

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma December 05, 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, Garrett Ball,
Suzan Maloy, Stan Brown, Tim White, Larry Hughes, David White,
John Feary, Kaleigh Hossack, Sydney Nichols

Pledge of Allegiance by all.

Invocation by: Ted Estes, Life Changer Church

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by Hays that the agenda for the regular CCDA meeting of December 05, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and 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 20, 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; and 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; Kirtley, yes; and 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 December 05, 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, Garrett Ball, Suzan Maloy, Stan Brown, Tim White, Larry Hughes, David White, John Feary, Kaleigh Hossack, Sydney Nichols

ACCEPTANCE OF THE AGENDA

Motion by Hays, Second by Willis that the agenda for the regular CPWA meeting of December 05, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and 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 20, 2017.

(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; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:05 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 December 05, 2017**

CALL TO ORDER

Meeting called to order Mayor Flanagan at 6:05 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, Garrett Ball,
Suzan Maloy, Stan Brown, Tim White, Larry Hughes, David White,
John Feary, Kaleigh Hossack, Sydney Nichols

ACCEPTANCE OF THE AGENDA

Motion by Kirtley, second by DeMier that the agenda for the regular City Council meeting of December 05, 2017 be approved as written. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

MAYOR'S REPORT & APPOINTMENTS

Mayor's Report:

None.

City Manager Report:

Thomas wanted to publicly thank all those who made West Bend Tree Lighting Ceremony so spectacular. Ice skating, popcorn, and hot cocoa lines were long but such a great turn out. Thomas also thank the RSU student volunteers and feels this was the first to many years of a new tradition and will only get better with each passing year.

Staff Report:

Police Chief Stan Brown spoke about No Shave November that the Police Department participated in. He thanked The City of Claremore for their support and as of 12/05/17 they had raised \$8800.00 for the purchase of a gift for each of the 453 students at Claremont Elementary. They are still taking donations until December 15th.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on November 20, 2017.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay periods ending November 17, 2017 in the amount of \$467,054.90 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) Acceptance of twenty (20) foot utility Easement from Willie A. Whitekiller and Chris H. Whitekiller.**
- (e) Acceptance of access easement from Community Action Resource & Development, Inc. on a portion of Lot 8, Block 24 of The City of Claremore.**

Motion by Hays, second by Godwin 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; and Savage, yes. Motion carried.

(2) Discussion and vote to Approve/Reject an Ordinance 2017-25 amending Chapter 30.01, Title III of the Ordinances of the City of Claremore, Oklahoma, providing for the dates of Regular meetings of The Claremore City Council, and declaring an emergency. (Jim Thomas)

Thomas informed the Council that as the Ordinance stands if a meeting is on a Holiday it has to be scheduled the very next day, but by amending this Ordinance it will give the City Manager the flexibility to change it to the following Monday or another date.

Motion by Willis, second by DeMier to approve Ordinance 2017-25, amending Chapter 30.01, Title III of the Ordinances of The City of Claremore, Oklahoma, providing for the dates of regular meetings of The Claremore City Council. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(3) Discussion and vote to Approve/reject the Emergency Clause in relation to Agenda Item (2). (Jim Thomas)

Motion by DeMier, second by Godwin to approve the Emergency Clause in relation to Agenda Item (2). Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(4) Discussion and vote to Approve/reject to award construction contract for Country Club Road Improvements. (Garrett Ball)

Ball stated that the bid for Country Club opened bid on October 30th and had 6 responsive bids. The low bid coming in from Paragon Contractors at \$3,654,745.95 with \$57,471.95 to be reimbursed by RWD #5. The references were checked and have done great work for Cherokee Nation, ODOT, and the Cities of Tulsa, Broken Arrow, and Owasso. The bid came in 25% lower than the government estimate. It is locally funded and not state or federally funded so there is less red tape involved, which leads to lower costs.

Motion by Hays, second by DeMier to approve to award construction contract for Country Club Road Improvements to Paragon Contractors in the amount of \$3,654,745.95 with \$57,471.95 to be reimbursed by RWD #5. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(5) Discussion and vote to Approve/reject the consideration of a contract for sale and purchase of real estate between the City of Claremore and Basler Investments, LLC for the purchase of property located at 632-634 Archer Court, 636-638 Archer Court, and 640-642 Archer Court. (FEMA 4222- DR OK, Project 037). (Jill Ferenc)

Ferenc informed the Council that the Duplex structures on Archer will be acquired first and then Robin Rd. properties will be addressed. Appraisals were a little higher than what was budgeted by \$6500.00 per structure. The City will be responsible for the difference. If approved, Meshek will meet with the property owner and go over the appraisals and make the offer. There is no negotiation for the property owner, they will either accept or reject it. There were two appraisals and a reviewer. Tenants will be helped with relocation as it was part of the funding. The offer and contract are in compliance with federal rules and the closing is expected to be done in June or July.

Motion by DeMier, second by Kirtley to approve the contract for sale and purchase of real estate between the City of Claremore and Basler Investments, LLC for the purchase of property located at 632-634 Archer Court, 636-638 Archer Court, and 640-642 Archer Court (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; and Savage, yes. Motion carried.

(6) Discussion and vote to Approve/reject Ordinance 2017- ____, an Ordinance changing The zoning of land on a portion of Lot 1, Block 122 to The City of Claremore, Rogers County, State of Oklahoma, from Commercial Shopping Center (CS) to Commercial High Intensity District (CH) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. (Jill Ferenc)

Ferenc stated that Smallygo Automotive has purchased the property and demolished the dilapidated structure. He is wanting to build a shop for the servicing and detailing of the vehicles for their car lot business.

Motion by Michael, second by Callender to approve Ordinance 2017- 26, an Ordinance changing The zoning of land on a portion of Lot 1, Block 122 to The City of Claremore, Rogers County, State of Oklahoma, from Commercial Shopping Center (CS) to Commercial High Intensity District (CH) and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. Roll call vote: Willis, yes; Hays, yes; Godwin, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(7) Presentation to Council regarding Departmental overview of the Electric Department. (Larry Hughes)

Hughes shared with the Council that his crew consist of 14 employees. He is over Line Clearance, Electric Department and Utility Billing Office which is a massive coverage area for 14 people.

There are 4 people on tree trimming crew. Hughes showed examples of areas cleared with the new equipment and the cost savings in man hours. Previous contract was a million each year, currently doing for much less in house with more area being covered.

Hughes also discussed outages and showed graphs of a recent outage detailing the amount of time the outage lasted, customers affected, etc. Graphs for the common causes for outages, all listed by substations.

Hughes shared that since the Boring machine has been in usage. They have completed 2 ½ housing additions, which would have cost 200,000 if it would've been contracted out. It is less disruption to customer's property. They have been able to assist the water department with buried lines as well.

LED Light replacement-all are up. 45 lights were purchased. 45% reduction in usage to date. Maintenance cost reductions have not been determined as yet.

Line crews also pull fiber themselves, which is a cost savings to the City. Reduction in line loss has been addressed. 2013 we were at 13%, currently at 6% loss.

His crews are very grateful for the improvements in their equipment.

(7) Presentation to Council regarding Departmental overview of CIEDA. (John Feary)

Feary shared that CIEDA was established in 1948 and is responsible for overseeing of the Industrial Park and Airport, recruitment and retention of work force and increase of sales tax base.

CIEDA has annual partnerships with County and City. Statistics for 2017 include 400 added jobs and hosted 4 site visits. They have experienced 19 project responses in 5 months. They have also formalized business retention and expansion plan. The tides are turning on jobs.

The Airport generates 8600 gallons/month sales in fuel and 1250 take off/landing operations per month. There are currently \$106,000.00 in Hanger leases yearly. Construction of a new 7500 sq. foot hanger was recently completed.

Workforce development and partners in education have expanded. This school year, Partner In Education have contributed over \$25,000.00 and invested more than 185 man hours in classrooms.

ADJOURNMENT

Motion by Hays, 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 7:11 P.M.

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

Sarah Sharp
City Clerk