

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma June 04, 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, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent: Ken Hays

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond, Sarah Sharp, Dale Williams, Jill Ferenc, Daryl Golbek, Noelle Hayes, David White, Suzan Maloy, Jean Hurst

Pledge of Allegiance by all.

Invocation by: Bishop Jim Thomas-Church of Jesus Christ of Latter Day Saints

Call to the Public

None.

ACCEPTANCE OF THE AGENDA

Motion by Kirtley, second by McSpadden that the agenda for the regular CCDA meeting of June 04, 2018 be approved as written. Roll call vote: Willis, yes; McSpadden, 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 May 21, 2018 as printed.**
- (b) All Claims as printed.**

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

ADJOURNMENT

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

Meeting adjourned at 6:03 P.M.



Sarah Sharp
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma June 04, 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, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent: Ken Hays

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond, Sarah Sharp, Dale Williams, Jill Ferenc, Daryl Golbek, Noelle Hayes, David White, Suzan Maloy, Jean Hurst

ACCEPTANCE OF THE AGENDA

Motion by Willis, second by McSpadden that the agenda for the regular CPWA meeting of June 04, 2018 be approved as written. Roll call vote: Willis, yes; McSpadden, 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 May 21, 2018.**
- (b) All claims as printed.**
- (c) Acceptance of DEQ permit No. WL000066180333 for construction of 689 linear feet of eight (8) inch PVC potable water line and all appurtenances to serve the Dollar General Store #2586. (Jim Thomas)**
- (d) Acceptance of DEQ permit No. SL000066180334 for the construction of 219 linear feet of eight (8) inch PVC sanitary sewer line and all appurtenances to serve the Dollar General Store # 2586. (Jim Thomas)**

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

(2) Discussion and vote to Approve/Reject contract of sale of real estate between the Claremore Public Works Authority and Shingleton Trust of February 17, 2000 for the purchase of property located at 711 Holiday Lane (Tract 8, Holiday Hills Addition). (Jill Ferenc)

Ferenc states the purchase would accommodate future road improvement project for a service roadway. The property is available for sale now, and property owner states sale has fell through on property due to the roadway coming through. The property lies within the area the engineering firm addressed as the City needing to purchase for the future roadway. The purchase comes in on the low end of the comps. that have been sold recently.

Motion by Kirtley, second by Michael to table the item and bring back before Council at a more appropriate time. Roll call vote: Willis, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:34 P.M.



Sarah Sharp
City Clerk

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma June 04, 2018**

CALL TO ORDER

Meeting called to order Mayor Flanagan at 6:34 P.M.

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

Present Terry Willis, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent: Ken Hays

Staff Present: Jim Thomas, Jonah Humes, Bryan Drummond, Sarah Sharp, Dale Williams, Jill Ferenc, Daryl Golbek, Noelle Hayes, David White, Suzan Maloy, Jean Hurst

ACCEPTANCE OF THE AGENDA

Motion by DeMier, second by Willis that the agenda for the regular City Council meeting of June 04, 2018 be approved as written. Roll call vote: Willis, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None.

MAYOR'S REPORT & APPOINTMENTS

**(1) Appointment of Matthew Bell to serve remainder of term for Roy Hancock's Trustee #5 Seat on the E911 Board of Trustees, which expires July 2019.
(Jim Thomas)**

Motion by DeMier, second by McSpadden to approve the appointment of Matthew Bell to serve remainder of term for Roy Hancock's Trustee #5 Seat on the E911 Board of Trustees, which expires July 2019. Roll call vote: Willis, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

STAFF REPORTS

Thomas- Country Club/Southaven intersection will be closed beginning next week for 7 days. Residents in the area will be notified.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on May 21, 2018.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay period ending May 19, 2018 in the amount of \$456,892.90 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) Acceptance of utility easement agreement with Sue A. Tandy and acceptance of 10 foot wide utility easement.**
- (e) Approval of request to solicit bids for annual Concrete bid.
(Dale Williams)**
- (f) Approval of request to solicit bids for annual Asphalt bid.
(Dale Williams)**
- (g) Approval of request to solicit bids for annual Salt, Sand, Rock, and Gravel bid. (Dale Williams)**

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

(2) Discussion and vote to Approve/Reject renewal with ARK Animal Hospital's existing contract a second term, per written letter to honor current contract for the 2018-2019 year. (Jean Hurst)

Motion by DeMier, second by Savage to approve renewal with ARK Animal Hospital's existing contract a second term, per written letter to honor current contract for the 2018-2019 year. Roll call vote: Willis, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(3) Discussion and vote to Approve/Reject) FEMA hazard mitigation assistance grant updated match commitment to acquire and demolish seven (7) residential structures in hazard-prone areas. (Jill Ferenc)

Ferenc stated FEMA has requested an updated commitment letter from the City due to the increases in the project. Bid opening for asbestos removal on Archer properties are

scheduled for next week. Once those bids are received and accepted, the purchase of those properties can move forward.

Motion by Savage, second by Kirtley to approve the FEMA hazard mitigation assistance grant updated match commitment to acquire and demolish seven (7) residential structures in hazard-prone areas. Roll call vote: Willis, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(4) Discussion and vote to Approve/Reject amendment to 2017 Purchasing Policy. Specifically Section 2, Purchasing goods and Services. Asking approval to include purchases from not only the State of Oklahoma Contract but also General Services Administration (GSA) and National Joint Powers Alliance (NJPA) Both the GSA and NJPA perform extensive competitive bid processes prior to bid awards. Also asking approval of Section 2 Employee Travel and Reimbursements Amendment which goes into more detail regarding travel reimbursements. (Suzan Maloy)

Motion by Callender, second by Michael to approve amendment to 2017 Purchasing Policy. Specifically Section 2, Purchasing goods and Services. Asking approval to include purchases from not only the State of Oklahoma Contract but also General Services Administration (GSA) and National Joint Powers Alliance (NJPA) Both the GSA and NJPA perform extensive competitive bid processes prior to bid awards. Also asking approval of Section 2 Employee Travel and Reimbursements Amendment which goes into more detail regarding travel reimbursements. Roll call vote: Willis, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:52 P.M.



Sarah Sharp
City Clerk