

**Minutes of the Claremore Cultural Development Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma December 17, 2018**

**CALL TO ORDER**

Meeting called to order by Mayor Bill Flanagan at 6:00 P.M.

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

**Present:** Jennifer Lewis, Ken Hays, Herb McSpadden, Bill Flanagan, Brian Callender, Justin Michael, Will DeMier, Susan Kirtley, Scott Savage

**Absent:**

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Tim White, Jonah Humes, Tanya Andrews, Taylor Williams, Jeff Peterson, Suzan Maloy, Ashley Hickman, Lisa Wilson, Joe Kays, Kara Leonard, Meggie Froman-Knight, Kaleigh Hossack, Jill Ferenc, Allison Burkhead, Sean Douglas, Josh Fisher, Noelle Hayes, Jodi Reiss, John Feary

Pledge of Allegiance by all.

Invocation by: Dr. Ted Estes, LifeChanger Church

**CALL TO THE PUBLIC**

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by McSpadden that the agenda for the regular CCDA meeting of December 17, 2018 be approved as written. Roll call vote: Lewis, 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 December 03, 2018 as printed.**
- (b) All Claims as printed.**

Motion by Savage, second by Kirtley to approve the consent items as listed. Roll call vote: Lewis, 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 McSpadden to adjourn. Roll call vote: Lewis, 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 December 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:** Jennifer Lewis, Ken Hays, Herb McSpadden, Bill Flanagan, Brian Callender, Justin Michael, Will DeMier, Susan Kirtley, Scott Savage

**Absent:**

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Tim White, Jonah Humes, Tanya Andrews, Taylor Williams, Jeff Peterson, Suzan Maloy, Ashley Hickman, Lisa Wilson, Joe Kays, Kara Leonard, Meggie Froman-Knight, Kaleigh Hossack, Jill Ferenc, Allison Burkhead, Sean Douglas, Josh Fisher, Noelle Hayes, Jodi Reiss, John Feary

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by McSpadden that the agenda for the regular CPWA meeting of December 17, 2018 be approved as written. Roll call vote: Lewis, 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 December 03, 2018.**

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

Motion by Hays, second by McSpadden to approve the consent items as listed. Roll call vote: Lewis, yes; Hays, yes; McSpadden, 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: Lewis, 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.

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 December 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:** Jennifer Lewis, Ken Hays, Herb McSpadden, Bill Flanagan, Brian Callender, Justin Michael, Will DeMier, Susan Kirtley, Scott Savage

**Absent:**

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Tim White, Jonah Humes, Tanya Andrews, Taylor Williams, Jeff Peterson, Suzan Maloy, Ashley Hickman, Lisa Wilson, Joe Kays, Kara Leonard, Meggie Froman-Knight, Kaleigh Hossack, Jill Ferenc, Allison Burkhead, Sean Douglas, Josh Fisher, Noelle Hayes, Jodi Reiss, John Feary

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by McSpadden that the agenda for the regular City Council meeting of December 17, 2018 be approved as corrected (Item #13 should read June 30 not June 3). Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**AWARDS, PRESENTATIONS, AND COMMUNICATIONS**

- (1) Presentation of Proclamation to Will Rogers Stampede PRCA Rodeo recognizing their achievement of Best Small Rodeo by the Professional Rodeo Cowboys Association. (Jim Thomas)**

Proclamation read by City Manager Jim Thomas. Linda Caffey, Tanya Andrews, and Allison Burkhead were present to represent the rodeo committee.

- (2) Presentation of 2018 Economic Development Progress from CIEDA Staff. (John Feary)**

Kayleigh Hossack-Project Manager discussed Business retention and expansion. There was an Increase in nearly 400 new quality jobs this year. The CIEDA website was updated this year.

Meggie Froman-Knight- discussed partners in education, workforce development, manufacturing day visits to Oologah, Sequoyah, and Claremore public Schools, and career placement.

John Feary discussed workforce development and talent pipeline in our community. Investing in children now to help placing those children into the workforce. Retail development is going great, there is a lot happening and there should be announcements forthcoming as those retailers are ready to be revealed. Working on housing projects, would like to expand their involvement in Biz Town and Junior Achievement financial training. Federal grant that updated the runway and taxi way were completed this year and they are hoping to expand at the airport in the future.

#### **MAYOR'S REPORT & APPOINTMENTS**

- (3) Appointment of Mayor Bill Flanagan to INCOG Board of Directors to serve a 2 year term expiring 01/01/2021.**
- (4) Appointment of Susan Kirtley to INCOG Board of Directors to serve a 2 year term expiring 01/01/2021.**
- (5) Appointment of Dr. Jack Morgan to Claremore EMS Board to serve a 2 year term beginning on 01/01/2019 and expiring 01/01/2021.**
- (6) Appointment of David Chaussard to Claremore EMS Board to serve a 3 year term beginning on 01/01/2019 and expiring 01/01/2022.**
- (7) Appointment of Melissa Daugherty to Claremore EMS Board to serve a 2 year term beginning on 01/01/2019 and expiring 01/01/2021.**
- (8) Appointment of Sean Douglas to Claremore EMS Board to serve a 3 year term beginning on 01/01/2019 and expiring 01/01/2022.**
- (9) Appointment of Dr. R. Wes Wilson to Claremore EMS Board to serve a 1 year term beginning on 01/01/2019 and expiring 01/01/2020.**
- (10) Appointment of Dr. Randy Williams to Claremore EMS Board to serve a 1 year term beginning on 01/01/2019 and expiring 01/01/2020.**
- (11) Appointment of Larry Brewer to Claremore EMS Board to serve a 2 year term beginning on 01/01/2019 and expiring 01/01/2021.**

Motion by DeMier, second by Callender to approve items 3 through 11 together. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

## STAFF REPORTS

City Manager Thomas-INCOG is having an open house on January 23, 2019 at Gillcrease Museum. Jim will have Lisa send out the information to Council. There will be a Strategic Planning meeting on January 29<sup>th</sup> at 6 pm at Rogers State University. Jim will be out of the office due to knee surgery, Jonah will be acting City Manager in his absence. Open House is at Jim's house tomorrow evening.

### CURRENT BUSINESS

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

- (a) Minutes of the Regular Council Meeting on December 03, 2018.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay period ending November 17, 2018 in the amount of \$496,998.79 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) OMRF lump sum payment to David Jumper. (Jim Thomas)**

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

**(13) Discussion and vote to Approve/Reject the Independent Audit Report for the City of Claremore for fiscal year ending June 30, 2018. (Suzan Maloy)**

Kirk Vanderslice with Hinkle & Company reviewed the audit. Including the federal funding received for the Airport, the net position of the City has increased and finished the year end in the black. City is in a strong financial position. The Mayor commented that sewer fees are not covering the costs as well as the Rec Center and recommends that the finance committee look at these. Overall operations are sound.

Motion by Savage, second by Kirtley to approve the Independent Audit Report for the City of Claremore for fiscal year ending June 30, 2018. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(14) Discussion and vote to Approve/Reject traffic lighting detection, and hardware update, on 10 core intersections. (Jonah Humes/Dale Williams/Josh Fisher)**

Walter Floyd and John Fissel with Signaltek and John Ford with Wavetronix were present to discuss the project. New technology uses radar detection of vehicles. That information feeds to the control box at the intersection and allows traffic to flow at the most efficient way possible. Weather has not affected readings, and radio signals do not interfere with their technology. They have products all over the world. New programming will allow cross traffic to still flow while trains are crossing, preventing traffic from backing up. This is considered a 10 plus year investment. Oklahoma City has went solely with this technology. This project scope will upgrade 10 intersections. It will take 4-6 weeks to get equipment in. Once project begins it will take them 6 weeks to finish. Last traffic light upgrade was done in 2011. We will have a 2 year warranty on new equipment.

Motion by DeMier, second by Callender to approve the traffic lighting detection and hardware update with the deduction of the GPS timeclocks, and \$12,000 rebate credit. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(15) Discussion and vote to Approve/Reject real estate purchase of 11.61 acres from Donald Ray Willis (through his Attorney-in-Fact, Harold Wayne Willis). Legal description as follows: The E/2 of the E/2 of the SE/4 of the NW/4 and the West 50 feet of the Government Lot 2 and the North 50 feet of the West 50 feet of the SW/4 of the NE/4 of Section 1, Township 21 North, Range 16 East of the I. B. M., Rogers County, Oklahoma. (Joe Kays)**

Rory Peterson spoke on behalf of the Mountain Bike Trails. Eleven miles of mountain bike trails have been added in the last 4 years. This purchase will add 1 to 1.5 miles of new trails.

Motion by Michael, second by Kirtley to approve the real estate purchase of 11.61 acres from Donald Ray Willis (through his Attorney-in-Fact, Harold Wayne Willis). Legal description as follows: The E/2 of the E/2 of the SE/4 of the NW/4 and the West 50 feet of the Government Lot 2 and the North 50 feet of the West 50 feet of the SW/4 of the NE/4 of Section 1, Township 21 North, Range 16 East of the I. B. M., Rogers County, Oklahoma. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(16) Discussion and vote to Approve/Reject a request of variance on Fireworks Ordinance §132.05 for Fireworks Display on December 31, 2018. (Jim Thomas/Tanya Andrews)**

The fireworks show in 2017 was canceled due to weather. Those funds were rolled over into this year. Western Enterprises, the company contracted to do the fireworks show, also does the City's 4<sup>th</sup> of July show. Fire Marshal Jason Crandall has reviewed and approved the plans. It will be a 10 minute show.



Motion by DeMier, second by McSpadden to approve the request for variance on Fireworks Ordinance §132.05 for Fireworks Display on December 31, 2018. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(17) Discussion and vote to Approve/Reject Resolution No. 2018-13 consenting to provide water service to property located within a part of the N/2 of the SW/4 of Section 12, Township 21 North, Range 15 East that Rural Water District No. 5, Rogers County, Oklahoma has agreed to de-annex. (Jill Ferenc)**

Motion by Hays, second by Savage to approve Resolution 2018-13. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(18) Discussion and vote to Approve/Reject Ordinance No 2018-27, regarding zoning request change from RM-1 to RD for property located on Lot 7, Block 159 of the City of Claremore (521 N. Dorothy Avenue). (Jill Ferenc)**

The buyer intends to remodel the existing house to allow for a duplex. There will be additional parking added off 9<sup>th</sup> Street. There is existing parking off Dorothy for that portion of the duplex. The Fire Marshal and Building Inspector will have to approve before it can be occupied. All trades will have to be brought up to code.

Motion by DeMier, second by McSpadden to approve Ordinance 2018-27. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(19) Discussion and vote to Approve/Reject CDBG Resolution No. 2018-14, authorizing the Mayor and staff to sign documents related to the Claremore Community Development Block Grant for 17282 CDBG 18 for sidewalk improvements. (Jill Ferenc)**

Construction on sidewalks will begin in early summer.

Motion by Kirtley, second by Callender to approve CDBG Resolution 2018-14. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(20) Discussion and vote to Approve/Reject Resolution No. 2018-15, calling for a general election for certain City Council positions; declaring time when polls are to be open; stating positions for which election is to be held and stating time for commencement and expiration of terms of office; stating qualifications for candidates; making certain general election laws applicable; establishing period for filing for offices; stating responsibilities of County Election Board and County Election Board Secretary; requiring publication of Resolution; and providing for absentee ballots. (Sarah Sharp)**

Motion by Hays, second by DeMier to approve Resolution 2018-15. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

#### **ADJOURNMENT**

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

Meeting adjourned at 7:50 P.M.



Sarah Sharp, CMC  
City Clerk