

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 1, 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, Herb McSpadden, Will DeMier, Bill Flanagan, Brian Callender, Susan Kirtley, Scott Savage

Absent: Justin Michael

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Garrett Ball, Jill Ferenc, Ger Xiong, Kevin Bledsoe, Thad Bennett, Jonah Humes, Ashley Hickman, Lisa Wilson, Stacey Dowden, John Feary

Pledge of Allegiance by all.

Invocation by: Pastor John Ray, Destiny Life Church

CALL TO THE PUBLIC

Item #14 has been removed from the agenda.

Ty Burnett- Captain with the Fire Department and offered his services in Executive Session to explain why the Union made the proposal.

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Kirtley that the agenda for the regular CCDCA meeting of July 1, 2019 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, 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 July 1, 2019 as printed.**
- (b) All Claims as printed.**

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

Meeting adjourned at 6:04 P.M.

A handwritten signature in black ink that reads "Sarah Sharp". The signature is written in a cursive, flowing style.

Sarah Sharp, CMC
City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 1, 2019**

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

Absent: Justin Michael

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Garrett Ball, Jill Ferenc, Ger Xiong, Kevin Bledsoe, Thad Bennett, Jonah Humes, Ashley Hickman, Lisa Wilson, Stacey Dowden, John Feary

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by McSpadden that the agenda for the regular CPWA meeting of July 1, 2019 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, 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 July 1, 2019.

(b) All claims as printed.

(c) Approve/Reject Task Order #4 with Wood PLC for additional work on the Claremore Lake Dam (Garrett Ball).

C-study provides an additional reservoir for Claremore Lake within the drainage basin. With the current lake, if there was a severe draught or once we reach peak capacity, there will not be enough water.

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; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:08 P.M.

A handwritten signature in black ink that reads "Sarah Sharp". The signature is written in a cursive, flowing style.

Sarah Sharp, CMC
City Clerk

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma July 1, 2019**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:08 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, Will DeMier, Bill Flanagan, Brian Callender, Susan Kirtley, Scott Savage

Absent: Justin Michael

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Garrett Ball, Jill Ferenc, Ger Xiong, Kevin Bledsoe, Thad Bennett, Jonah Humes, Ashley Hickman, Lisa Wilson, Stacey Dowden, John Feary

ACCEPTANCE OF THE AGENDA

With the exception of item #14.

Motion by Hays, second by DeMier that the agenda for the regular City Council meeting of July 1, 2019 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(1) Presentation and recognition of Thad Bennett as Emergency Vehicle Technician of the Year by the Emergency Vehicle Technicians of Oklahoma Association (Kevin Bledsoe).

827 in the United States, 7 in the State of Oklahoma. Thad has been with the City for 7 years and a diesel mechanic for 30 years.

(2) Presentation regarding the upcoming day of volunteerism/a day of community service, called Love Day, in Claremore (John Ray/Mike Shields).

Love Day '19 will be held July 13th. It's a unified effort between the City, non-profits, and the faith-based community to help those in need in Claremore to be the hands and feet of Christ. Volunteers will meet at 7 am at the First Baptist Church gym until noon. Lunch and fellowship afterwards. We have 500 volunteers signed up at this point.

MAYOR'S REPORT & APPOINTMENTS

CITY MANAGER'S REPORT

STAFF REPORTS

(3) Update regarding the Requests for Qualifications (RFQ) received and the status of consultant selection (Garrett Ball).

77 proposals were submitted and graded by a panel of staff. References were checked. City will enter into an agreement via task order with the consultants for specific projects. Each project will not have to be bid out but the task order will have to be approved by Council.

CURRENT BUSINESS

(4) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on July 1, 2019.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay period ending June 1, 2019 in the amount of \$501,281.55 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) Approve the franchise agreement between City of Claremore and CoxCom, LLC (Jim Thomas).**
- (e) Approve Letter of Engagement with Hinkle & Company for an audit of financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City as of June 30, 2019 (Bill Flanagan).**

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

(5) Discussion and vote to Approve/Reject annual contract with Claremore Main Street for the 2019/2020 FY in the amount of \$35,000 (Jim Thomas/Ethan Groff/Nancy Fitts).

Mayor Flanagan abstained, as his wife serves on this organization's board. New Director Jacob Garrison was present to introduce himself.

Motion by Savage, second by Kirtley to approve Main Street Contract for FY2019-2020. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, abstained; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

(6) Discussion and vote to Approve/Reject Resolution No. 2019-9, supporting continued participation in the Oklahoma Main Street Program (Jim Thomas).

Motion by DeMier, second by Hays to approve Resolution 2019-9. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

(7) Discussion and vote to Approve/Reject renewal of the annual Pelivan transportation contract with Grand Gateway Economic Development at an amount not to exceed \$95,000 for FY 2019-2020 (Stacey Dowden).

There are 4 local, 2 county. Cost is the same as last year. Claremore will participate this year in an app pilot program. They will increase 4 buses for this program through a grant. They are developing an app like uber.

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

(8) Discussion and vote to Approve/Reject Resolution No. 2019-10, committing \$107,764 of City funds or resources for the CDBG 2019 Program for sidewalk and accessibility improvements in Claremore Original Townsite as well as areas in the Owalla Avenue Corridor between Will Rogers Boulevard and Blue Starr Drive to enhance pedestrian access routes (Jill Ferenc).

¾ mile of sidewalk in this year's application. \$215,000 is the total project amount, with 50% reimbursed through the Oklahoma Department of Commerce.

Motion by Hays, second by DeMier to approve Resolution 2019-10. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

(9) Discussion and vote to Approve/Reject request to solicit a Request for Qualifications (RFQ) for a Unified Development Code and District- Specific Code (Jill Ferenc).

Subdivision regulations, zoning, and any City ordinances that pertain to these issues. Proposals will be accepted, panel of City employees will score the applicants, interviews, and then selection

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

(10) Discussion and vote to Approve/Reject the FY-19 CDBG Citizens Participation Plan for the City of Claremore (Jill Ferenc).

Motion by DeMier, second by Callender to approve FY2019 CDBG Citizens Participation Plan. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

(11) Discussion and vote to Approve/Reject Resolution No. 2019-11, requesting assistance from the Oklahoma Department of Commerce for the 2019 CDBG Program and authorizing the Mayor to sign all related application documents (Jill Ferenc).

Motion by Hays, second by McSpadden to approve Resolution 2019-11. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

(12) Discussion and vote to Approve/Reject Ordinance No. 2019-10 amending Section 110.15 of Chapter 110 of the Ordinances of the City of Claremore regarding drinking in public and establishing an emergency clause (Jill Ferenc).

Change will allow the sale of alcohol in Gazebo Park. There is a local wine maker that sets up at the Farmer's Market and sells wine to be consumed off premises, and this will allow him to do that.

Motion by DeMier, second by McSpadden to approve Ordinance 2019-10. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

(13) Discussion and vote to Approve/Reject emergency clause for Item #12 to allow Ordinance No. 2019-10 to go into effect on July 2, 2019 (Jill Ferenc).

Motion by Callender, second by Kirtley to approve emergency clause for item #12. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

(14) Discussion and vote to Approve/Reject cost sharing and reimbursement agreement between the City of Claremore, Claremore Industrial & Economic Development Authority, and Rausch Coleman Homes, LLC to facilitate the construction of certain public roadway improvements (Jim Thomas/Jill Ferenc).

Item was removed from the agenda.

(15) Discussion and vote to Approve/Reject Ordinance No. 2019-11, enacting and adopting the 2019 supplement to the Code of Ordinances for the City of Claremore, Oklahoma and declaring it an emergency (Sarah Sharp).

Motion by Hays, second by Lewis to approve Ordinance 2019-11. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

(16) Discussion and vote to Approve/Reject emergency clause for Item #15 to allow Ordinance No. 2019-11 to go into effect on July 2, 2019 (Sarah Sharp).

Motion by Callender, second by McSpadden to approve emergency clause for item #15. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Kirtley, yes; and Savage, yes. Motion carried.

EXECUTIVE SESSION

(6) Approve/Reject going into executive session to discuss the collective bargaining labor negotiation proceedings concerning the Claremore Fire Union, IAFF Local 1077 pursuant to the Oklahoma Statute title 25, Section 307 (b) (2).

Time in: 6:51 pm

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

(7) Vote to acknowledge return to open session.

Time out: 7:25 pm

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

(8) Statement of executive session minutes.

While in executive session, the council discussed the collective bargaining labor negotiation proceedings concerning the Claremore Fire Union, IAFF Local 1077 pursuant to the Oklahoma Statute title 25, Section 307 (b) (2). All members were present, along with the City Manager, Human Resources director, and city attorney.

(9) Discussion and possible action regarding the 2019/2020 Collective Bargaining Agreement between the City of Claremore and the Claremore Fire Union, IAFF Local 1077.

City Manager to proceed with negotiations as discussed in executive session.

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

Meeting adjourned at 7:27 P.M.



Sarah Sharp, CMC
City Clerk