

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma November 20, 2017**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:01 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, Susan Kirtley, Scott Savage

Absent: Justin Michael

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond,
Sarah Sharp, Dale Williams, Daryl Golbek, Garrett Ball, Suzan Maloy,
Stan Brown, Felicia Henson, Ashley Hickman

Pledge of Allegiance by all.

Invocation by: Councilman Hays

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Hays that the agenda for the regular CCDA meeting of November 20, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, absent; 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 November 06, 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, absent; 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, absent; 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 20, 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, Susan Kirtley, Scott Savage

Absent: Justin Michael

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond,
Sarah Sharp, Dale Williams, Daryl Golbek, Garrett Ball, Suzan Maloy,
Stan Brown, Felicia Henson, Ashley Hickman

ACCEPTANCE OF THE AGENDA

Motion by Willis, Second by Hays that the agenda for the regular CPWA meeting of November 20, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, absent; 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
November 06, 2017.**

(b) All claims as printed.

(c) Water Treatment Plant payments as follows:

Garver Engineering, Invoice # 15078300-26 \$87,690.00

UCI-Application # 25 \$74,609.86

(c) Mayor Flanagan inquired as to when expected completion date is. Mr. Thomas & Daryl Golbek met with them this week and its looking like it will be the end of January. It is still producing the water that we need. The upgrades to the old clarifiers and filters still need to be completed. The challenge is with the Garver Contract and them being on site. They are still negotiating that. The contact with UCI has not changed. All change orders have been covered by the contingent amount that was built into the contract. Thomas was hoping to get an item on the agenda to discuss the Garver contract in December.

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, absent; Kirtley, yes; Savage, yes. Motion carried.

(2) Discussion and vote to Approve/Reject purchase of a Hydra-Stop Insta- Valve from Core and Main in the amount of \$53,000.00. (Dale Williams)

Discussion regarding the fact there was only one bid received. Mayor Flanagan would like to have someone contact the other bidders to see why they chose not to bid on all projects when there is only one bid received.

Motion by DeMier, second by Godwin for the purchase of a Hydra-Stop Insta- Valve from Core and Main in the amount of \$53,000.00. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, absent; 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, absent; and Kirtley, yes; Savage, yes. Motion carried.

Meeting adjourned at 6:16 P.M.



Sarah Sharp
City Clerk

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma November 20, 2017**

CALL TO ORDER

Meeting called to order Mayor Flanagan at 6:16 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, Susan Kirtley, Scott Savage

Absent: Justin Michael

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond,
Sarah Sharp, Dale Williams, Daryl Golbek, Garrett Ball, Suzan Maloy,
Stan Brown, Felicia Henson, Ashley Hickman

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Willis that the agenda for the regular City Council meeting of November 20, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, absent; and Kirtley, yes; Savage, yes. Motion carried.

MAYOR'S REPORT & APPOINTMENTS

Mayor's Report:

None.

City Manager Report:

Thomas stated that The City of Claremore would be closed Thursday & Friday for the Thanksgiving Holiday.

Thomas shared that the Christmas tree has arrived and is set up. It withstood the winds over the weekend. The tree is 7 foot in the ground. The tree lighting will be Monday, December 4th at 6 P.M. and the next Council Meeting will be Tuesday the 5th.

We will be awarding country club on the next agenda. Bids received were about 1 million less than the estimate. Also, Southaven sent out to bid on the agenda tonight and utilities are being moved.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on November 06, 2017.
- (b) All claims as printed.
- (c) Actual salary claims for pay periods ending November 04, 2017 in the amount of \$459,983.55 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 to advertise and solicit bids for Southaven Road Improvements. (Garrett Ball)
- (e) Approve contract with DHS for the Liheap Program which provides utility payment assistance to qualifying customers. (Felicia Henson)

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, absent; and Kirtley, yes; Savage, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(2) Presentation to Council regarding Departmental overview of the Engineering Department. (Garrett Ball)

Ball stated that the Department was re-instated in April of this year and listed what he and his team are in charge of: Project Planning and Design, Project Management, Project Analysis and Review, Develop Design Standards, Construction Surveying, Inspecting Department and supporting other Departments. His team consist of 1 Engineer, 3 Technicians and Stormwater and Industrial Pre-Treatment. Ball also shared the top projects they are currently working on.

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, absent; and 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