

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma January 08, 2018**

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, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage, Jeff Godwin (Arrived at 6:19 P.M.)

Absent: Jeff Godwin

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond, Sarah Sharp, Sheena Riley, Noelle Hays, Tim White, Jill Ferenc, Stan Brown, Sherry Beach

Pledge of Allegiance by all.

Invocation by: Councilman Hays

Call to the Public

Those Speaking:

None.

Presentations:

None.

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by DeMier that the agenda for the regular CCDCA meeting of January 08, 2018 be approved as written. Roll call vote: Willis, yes; Hays, 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 December 18, 2017 as printed.**
- (b) All Claims as printed.**

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

ADJOURNMENT

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

Meeting adjourned at 6:02 P.M.



Sarah Sharp
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma January 08, 2018**

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, Will DeMier, Bill Flanagan, Brian Callender
Justin Michael, Susan Kirtley, Scott Savage

Absent: Jeff Godwin

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond,
Sarah Sharp, Sheena Riley, Noelle Hays, Tim White, Jill Ferenc,
Stan Brown, Sherry Beach

ACCEPTANCE OF THE AGENDA

Motion by DeMier, Second by Hays that the agenda for the regular CPWA meeting of January 08, 2018 be approved as written. Roll call vote: Willis, yes; Hays, 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
December 18, 2017.**

(b) All claims as printed.

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

ADJOURNMENT

Motion by Savage, second by Kirtley to adjourn. Roll call vote: Willis, yes; Hays, 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 City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma January 08, 2018**

CALL TO ORDER

Meeting called to order Mayor Flanagan at 6:04 P.M.

Mayor Flanagan asked City Clerk Sarah Sharp to note that members are present/absent as indicated below:

Present: Terry Willis, Ken Hays, Will DeMier, Bill Flanagan, Brian Callender
Justin Michael, Susan Kirtley, Scott Savage

Absent: Jeff Godwin

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond,
Sarah Sharp, Sheena Riley, Noelle Hays, Tim White, Jill Ferenc,
Stan Brown, Sherry Beach

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Willis that the agenda for the regular City Council meeting of January 08, 2018 be approved as written. Roll call vote: Willis, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

MAYOR'S REPORT & APPOINTMENTS

MAYOR'S REPORT

None.

APPOINTMENTS

(1) Discussion and vote to Approve/reject the re-appointment of Jill Ferenc as a representative for the Grand Gateway Board of Directors. (Jill Ferenc)

Motion by Flanagan, second by Kirtley to approve the re-appointment of Jill Ferenc as a representative for the Grand Gateway Board of Directors. Roll call vote: Willis, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(2) Discussion and vote to Approve/reject the appointment of Kyle Clifton as a representative for the Grand Gateway Board of Directors. (Jill Ferenc)

Motion by Flanagan, second by DeMier to approve the appointment of Kyle Clifton as a representative for the Grand Gateway Board of Directors. Roll call vote: Willis, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(3) Discussion and vote to Approve/reject the re-appointment of Library Board Member Michael Gardner for a 5 year term from 2018-2023 per City Ordinance. (Sherry Beach)

Motion by Flanagan, second by DeMier to approve the re-appointment of Library Board Member Michael Gardner for a 5 year term from 2018-2023 per City Ordinance. Roll call vote: Willis, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(4) Discussion and vote to Approve/reject the re-appointment of Library Board Member Elaine Wienhold for a 5 year term from 2018-2023 per City Ordinance. (Sherry Beach)

Motion by Flanagan, second by DeMier to approve the re-appointment of Library Board Member Elaine Wienhold for a 5 year term from 2018-2023 per City Ordinance. Roll call vote: Willis, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(5) Discussion and vote to Approve/reject the appointment of Library Board Member Bill Anderson for a 5 year term to replace the position of Leslie Cohen who has resigned her board position. (Sherry Beach)

Motion by Flanagan, second by DeMier to approve the appointment of Library Board Member Bill Anderson for a 5 year term to replace the position of Leslie Cohen who has resigned her board position. Roll call vote: Willis, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

Staff Report:

None.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on December 18, 2017.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay periods ending December 30, 2017 in the amount of \$450,141.88 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.**

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

(2) Discussion and vote to Approve/reject the award of RFQ and Professional Services agreement between Kendig Keast collaborative and the City of Claremore to update the Claremore Comprehensive Plan. (Jill Ferenc)

Ferenc presented to the Council the long range document (Claremore Comprehensive Plan) to aid in the growth and development for the cities 20 year plan. They reached out with 24 direct mailings to companies, bid houses, newspaper posting and an ad in the planning group. They received 14 replies with the top 5 interviewed by a committee consisting of council and staff where they were given a presentation by the companies. Kendig Keast collaborative was selected. The interview process was based on design, experience, project approach, public participation and innovation. Gary Mitchell and Luis Nunez who were both in attendance for the interview/presentation have a wealth of knowledge and experience of comprehensive drafting of over 50 cities. They have worked with them over the last month and a half to work on the details on the contract, total amount for the contract is \$200,000.00 budgeted this fiscal year was \$175,000.00 The complete amount will not be expended in 2018 and remaining funds will be budgeted in 2019. Kendig Keast is located out of Houston, TX. References have been checked and Ferenc has worked with the project manager Gary Mitchell in her previous position in Killeen, TX. It is expected to be a 14 month project at the most.

Councilman Godwin arrived at 6:19 P.M., during Ferenc's presentation of item #2.

Motion by DeMier, second by Savage to approve the award of RFQ and Professional Services agreement between Kendig Keast collaborative and the City of

Claremore to update the Claremore Comprehensive Plan. 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 Savage, second by Hays 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 6:28 P.M.

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

Sarah Sharp
City Clerk