

**Minutes of the Claremore Cultural Development Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma March 05, 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** Ken Hays, Will DeMier, Bill Flanagan, Brian Callender,  
Justin Michael, Susan Kirtley, Scott Savage

**Absent:** Terry Willis

**Staff Present:** Jim Thomas, Jonah Humes, Bryan Drummond, Sarah Sharp,  
Tim White, Stan Brown, Dale Williams, Daryl Golbek,  
Suzan Maloy, Sean Douglas, Stephen Sears (Inframark, LLC.)

Pledge of Allegiance by all.

Invocation by: Councilman Hays

**Call to the Public**

**Those Speaking:**

Jessica Jackson from Claremore Main Street shared that she has just received work that Claremore Main Street has been selected as a top 3 finalist in several categories for the Oklahoma Main Street Awards Banquet that will be held in May. They are a finalist for Best Premier Event over 10,000-Food Truck Thursday, Outstanding Image Promotion-Downtown Claremore Website, Best Sustainable Design-Studio B Artworks, Best New Business-Main Street Tavern, and Best Facade Rehabilitation under 10,000-Rhapsody Boutique and Spa. Food Truck Thursday has been selected as a finalist for Crowning Achievement and the Board Member of the Year-Lou Flanagan.

They have also raised \$18,000.00 so far for the Music on Main Program with \$8,000.00 still needed. Donation are being matched.

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by Savage that the agenda for the regular CCDA meeting of March 05, 2018 be approved as written. Roll call vote: 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 February 19, 2018 as printed.**
- (b) All Claims as printed.**

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

**ADJOURNMENT**

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

Meeting adjourned at 6:05 P.M.



Sarah Sharp  
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma March 05, 2018**

**CALL TO ORDER**

Meeting called to order by 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** Ken Hays, Will DeMier, Bill Flanagan, Brian Callender,  
Justin Michael, Susan Kirtley, Scott Savage

**Absent:** Terry Willis

**Staff Present:** Jim Thomas, Jonah Humes, Bryan Drummond, Sarah Sharp,  
Tim White, Stan Brown, Dale Williams Daryl Golbek,  
Suzan Maloy, Sean Douglas, Stephen Sears Inframark, LLC.

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by Michael that the agenda for the regular CPWA meeting of March 05, 2018 be approved as written. Roll call vote: 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  
February 19, 2018.**

**(b) All claims as printed.**

Motion by Savage, second by Kirtley to approve the consent items as listed.

Roll call vote: Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(2) Discussion and vote to Approve/reject contract amendment with Inframark, LLC to take over the Uni-directional flushing program and the tower operation and maintenance from the water department. (Dale Williams)**

Stephen Sears with Inframark was present to discuss the contract amendment. Sears stated City staff does not have the manpower to do the work. Inframark (formerly Severn Trent) will institute a program that will flush the lines on a regular basis, which will help with the TCM levels. The City currently has 94 dead ends which under the amendment will be flushed every 90 days. The City will still maintain the hydrants and valves. As Inframark comes across faulty valves they will report to The City. The cost will be \$4,451.66 per month.

Motion by Savage, second by Kirtley to approve contract amendment with Inframark, LLC to take over the Uni-directional flushing program and the tower operation and maintenance from the water department, in the amount of \$4,451.66 per month. Roll call vote: Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**ADJOURNMENT**

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

Meeting adjourned at 6:30 P.M.



Sarah Sharp  
City Clerk

**Minutes of Claremore City Council Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma March 05, 2018**

**CALL TO ORDER**

Meeting called to order Mayor Flanagan at 6:30 P.M.

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

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

**Absent:** Terry Willis

**Staff Present:** Jim Thomas, Jonah Humes, Bryan Drummond, Sarah Sharp,  
Tim White, Stan Brown, Dale Williams Daryl Golbek,  
Suzan Maloy, Sean Douglas, Stephen Sears Inframark, LLC.

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by DeMier that the agenda for the regular City Council meeting of March 05, 2018 be approved as written. Roll call vote: Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**AWARDS, AND COMMUNICATIONS**

None.

**MAYOR'S REPORT & APPOINTMENTS**

None.

**STAFF REPORTS**

None.

## CURRENT BUSINESS

**(1) Approve/Reject the following consent items:**

- (a) Minutes of the Regular Council Meeting on February 19, 2018.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay periods ending February 23, 2018 in the amount of \$452,583.14 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 Hays, second by Kirtley to approve the consent items as listed. Roll call vote: Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(2) Discussion and vote to Approve/reject to fill the vacant Ward 4 Councilor seat for the remainder of the unexpired term or until the next City election, including (1) review and possible interview of candidates, (2) discussion regarding candidates, (3) vote to appoint a qualified person to fill the vacancy, (4) vote to call for a special election to fill the seat, and/or (5) any other action deemed necessary to fill the vacant seat.  
(Jim Thomas/Bill Flanagan)**

Applicants Frank Church and Herb McSpadden were present at the meeting and interviewed with Council.

Church is a former Marine, worked IT for many years and worked as a consultant. He has lived and worked in 48 of the states. His current position as project and IT manager for a company in Tulsa in the oil and gas industry. He believes the greatest challenge of Claremore in the near future will be controlled growth so that it is focused in the areas it needs to be without damaging existing areas. Role as Councilor: knowing the background information and working as a group to find solutions to the issues that Claremore is facing.

McSpadden shared that he grew up in Chelsea, went to OU, lived in Tulsa for a time and moved back to Claremore in 2000. He is the director of Rogers County Youth Services, worked at MMSP Funeral Home and Summit Physical Therapy. Has served on the Heritage Hills Golf Course Board and the Public Health Services Board. Appreciates the relationship and work with the county on projects and believes he can add to that.

He believes biggest challenge in the next 5-10 years is medicinal marijuana and how that will affect our community. He agrees growth and how to manage that growth will be an issue as well. He holds a BA in sociology and Masters in business.

Motion by Callender, second by Kirtley to appoint Herb McSpadden to fill the vacant seat. Roll call vote: Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

## **EXECUTIVE SESSION**

### **(1) Discussion and vote to Approve/reject entering into executive session to discuss the following:**

- (A) Discussing the evaluation and the employment performance of the City Manager, as authorized by Tit. 25, Oklahoma Statutes, Section 307(B) (1) and (b) (7), where disclosure of information would violate confidentiality requirements of State law.**

Motion by Willis, second by Kirtley to approve entering into executive session to discuss the above items. Roll call vote: Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**Herb McSpadden was sworn in by City Clerk Sarah Sharp and joined Council in Executive Session.**

Time Entered into Executive Session: 6:50 P.M.

### **(2) Vote to acknowledge return to regular session.**

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

Time Returned to Regular Session: 7:30 P.M.

### **(3) Statement of executive session minutes.**

Statement of Executive Session was read by City Attorney Brian Drummond. During executive session, all Council Members present at the meeting were present with the City Attorney and later the City Manager to discuss the following items:

(A) Discussing the evaluation and the employment performance of the City Manager, as authorized by Tit. 25, Oklahoma Statutes, Section 307(B) (1) and (b) (7), where disclosure of information would violate confidentiality requirements of State law.

No other matters were discussed and no votes were taken.

#### **ADJOURNMENT**

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

Meeting adjourned at 7:32 P.M.

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

Sarah Sharp  
City Clerk