

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma September 17, 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, Herb McSpadden, Will DeMier, Bill Flanagan, Justin Michael, Scott Savage

Absent: Susan Kirtley, Brian Callender

Staff Present: Jim Thomas, Bryan Drummond, Jonah Humes, Sarah Sharp, Tim White, Suzan Maloy, Kyle Clifton, Sean Douglas, Lisa Wilson, Garrett Ball, Joe Kays, Noelle Hayes, Jill Ferenc

Pledge of Allegiance by all.

Invocation by: Pastor Dave Mewbourne, Claremore Assembly of God 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 September 17, 2018 be approved as written. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, 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 September 04, 2018 as printed.**
- (b) All Claims as printed.**

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

ADJOURNMENT

Motion by DeMier, second by Hays to adjourn. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, 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, CMC
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma September 17, 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: Ken Hays, Herb McSpadden, Will DeMier, Bill Flanagan, Justin Michael, Scott Savage

Absent: Susan Kirtley, Brian Callender

Staff Present: Jim Thomas, Bryan Drummond, Jonah Humes, Sarah Sharp, Tim White, Suzan Maloy, Kyle Clifton, Sean Douglas, Lisa Wilson, Garrett Ball, Joe Kays, Noelle Hayes, Jill Ferenc

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by DeMier that the agenda for the regular CPWA meeting of September 17, 2018 be approved as written. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, 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 September 04, 2018.**
- (b) All claims as printed.**

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

(2) Discussion and vote to Approve/Reject Task Order #2 with AMEC Foster Wheeler (Wood PLC) in the amount of \$10,360.00 for additional work to the Claremore Lake Dam. (Garrett Ball)

Motion by McSpadden, second by Savage to approve Task Order #2 with AMEC Foster Wheeler (Wood PLC) in the amount of \$10,360.00 for additional work to the Claremore Lake Dam. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:12 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 September 17, 2018**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:12 P.M.

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

Present: Ken Hays, Herb McSpadden, Will DeMier, Bill Flanagan, Justin Michael, Scott Savage

Absent: Susan Kirtley, Brian Callender

Staff Present: Jim Thomas, Bryan Drummond, Jonah Humes, Sarah Sharp, Tim White, Suzan Maloy, Kyle Clifton, Sean Douglas, Lisa Wilson, Garrett Ball, Joe Kays, Noelle Hayes, Jill Ferenc

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by DeMier that the agenda for the regular City Council meeting of September 17, 2018 be approved. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; and Savage, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

None.

MAYOR'S REPORT & APPOINTMENTS

Main Street Board members Bob Waters and Dr. Ray Brown have taken care of weeds growing through the streets and sidewalks on Main Street. Flanagan expressed his thanks for their volunteer work to beautify our downtown area.

STAFF REPORTS

(1) Presentation and discussion regarding Floodplain Regulations. (Kyle Clifton)

Clifton reviewed City ordinance and terms relating to the Floodplain regulations and the variance process. City Ordinances that are more strict than FEMA regulations allow for all City Flood insurance holders to receive discounts on their policy and reduces the risk of flooding.

(2) Presentation and update on the Claremore Dog Park Project. (Kyle Clifton)

Proposed spot is on 2 acre parcel at the SE corner of S. Chambers Ave. and W. Dupont St. The area will be divided 60/40 for large/small dogs and will include agility type activates for the animals. This will be the first phase of developing the site. Future phases could include a community pond, Frisbee golf course, walking trails and public bathrooms. The fencing for the property is currently out for bid.

(3) Quiet Zone Project update. (Jonah Humes)

Humes gave a presentation on the project, detailing work completed, work in process, and work left to do on the project. Trains will continue to blow their horns until the quiet zone is approved.

1. **Determine Crossings to be Included** – Completed
2. **Identify any Private crossings** – None
3. **Update the U.S. DOT Crossing Inventory Form to reflect current conditions** – Completed
4. **Provide Notice of Intent (NOI) to Railroads and State agencies** – Completed
5. **Determine How the QZ will be established (using a combination of SSMs and ASMs)** – Completed
6. **Application to the FRA for ASM risk reduction approval** – In process (*FRA will provide written decision typically within 3-4 months after it is received*)
7. **Complete all installation of SSMs and ASMs** – Partially completed
8. **Ensure proper signage at each public and pedestrian crossing** – In process
9. **Establish QZ by providing a Notice of Quiet Zone Establishment** – Not started

CITY MANAGER REPORT

Aerial video of the Southaven/Country Club project that was taken on September 5th was shown to demonstrate the progress of the project. Engineer Garrett Ball stated the projects should be completed within 4 weeks and open to traffic.

CURRENT BUSINESS

(4) Approve/Reject the following consent items:

- (a) **Minutes of the Regular Council Meeting on September 04, 2018.**
- (b) **All claims as printed.**
- (c) **Actual salary claims for pay period ending September 08, 2018 in the amount of \$497,093.47 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.**

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

(5) Discussion and vote to Approve/Reject Change Order #1 with Paragon Contractors, LLC for Southaven Road Improvements in the amount of \$77,574.60. (Garrett Ball)

Motion by Savage, second by Hays to approve Change Order #1 with Paragon Contractors, LLC for Southaven Road Improvements in the amount of \$77,574.60. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; and Savage, yes. Motion carried.

(6) Discussion and vote to Approve/Reject Change Order #2 with Paragon Contractors, LLC for the Country Club Road Improvements in the amount of \$79,801.60.(Garrett Ball)

Motion by DeMier, second Hays to approve Change Order #2 with Paragon Contractors, LLC for the Country Club Road Improvements in the amount of \$79,801.60. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; and Savage, yes. Motion carried.

(7) Discussion and vote to Approve/Reject Ordinance #2018-____, changing the zoning of land on a portion of the E/2 of the W/2 of the SE/4 of Section 6, Township 21 North, Range 16 East of the I. B. & M., Rogers County, State of Oklahoma, from Agriculture (AG) District to Residential Estate (RE) District and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. (Jill Ferenc)

Motion by DeMier, second by McSpadden to approve Ordinance #2018-20, changing the zoning of land on a portion of the E/2 of the W/2 of the SE/4 of Section 6, Township 21 North, Range 16 East of the I. B. & M., Rogers County, State of Oklahoma, from Agriculture (AG) District to Residential Estate (RE) District and directing the appropriate amendment to the zoning map of the City of Claremore, Oklahoma. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; and Savage, yes. Motion carried.

(8) Discussion and vote to Approve/Reject electronic execution of documents for Claremore Community Development Block Grant Project for 17282 CDBG 18 with the Oklahoma Department of Commerce (ODOC). (Jill Ferenc)

Motion by McSpadden, second by Michael to approve the electronic execution of documents for Claremore Community Development Block Grant Project for 17282 CDBG 18 with the Oklahoma Department of Commerce (ODOC). Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; and Savage, yes. Motion carried.

(9) Discussion and vote to Approve/Reject renewal of contract with Grand Gateway Economic Development Association for administrative services in the amount of \$7,000 for Claremore Community Development Block Grant Project (17282 CDBG 18). (Jill Ferenc)

Motion by McSpadden, second by Michael to approve the renewal of contract with Grand Gateway Economic Development Association for administrative services in the amount of \$7,000 for Claremore Community Development Block Grant Project (17282 CDBG 18). Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; and Savage, yes. Motion carried.

(10) Discussion and vote to Approve/reject to fill the vacant Ward III 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)

There were two citizens that submitted their letter of intent for the vacant Ward III position. One applicant (Shelly Taylor) withdrew their name via email late Monday afternoon. The remaining applicant Jennifer Lewis was interviewed by Council.

Lewis is a 1st grade teacher at Catalayah Elementary. She is a Claremore-Sequoyah graduate, has a Bachelor of Early Childhood Education and Masters of Reading Education from Northeastern State University. Lewis serves on the William Barnes Children's Advocacy Center Board and The Harvest Hills Home Owner's Association Board and is involved in organizing the Rogers County Special Olympics.

Motion by DeMier, second by Hays to appoint Jennifer Lewis to the vacant Ward III position. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; and Savage, yes. Motion carried.

(11) Discussion and vote to appoint a Deputy Mayor from among the City Council members. (Jim Thomas/Bill Flanagan)

Motion by Flanagan, second by Hays to appoint Will DeMier Deputy Mayor. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; and Savage, yes. Motion carried.

ADJOURNMENT

Motion by Hays, second by Savage to adjourn. Roll call vote: Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, 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