

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma May 20, 2019**

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

Absent:

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Stan Brown, Tim White, Larry Hughes, Lisa Wilson, Ashley Hickman, Tanya Andrews, Suzan Maloy, Sean Douglas, Joe Kays, Noelle Hayes, Jeff Peterson, Jean Hurst, Garrett Ball, Jill Ferenc, Sherry Beach

Pledge of Allegiance by all.

Invocation by: Councilor Hays

CALL TO THE PUBLIC

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Kirtley that the agenda for the regular CCDA meeting of May 20, 2019 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 May 6, 2019 as printed.

(b) All Claims as printed.

Motion by DeMier, second by Hayes 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.

(2) Discussion and vote to Approve/Reject a Public Hearing to discuss the fiscal year 2019-2020 CCDA Budget. The discussion may include prioritization of capital and other projects, personnel and labor costs and priorities, anticipated revenues, expenses and other matters related to approval of budget for the 2019-2020 fiscal year (Jim Thomas/Suzan Maloy).

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

Time Open: 6:02 p.m.

A Power Point Presentation by Director of Budget and Finance Suzan Maloy. The CCDA, CPWA, and General Fund Budgets were discussed during the presentation. Actual budget is \$68 million if you don't include the budget transfers, which does distort the figures.

There were no public comments.

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

Time Ended: 6:21 p.m.

(3) Discussion and vote to Approve/Reject CCDA Resolution No. 2019-1, adopting the Claremore Cultural Development Authority budget for the fiscal year 2019-2020 and directing said budget be transmitted to the State Auditor and Inspector's Office (As allowed by OKLA. STAT. tit 11, Section 17-209 (A), the council may add or increase items or delete items in the proposed budget) (Jim Thomas/Suzan Maloy).

Motion by Kirtley, second by Callender to approve CCDA Resolution No. 2019-1. 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 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 6:23 P.M.

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 May 20, 2019**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:23 P.M.

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

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

Absent:

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Stan Brown, Tim White, Larry Hughes, Lisa Wilson, Ashley Hickman, Tanya Andrews, Suzan Maloy, Sean Douglas, Joe Kays, Noelle Hayes, Jeff Peterson, Jean Hurst, Garrett Ball, Jill Ferenc, Sherry Beach

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by McSpadden that the agenda for the regular CPWA meeting of May 20, 2019 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 May 6, 2019.**
- (b) All claims as printed.**

Motion by Hays, 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.

(2) Discussion and vote to Approve/Reject to award construction contract for the Claremore Lake Dam 2019 Repairs to Stronghand LLC in the amount of \$174,600.17 (Garrett Ball).

Only one bid was received due to complexity of project. There were several contractors that attended the pre-bid meeting and only one chose to bid. Replacement of the intake valves will all be done under water and in confined spaces. Leaks in tunnel and leak in spillway and drawdown line repair (currently not functional, this line also draws down the silt away from the intake to prevent blockage like we have now).

Project should be completed within 3 weeks.

Motion by Hays, second by DeMier to approve the construction contract. Roll call vote: Lewis, yes; Hays, 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 a Public Hearing to discuss the fiscal year 2019-2020 CPWA Budget. The discussion may include prioritization of capital and other projects, personnel and labor costs and priorities, anticipated revenues, expenses, and other matters related of budget for the 2019-2020 fiscal year (Jim Thomas/Suzan Maloy).

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

Time Open: 6:30 p.m.

There were no public comments.

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

Time Ended: 6:31 p.m.

(4) Discussion and vote to Approve/Reject CPWA Resolution No. 2019-1, adopting the Claremore Public Works Authority budget for the fiscal year 2019-2020 and directing said budget be transmitted to the State Auditor and Inspector's Office (As allowed by OKLA. STAT. tit 11, Section 17-209 (A), the council may add or increase items or delete items in the proposed budget)(Jim Thomas/Suzan Maloy).

Motion by Kirtley, second by Savage to approve CPWA Resolution No. 2019-1. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, 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 6:33 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 May 20, 2019**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:33 P.M.

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

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

Absent:

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Stan Brown, Tim White, Larry Hughes, Lisa Wilson, Ashley Hickman, Tanya Andrews, Suzan Maloy, Sean Douglas, Joe Kays, Noelle Hayes, Jeff Peterson, Jean Hurst, Garrett Ball, Jill Ferenc, Sherry Beach

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by McSpadden that the agenda for the regular City Council meeting of May 20, 2019 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.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

Rodeo Week Proclamation was read and presented to Will Rogers Stampede Rodeo Committee members Linda Caffey and Bob Morton. Jim- Dinner in the Dirt, scheduled for tomorrow evening will be moved from the Rodeo Grounds to the Expo if the bad weather continues.

MAYOR'S REPORT & APPOINTMENTS

(1) Appointment of Bryan Frazier to the City of Claremore- Rogers County Metropolitan Area Planning Commission for the unexpired portion of the vacant seat for a term expiring January 2021.

Motion by Flanagan, second by Kirtley for the appointment of Bryan Frazier. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(2) Appointment of Kevin Vanover to the City of Claremore-Rogers County Metropolitan Area Planning Commission beginning May 22, 2019 for the unexpired portion of the vacant seat, which expires December 2019.

Motion by Flanagan, second by Savage for the appointment of Kevin Vanover. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

CITY MANAGER'S REPORT

STAFF REPORTS

Garrett Ball- 1st Street Waterline Project Update

1,120 linear feet of line have been installed. Three street crossings have been completed. The Contractor has submitted insurance to finalize the permits through the railroads.

Construction is progressing ahead of schedule so far, but construction will be entering into a more congested area with structures and utilities.

Jonah Humes provided a quarterly report, please let Jim or Jonah know if you have any questions.

CURRENT BUSINESS

(3) Approve/Reject the following consent items:

(a) Minutes of the Regular Council Meeting on May 6, 2019.

(b) All claims as printed.

(c) Actual salary claims for pay period ending May 4, 2019 in the amount of \$481,408.94 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 of Enhanced Emergency Number (E-911) Service Agreement between Cox Oklahoma Telecom, LLC, d/b/a Cox Communications and the City of Claremore (Stan Brown).

(e) Approval to seek Requests for Proposal for contract with the Animal Shelter and Veterinarian for Veterinary Services for shelter and adoption animals (Jean Hurst/Stan Brown).

Motion by Kirtley, second by Hays 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, abstained; and Savage, yes. Motion carried.

(4) Discussion and vote to Approve/Reject awarding the bid and approve execution of contract documents for the 2018 CDBG Grant Sidewalk Project #17282 to the low bidder, Diversified Civil Contractors, LLC, at a Base Bid of \$173,472.00 (Jill Ferenc).

5 bids received; 50% reimbursement from ODOC for project.

Motion by McSpadden, second by Callender to approve bid. Roll call vote: Lewis, 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 Ordinance No. 2019-7, amending the zoning from RM-2 to RD for property located on Lot 9 through 22, Both Inclusive, in Block 6 of State Preparatory Addition to the City of Claremore (507 N. Kates) (Jill Ferenc).

Over 1 acre in site. 4-5 duplexes to be installed after lot splits are approved. Public hearing was held by the Planning Commission, one citizen expressed concerns over sanitary sewer overflow. Public Works has went out during a heavy rain and checked the lines. There were no issues and the lines are big enough to allow for the extra usage. Planning Commission approved unanimously.

Motion by DeMier, second by Savage to approve zoning change. Roll call vote: Lewis, 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 No. 2019-5, authorizing the Mayor and staff to sign closeout documents related to the City of Claremore's Community Development Block Grant 17028 CDBG 2017 for sidewalk/handicapped access improvements (Jill Ferenc).

Project is complete.

Motion by DeMier, second by Hays to approve Resolution No. 2019-5. Roll call vote: Lewis, 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 Resolution No. 2019-6, relating to changes of the City of Claremore payroll system to comply with the Oklahoma State Constitution, Article 10, Sections 15 and 17 (Jill Ferenc).

During the audit process, it was discovered that the current pay schedule does not comply with state constitution due to the fact that employees are paid for a day in advance of working the date and then corrected on the next payroll.

Motion by DeMier, second by Kirtley to approve Resolution No. 2019-6. Roll call vote: Lewis, 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 a Public Hearing to discuss the fiscal year 2019-2020 City of Claremore Budget. The discussion may include prioritization of capital and other projects, personnel and labor costs and priorities, anticipated revenues, expenses, and other matters related to approval of the budget for the 2019-2020 fiscal year (Jim Thomas/Suzan Maloy).

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

Time Open: 7:30 p.m.

There were no public comments.

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

Time Ended: 7:05 p.m.

(9) Discussion and vote to Approve/Reject Resolution No. 2019-7, adopting the City of Claremore budget for the fiscal year 2019-2020 and directing said budget to be transmitted to the State Auditor and Inspector's Office (As allowed by OKLA. STAT. tit 11, Section 17-209 (A), the council may add or increase items or delete items in the proposed budget) (Jim Thomas/Suzan Maloy).

Skipped until after the Executive Session.

Motion by DeMier, second by Callender to approve Resolution to include the changes to the Police Department budget, as approved in executive session. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

EXECUTIVE SESSION

(10) Approve/Reject going into executive session to discuss the following items:

- (a) Discussing collective bargaining labor negotiation proceedings concerning the Claremore Police Union, FOP Lodge #112, pursuant to Oklahoma Statute Title 25, Section 307 (b)(2). (Jim Thomas/Stam Brown).**
- (b) Discussing the employment and compensation of the City Manager as authorized by OKLA. STAT. tit. 25 Section 307 (B)(1).**

Time in: 7:05 p.m.

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

(11) Vote to acknowledge return to open session.

Time out: 7:37 p.m.

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

(12) Statement of executive session minutes.

While in executive session, Council met to discuss:

- (a) collective bargaining labor negotiation proceedings concerning the Claremore Police Union, FOP Lodge #112, pursuant to Oklahoma Statute Title 25, Section 307 (b) (2)

And

- (b) the employment and compensation of the City Manager as authorized by OKLA. STAT. tit. 25 Section 307 (B) (1)

All Council members present during the meeting were present in executive session, as well as City Manager Jim Thomas and City Attorney Bryan Drummond. Human Resources Director Ashley Hickman and Police Chief Stan Brown were present only during the discussion of item (a).

No other matters were discussed and no votes taken.

(13) Discussion and possible action regarding the 2019/2020 Collective Bargaining Agreement between the City of Claremore and the Claremore Police Union, FOP Lodge #112.

Motion to authorize the City Manager and Police Chief to proceed with agreeing to the collective bargaining agreement with Claremore Police Union, FOP Lodge #112 as discussed in Executive Session, which includes: 2% increase effective July 1, 2019, a 1.5% increase effective January 1, 2020, with the intent of the City to consider a 3% salary increase beginning FY2021 non-binding in intent.

Increasing clothing allowance from \$600 to \$800, all provisions relating to changes in performance evaluations: approving lateral transfers from other departments, allowing the Chief to have Chief points for the promotional process and all other language and date changes as agreed upon.

Motion by Kirtley, second by DeMier to Approve 2019/2020 Collective Bargaining Agreement. 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 regarding the City Manager's compensation and contract.

Approve the City Manager contract for a 1 year period, effective 7/1/2019 with a 2% raise to base compensation, and extending the incentive program (item 16 on contract) as currently set out, to June 30, 2024.

Motion by DeMier, second by Callender to approve City Manager's contract as stated. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

Return to item #9 on the agenda.

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 7:46 P.M.



Sarah Sharp, CMC
City Clerk