

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 20, 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, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Bryan Drummond, Jonah Humes, Sarah Sharp, Jill Ferenc, Tim White, Garrett Ball, Stan Brown, Suzan Maloy, Kyle Clifton, Sean Douglas, Lisa Wilson, Kenneth Heaton, Tanya Andrews, Kim Ballard

Pledge of Allegiance by all.

Invocation by: Randy Swift, Claremore First Baptist Church

CALL TO THE PUBLIC

None.

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by McSpadden that the agenda for the regular CCDA meeting of August 20, 2018 be approved as written. Roll call vote: Willis, yes; Hays, 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 August 06, 2018 as printed.**
- (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; McSpadden, 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; 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, CMC
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 20, 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, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Bryan Drummond, Jonah Humes, Sarah Sharp, Jill Ferenc, Tim White, Garrett Ball, Stan Brown, Suzan Maloy, Kyle Clifton, Sean Douglas, Lisa Wilson, Kenneth Heaton, Tanya Andrews, Kim Ballard

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Kirtley that the agenda for the regular CPWA meeting of August 20, 2018 be approved as written. Roll call vote: Willis, yes; Hays, 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 August 06, 2018.

(b) All claims as printed.

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

ADJOURNMENT

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

Meeting adjourned at 6:04 P.M.

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

Sarah Sharp, CMC
City Clerk

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma August 20, 2018**

CALL TO ORDER

Meeting called to order by 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, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Bryan Drummond, Jonah Humes, Sarah Sharp, Jill Ferenc, Tim White, Garrett Ball, Stan Brown, Suzan Maloy, Kyle Clifton, Sean Douglas, Lisa Wilson, Kenneth Heaton, Tanya Andrews, Kim Ballard

ACCEPTANCE OF THE AGENDA

Motion by McSpadden, second by DeMier that the agenda for the regular City Council meeting of August 20, 2018 be approved. Roll call vote: Willis, yes; Hays, 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) Discussion and vote to Approve/Reject the appointment of Jack Spinks to the City of Claremore-Rogers County Metropolitan Area Planning Commission for the unexpired portion of the vacant seat, which expires January 2021.
(Jill Ferenc)**

Motion by Kirtley, second by Savage to approve the appointment of Jack Spinks to the City of Claremore-Rogers County Metropolitan Area Planning Commission for the unexpired portion of the vacant seat, which expires January 2021. Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

STAFF REPORTS

(2) Presentation by Police Chief Stan Brown recognizing officers for actions of valor for the last quarter. (Stan Brown)

Officers were not present, but Chief Brown wanted the Council to know what extra efforts these officers have taken and how they have represented the Claremore Police Department and City of Claremore well. Certificates were signed by the Mayor and will be presented to the officers on their next shift.

4/4/18-Officer Nate Turman administered Narcan to subject overdosing on heroin his actions have earned him a lifesaver award.

5/2/18-Officer Aaron Sherman witnessed an auto/pedestrian accident in Tulsa while off duty. Sherman assisted the pedestrian and intervened when he saw the subject hide evidence (heroin) before the police arrived. Sherman then restrained the subject until the police arrived. Brown would like to recognize Officer Sherman with a Special Recognition award.

1st week of May Sgt. Cummings, Officer Jordan Holland, and Officer Matt Rice responded to a male subject in medical crisis. While they administered CPR, they were unable to revive the subject. His widow later sent a letter commended the officers for their response and professionalism. These officers are being presented with a Professionalism Under Pressure Award.

5/25/18-Officer Matt Rice responded to a person experiencing breathing problems. Rice determined the subject was on prescription opioid based medications and administered Narcan. Subject responded immediately to the medication and as a result, Officer Rice is being presented the Lifesaver Award.

7/16/18-Officer Jensen, Officer Holmes, Officer Moore, and Officer Kessler responded to an unresponsive subject behind Robertson Tire. They performed CPR on scene until medical personnel arrived. The subject passed away a couple weeks later, but due to the officers' actions, family was able to gather and says their goodbyes.

8/5/18-Officer Kessler and Officer Thirion responded to a subject experiencing an opioid overdose and administered 2 doses of Narcan. They are being presented for the Lifesaver Award.

Brown stated his pride in the professionalism, actions, and decisiveness under pressure. Brown states that since entering the program where officers carry Narcan, it has been administered eight times.

CITY MANAGER REPORT

Thomas announced there were 6 City employees selected for 40 under 40. There will be a ceremony recognizing these and other recipients this Thursday from 4-6 pm at the Will Rogers Museum. The City employees recognized are:

Ger Xiong (GT) IT Department, Jonah Humes Public Infrastructure, Kyle Clifton Planning Department, Garrett Ball City Engineer, Allison Burkhead Claremore Expo and Lisa Rogers Claremore Expo.

Thomas also reported the Finance Department has closed out the 2017/2018 fiscal year. The City had budgeted 10.8 million in sales tax and actually brought in 11.24 million. That tells us the growth and economy in Claremore is going in the right direction. Use tax was higher than budgeted as well; \$650,000 was budgeted and the total came in at \$796,000. Some of the growth is coming from the online tax. The City is on financial solid ground.

CURRENT BUSINESS

(3) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on August 06, 2018.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay period ending August 11, 2018 in the amount of \$479,335.73 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, and United Way Contributions for the next pay period in the amount of \$500,000. Payroll at \$500,000 amount to include payables.**
- (d) Approval to submit applications for 2018 JAG (Justice Assistance Grant) for Ballistic Resistant Helmets and Shields. (Stan Brown)**

Motion by Hays, second by Kirtley to approve the consent items as listed. Roll call vote: Willis, yes; Hays, 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 Ordinance 2018-____, closing a water line easement described as a tract of land being a part of the NW/4 of the NE/4 of the NE/4 of Section 8, Township 21 North, Range 16 East of the I.B.& M., Rogers County, State of Oklahoma. (Jill Ferenc)

This is a water line easement on the J.B Milam property. They have built a storm shelter in a portion of the dedicated easement; in the next agenda item, they will be dedicating a new easement.

Motion by DeMier, second by Hays to approve Ordinance 2018-15, closing a water line easement described as a tract of land being a part of the NW/4 of the NE/4 of the NE/4 of Section 8, Township 21 North, Range 16 East of the I.B.& M., Rogers County, State of Oklahoma. Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(5) Discussion and vote to Approve/Reject a 7 & 15 foot-wide utility easement from Claremore-GMC Limited Partnership, an Oklahoma Limited partnership, on a portion of land located in the NW/4 of the NE/4 of the NE/4 of Section 8, Township 21 N, Range 16 East. (Jill Ferenc)

Motion by McSpadden, second by DeMier to approve a 7 & 15 foot-wide utility easement from Claremore-GMC Limited Partnership, an Oklahoma Limited partnership, on a portion of land located in the NW/4 of the NE/4 of the NE/4 of Section 8, Township 21 N, Range 16 East. Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(6) Discussion and vote to Approve/Reject Resolution #2018-____, adopting the City of Claremore Low Impact Development Manual. (Kyle Clifton)

Assistant Planning Director Kyle Clifton gave a presentation covering the development manual. The implementation of this plan will not place additional requirements on developers, but will offer other Stormwater options instead of traditional detention ponds. Clifton completed this plan as a part of his Master's degree through OU. The plan took 10 months to complete and saved the City about \$70,000. Councilman Savage expressed his concerns that this would place additional requirements on developers and that there may not be any cost savings. Savage does not want to see the City spend additional money on projects using this plan than they would if traditional methods were used. Thomas assured Savage that the City would use the best cost effect methods when developing the regional detention pond and future projects.

Motion by Michael, second by McSpadden vote to approve Resolution #2018-12, adopting the City of Claremore Low Impact Development Manual. Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(7) Discussion and vote to Approve/Reject land donation (approx. .42 acres) from Larry Parham to the City of Claremore in exchange for a repair to the current property owner's retaining wall/parking lot. (Kyle Clifton)

Clifton stated there is a gravity fed sewer line that lies outside of the current easement. Parham has agreed to donate that land in exchange for the installation on a retaining wall on his property. Staff estimates the cost for the repairs to be under \$5,000.00. The value of the property is assessed at \$13,000.00.

Motion by Callender, second by Michael to approve land donation (approx. 42 acres) from Larry Parham to the City of Claremore in exchange for a repair to the current property owner's retaining wall/parking lot. Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(8) Discussion and vote to Approve/Reject the contract of sale and purchase of real estate between the City of Claremore and Philip J. Salisbury, Sr. & Marcia R. Salisbury for the purchase of property located at 1104 Robin Road (FEMA 4222-DR OK, Project #037). (Jill Ferenc)

Ferenc gave an update on the FEMA project: The last Archer property was closed on and they are now going through the asbestos abatement. Once that is complete the structure will be demolished. The City has received a letter from FEMA approving the budget amendment to increase the project amount. The purchase prices of the Robin Road properties fall within the amended budget amount. These properties were constructed within the years where they could contain asbestos, and asbestos abatement figures have been included in the budget.

The property at 1104 Robin Road consists of two lots and appraised for \$159,750.00.

Motion by DeMier, second by Callender to approve the contract of sale and purchase of real estate between the City of Claremore and Philip J. Salisbury, Sr. & Marcia R. Salisbury for the purchase of property located at 1104 Robin Road (FEMA 4222-DR OK, Project #037). Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(9) Discussion and vote to Approve/Reject the contract of sale and purchase of real estate between the City of Claremore and Walter Dean and Virginia Lee Ashbrook for the purchase of property located at 1105 Robin Road (FEMA 4222-DR OK, Project #037). (Jill Ferenc)

The property located at 1105 Robin Road appraised at \$132,050.00.

Motion by DeMier, second by Hays to approve the contract of sale and purchase of real estate between the City of Claremore and Walter Dean and Virginia Lee Ashbrook for the purchase of property located at 1105 Robin Road (FEMA 4222-DR OK, Project #037). Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(10) Discussion and vote to Approve/Reject the contract of sale and purchase of real estate between the City of Claremore and Rikki H. Dixon for the purchase of property located at 1108 Robin Road (FEMA 4222-DR OK, Project #037). (Jill Ferenc)

The property at 1108 Robin Road appraised at \$123,000.00.

Motion by DeMier, second by Callender to approve the contract of sale and purchase of real estate between the City of Claremore and Rikki H. Dixon for the purchase of property located at 1108 Robin Road (FEMA 4222-DR OK, Project #037). Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(11) Discussion and vote to Approve/Reject the contract of sale and purchase of real estate between the City of Claremore and James and Linda Palmer for the purchase of property located at 1111 Robin Road (FEMA 4222-DR OK, Project #037). (Jill Ferenc)

The property located at 1111 Robin Road consists of two lots and appraised for \$147,000.00

Motion by DeMier, second by Callender to approve the contract of sale and purchase of real estate between the City of Claremore and James and Linda Palmer for the purchase of property located at 1111 Robin Road (FEMA 4222-DR OK, Project #037). Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(12) Discussion and vote to Approve/Reject the purchase of a boulder sign at the City's South entrance on Highway 66. (Jim Thomas/Tanya Andrews)

Patrick Drake of Boulder Designs was present at meeting. Drake stated the structure is not an actual rock, it consists of a concrete based product that is handmade. During the process there are portions of the structure are broke off to give it the rock look. The sign will come with a 10 year warranty, and there is a maintenance plan where they come and seal it every year. The water in the waterfall should not freeze, as it is constantly being circulated. Water will have to be trucked to the site to refill, as ODOT will not allow the roadway to be bored. Drake has already had conversations with ODAT engineer for permitting.

Discussion over where the sign will be located and if the Hwy 20 re-alignment will affect where the sign is. Councilor Michael expressed his views on the project; feels that it is extravagant. Cherokee Nation has been approached to partner with the sign, but they have not gotten final approval on the amount.

The proposed rock will be 16 ft. wide, 8 ft. tall and 16 inches thick. This is the only company in Oklahoma that does this type of sign.

Motion by Savage, second by DeMier to table until more information can be gained as to Hwy-20 re-alignment and the Cherokee Nation contribution to the project, and exploring other options. Roll call vote: Willis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 7:30 P.M.

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

Sarah Sharp, CMC
City Clerk