

**Minutes of the Claremore Cultural Development Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma December 9, 2019**

**CALL TO ORDER**

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

Mayor Flanagan asked Deputy City Clerk Lisa Rogers to note that members are present/absent as indicated below:

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

**Absent:** Brian Callender

**Staff Present:** Jim Thomas, Bryan Drummond, Lisa Rogers, Jonah Humes, John McComb, Suzan Maloy, Garrett Ball, Steven Sears, David White, Kyle Clifton, Lisa Wilson

Pledge of Allegiance by all.

Invocation by: Councilman Ken Hays

**CALL TO THE PUBLIC**

None.

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by Kirtley that the agenda for the regular CCDA meeting of December 9, 2019 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**ITEMS UNFORESEEN AT THE TIME AGENDA WAS POSTED**

None.

**CURRENT BUSINESS**

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

**(a) Minutes of the Regular Claremore Cultural Development Authority Meeting on November 18, 2019 as printed.**

**(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; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

## **ADJOURNMENT**

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

Meeting adjourned at 6:03 P.M.

*Lisa M. Rogers*

Lisa M. Rogers  
Deputy City Clerk

**Minutes of Claremore Public Works Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma December 9, 2019**

**CALL TO ORDER**

Meeting called to order by Mayor Flanagan at 6:03 P.M.

Mayor Flanagan asked Deputy City Clerk Lisa Rogers to note that members are present/absent as indicated below:

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

**Absent:** Brian Callender

**Staff Present:** Jim Thomas, Bryan Drummond, Lisa Rogers, Jonah Humes, John McComb, Suzan Maloy, Garrett Ball, Steven Sears, David White, Kyle Clifton, Lisa Wilson

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by McSpadden that the agenda for the regular CPWA meeting of December 9, 2019 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, 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 November 18, 2019.**

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

**(c) Approval of Wood Environment & Infrastructure Solutions Invoice #S56561281 in the amount of \$4,448.15 for the Claremore Lake Dam Feasibility Study (Garrett Ball).**

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

**(2) Discussion and vote to Approve/Reject Change Order #2 to Stronghand LLC for the Claremore Lake Dam Repair project (Garrett Ball).**

Change Order #2 is for additional funding to cover unforeseen items that the divers discovered last time they were in the lake. Pipes existing in the intake are rotted- there's no pipe to attach the new pipe to. Lower inlet intake is poured into the intake structure- can't remove to repair. Will have to put a new one in. Fixing the issues will cost an additional \$14,469.00.

Motion by Hays, second by McSpadden to approve the Change Order. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, 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; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

Meeting adjourned at 6:09 P.M.

*Lisa M. Rogers*

Lisa M. Rogers  
Deputy City Clerk

**Minutes of Claremore City Council Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma December 9, 2019**

**CALL TO ORDER**

Meeting called to order by Mayor Flanagan at 6:09 P.M.

Mayor Flanagan asked Deputy City Clerk Lisa Rogers to note that members are present/absent as indicated below:

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

**Absent:** Brian Callender

**Staff Present:** Jim Thomas, Bryan Drummond, Lisa Rogers, Jonah Humes, John McComb, Suzan Maloy, Garrett Ball, Steven Sears, David White, Kyle Clifton, Lisa Wilson

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by DeMier that the agenda for the regular City Council meeting of December 9, 2019 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**AWARDS, PRESENTATIONS, AND COMMUNICATIONS**

**MAYOR'S REPORT & APPOINTMENTS**

**CITY MANAGER'S REPORT**

Last Monday was the Christmas tree lighting. The Christmas Parade was this past Saturday and went very well. Tomorrow night we will be gathering around the tree at 7 pm. Last Wednesday I attended the PRCA Annual Banquet- the Will Rogers Stampede Rodeo was nominated for Small Rodeo of the Year again but received runner-up to Blackfoot, Idaho's rodeo.

Stan Brown- Chief of Police took a few minutes to speak. He stated they are starting to roll out the dash and body cameras- they will be up and going after next week. No-Shave November raised \$14,845 as of today to donate gifts to Claremont Elementary students. Claremore Police Department will buy a collective tool/resource for staff, teachers and students to use with any leftover money after buying gifts. Thank you to the community and staff for supporting our fundraiser. Justin Michael volunteered the extra money needed to hit \$15,000 raised. Council is invited to join Claremore Police Department on December 19<sup>th</sup> at 9:30 am to hand out gifts at Claremont.

## STAFF REPORTS

### **(1) Report regarding water treatment plant (Steven Sears, Inframark).**

Inframark is sending out public notices for a non-compliance water test in Quarter 2. DEQ regulates the water sample test sites- the 4 sites are located furthest away from the Water Treatment Plant. Claremore's sampling is mandated to the 2<sup>nd</sup> week of the 2<sup>nd</sup> month of every quarter and any retakes of water samples must be taken within 7 days of the original sample. In 2019- Quarter 1 was in compliance at all sites, Quarter 2 was not in compliance at all sites, Quarter 3 was in compliance at all sites, and Quarter 4 was in compliance at all sites. Specific formulas are used to calculate the annual averages. DEQ requires flushing all dead-end lines every 90 days- Inframark has one guy dedicated to this task. Claremore's last HAA violation was in 2008. When we had issues due to the flooding this Spring, all of the schools were tested for lead and copper at Inframark's cost. Only two residents had their water tested when we were having water discoloration issues. Residents can call Inframark at anytime to have their water tested if they are having discoloration issues.

### **Electric Cost of Service Study- Justin Proctor, managing consultant, Guernsey**

Justin Proctor, the managing consultant for Guernsey presented their findings in the Cost of Rate Study commissioned by the City. The rate study balances the needs of the utility against customer impact. The test year used was FY2018 versus the budgeted amounts for FY2019. They looked at all aspects of the rates to design them to cover expenses and the margin for transfer. The study provides the cost of providing electric service to each of the rate classes. The rate study shows a proposal of an increase in Customer Charge with a decrease in the kwh charge which would end up being revenue neutral. The Power Cost Adjustment charge on a utility bill is used to capture the change in power cost for the system in the case that GRDA raises our power cost. We were compared to other municipalities in the system- Claremore is above the average but not the highest. John and David are sampling residential customers to see how many consumers are using how much electricity.

**At 7:55 pm Council took a break for 5 minutes. At 8:00 pm Council reconvened with all Council Members present except for Brian Callender.**

## CURRENT BUSINESS

### **(2) Approve/Reject the following consent items:**

- (a) Minutes of the Regular Council Meeting on November 18, 2019.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay period ending November 2, 2019 in the amount of \$518,827.20 and November 16, 2019 in the amount of \$508,899.23 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 \$600,000. Payroll at \$600,000 amount to include payables.

- (d) Approve acceptance of an electric easement from Brett Howell & Cassie Woods on a tract of land situated in the SW/4 of the SE/4, less and except the East 300 feet and less and except the West 600 feet thereof, of Section 1, Township 21 North, Range 16 East of the I.B.&M., Rogers County, Oklahoma, according to the U.S. Government Survey thereof (Kyle Clifton).
- (e) Approve acceptance of an electric easement from Larry Steidley on a tract of land situated in the S/2 of the NW/4 of the NW/4 of Section 32, Township 22 North, Range 16 East of the I.B.&M., Rogers County, Oklahoma, according to the U.S. Government Survey thereof (Kyle Clifton).

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

**(3) Discussion and vote to Approve/Reject** Resolution No. 2019-22, authorizing the mayor and staff to sign closeout documents related to the City of Claremore's Community Development Block Grant 17282 CDBG 2019 for sidewalk/handicapped access improvements **(Kyle Clifton/Andy Armstrong)**.

Construction is complete and we are closing out the final paperwork now. The Planning Department is working on the design phase for 2020 now.

Motion by DeMier, second by Savage to approve Resolution No. 2019-22. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(4) Discussion and vote to Approve/Reject an interlocal agreement with Claremore Industrial and Economic Development Authority and Rogers County Public Facilities Authority for capital improvement and operations support of Heritage Hills Golf Course (Jim Thomas)**.

Currently the golf course has a Trust Authority that oversees operations. The interlocal agreement will allow the City to contribute \$50,000 towards operations; it's a budgeted item. The ongoing discussion with CEIDA, the County Commissioners, and the City is to potentially form something similar to the Arena Co-Op for oversight, operations support, etc. The initial \$50,000 investment will be designated for green improvements- they are over 40 years old. This agreement ends on June 30, 2020.

Motion by DeMier, second by McSpadden to approve the interlocal agreement. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(5) Discussion and vote to Approve/Reject Resolution No. 2019-23, authorizing the calling and holding of an election to be held in the City of Claremore, Oklahoma, on the 11<sup>th</sup> day of February, 2020, for the purpose of submitting to the registered, qualified voters of said City the question of whether Ordinance No. 2019-19-- adopted the 18<sup>th</sup> day of November, 2019, shall be approved which provides for funds for special purposes of the municipal government of the City, levies an excise tax of 1% on the gross receipts or proceeds on certain sales as therein defined; amends Ordinance No. 2013-21; defines terms; prescribes procedures, remedies, lien and fixes penalties; and fixes effective date and termination date; and notifying the Rogers County Election Board of the holding of such election (Jim Thomas).**

The resolution is for an upcoming Sales Tax Renewal Election. We approved a resolution last meeting but when we went to file it at the Election Board learned that the proposition had to be 200 words or less. This resolution provides the revised, shortened, wording.

Motion by Kirtley, second by Savage to approve Resolution No. 2019-23. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

**(6) Discussion and vote to Approve/Reject change to the PCA (Power Cost Adjustment) (Jim Thomas).**

The City Manager's Memo recommends the PCA charge to be 0 for the month of December.

Motion by DeMier, second by Hays to approve the PCA change. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

#### **ADJOURNMENT**

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

Meeting adjourned at 8:12 P.M.

*Lisa M. Rogers*

Lisa M. Rogers  
Deputy City Clerk