Meetings that have been held so far for the Claremore Dreams 2025 along with the online survey they have recently added.

Thomas also shared that the open bid for Country Club Project came is 25 % lower than projected with 6 total bidders. The Southaven construction will start after the 1<sup>st</sup> of the year. It is projected to last 300 days or 10 months and will include stop lights and road widening at both intersections at both Highway 66 & 450 Rd.

Thomas stated that the Christmas Tree Lighting and Ice Rink activities for the Winter Wonderland are coming along well and going to be a great community event. The official tree lighting will be held Monday, December 4, 2017.

**CURRENT BUSINESS**

(3) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on October 16, 2017.
- (b) All claims as printed.
- (c) Actual salary claims for pay periods ending October 21, 2017 in the amount of \$470,047.57 and estimated salary claims to include contractual agreement 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) Approval of partial lump sum correction payment from Oklahoma Municipal Retirement Fund (OMRF) for Betty Mace Widow Ronald Mace. (Jim Thomas)
- (e) Approval of 3<sup>rd</sup> Quarter 911 report. (Stan Brown)
- (f) Acceptance of utility easements from Viking Group, LLC. (Jill Ferenc)

- (g) Acceptance of 3,850 square foot (0.09) acres of permanent right-of-way for The Country Club and Southaven improvement project and compensation/assurances for same from Barbara Thomas based on letter of agreement offering \$4,000.00 in compensation. (Jill Ferenc)
- (h) Acceptance of utility easement from Jimmie D. Basler, Trustee of the Oakhaven Memorial Gardens Trust. (Jill Ferenc)

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

**(4) Discussion and vote to Approve/Reject an endorsement of the 2018 Tulsa Regional Chamber OneVoice Legislative Agenda. (Jim Thomas)**

Thomas stated that this is a State and Federal project and would recommend endorsing again as we have in the last several years. By more than one entity being involved it encourages legislative to look at the gas tax.

Motion by Savage, second by Hays to approve an endorsement of the 2018 Tulsa Regional Chamber OneVoice Legislative Agenda. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.

**(5) Discussion and vote to Approve/Reject contract award for the Airport runway & Taxiway Rehabilitation Project to APAC- Central, Inc. (Eric Winn)**

Mr. Winn recommend we proceed with the grant. It will be constructing the runway and the taxiway for the airport. APAC was for \$2,715,000.00. 3 total bids were received on September 26, 2018. The project and close down time period will take approximately 72 calendar days.

Motion by Godwin, second by DeMier to approve the contract award for the Airport runway & Taxiway Rehabilitation Project to APAC- Central, Inc. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.

**(6) Discussion and vote to Approve/Reject the adoption of a Resolution # 2017-\_\_\_\_ selecting Guy Engineering Firm to complete the City bridge inspections from April 1<sup>st</sup>, 2018 to March 31<sup>st</sup>, 2020. (Garrett Ball)**

City Engineer Garrett Ball explained that every 2 years the City has to select who does our inspections. It is federally funded but we have to select who does it. We received a list of 10 and then did a phone interview with 3. Guy Engineering was the recommendation by the staff and has been the provider in the past.

Motion by DeMier, second by Godwin to approve the adoption of a Resolution # 2017- 7 selecting Guy Engineering Firm to complete the City bridge inspections from April 1<sup>st</sup>, 2018 to March 31<sup>st</sup>, 2020. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.

**(7) Discussion and vote to Approve/Reject the renewal of contract with Grand Gateway Economic Development Association for administrative services in the amount of \$ 7,000.00 for Claremore Community Development Block Grant Project (17028CDBG17). (Jill Ferenc & Andy Armstrong)**

City Planner Jill Ferenc explained that this is related to the funding for the next fiscal year. Every year we have approved funding for administrative services. It is a budgeting item and the cost does not change.

Motion by Hays, second by Kirtley to approve the renewal of contract with Grand Gateway Economic Development Association for administrative services in the amount of \$ 7,000.00 for Claremore Community Development Block Grant Project (17028CDBG17). Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.

**(8) Discussion and vote to Approve/Reject awarding the bid and approve execution of contract documents for the SB-2017-1:2016 CDBG Grant Sidewalk Project # 16751 to the low bidder, J.E Dirt Works, LLC at a Base Bid of \$102,858.00 with Add Alternate # 1 at \$22,214.00 and Add Alternate # 4 at \$ 18,106.00 for a total of \$143,178.00. (Jill Ferenc/Andy Armstrong)**

Motion by DeMier, second by Hays to approve awarding the bid and approve execution of contract documents for the SB-2017-1:2016 CDBG Grant Sidewalk Project # 16751 to the low bidder, J.E Dirt Works, LLC at a Base Bid of \$102,858.00 with Add Alternate # 1 at \$22,214.00 and Add Alternate # 4 at \$ 18,106.00 for a total of \$143,178.00. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.

**(9) Discussion and vote to Approve/Reject the date change of the December 4, 2017 Regular City Council Meeting to December 5, 2017. (Jim Thomas)**

Thomas stated reminded Council that this is the evening for the Tree Lighting Ceremony for the Winter Wonderland and would be best to move meeting date.

Motion by Willis, second by Kirtley to approve the date change of the December 4, 2017 regular City Council Meeting to December 5, 2017. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; and Kirtley, yes; Savage, yes. Motion carried.



**(10) Presentation to Council regarding departmental overview of the City Clerk's office.  
(Sarah Sharp)**

City & Court Clerk Sarah Sharp presented information about both departments she is over. She acknowledged Kayleigh Heard- Deputy Court Clerk who handles the daily operation of the Court System for the City. Included in that are for January 2017 to current date is 3,056 Municipal Court Cases with 2,198 Defendants. Kayleigh has processed 1946 Citations and issued 838 Warrants. Collecting over \$245,670.91 dollar in fines and fees. She also processes DPS Suspensions track and prepares monthly reports to various state agencies and receives cash bonds.

The second Department being The City Clerk's office. Sarah acknowledged Sheena Riley as her Deputy City Clerk who helps her manage and prepare Agendas and Minutes for Council Meetings, filing and publications of Ordinances and Resolutions with 24 Ordinances and 6 Resolutions, elections, process payments for surplus auctions on Gov Deals with a total of 63 this year. We also process open records request with 47 for the year to date. We also process and file lien and lien releases for abatements with a total of 40 liens with a total of \$5041.04 and 56 lien releases for a total of \$7,146.68, manage the Garage sale listing on the City website with an average of 60 per month, process and prepare Special Assessment letter for Title and Closing companies for properties in Claremore with an average of 56 request a month. We handle all the insurance including general liability for things such as tort claims, vehicle and property, permitting for the City for Beverage, Commercial Animal, Fireworks, Mobile Vendors, Peddles and Solicitors, Sanitation Haulers and Wrecker and Towing.

**ADJOURNMENT**

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

Meeting adjourned at 6:50 P.M.



Sarah Sharp  
City Clerk