

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma January 21, 2020**

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, Justin Michael, Susan Kirtley, Scott Savage

Absent:

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Tim White, Ashley Hickman, Lisa Wilson, Garrett Ball, Joe Kays, Steven Sears, Trampus Price, Matt Wilson, Jonah Humes, Stan Brown, Meggie Froman-Knight, Michelle Pack, Suzan Maloy, Kyle Clifton

Pledge of Allegiance by all.

Invocation by: Wes Hassler, Claremore Nazarene Church

CALL TO THE PUBLIC

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Lewis that the agenda for the regular CCDA meeting of January 21, 2020 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

(2) Approve/Reject the following consent items:

(a) Minutes of the Regular Claremore Cultural Development Authority Meeting on January 6, 2020 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; Callender, 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; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

Meeting adjourned at 6:02 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 January 21, 2020**

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

Absent:

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Tim White, Ashley Hickman, Lisa Wilson, Garrett Ball, Joe Kays, Steven Sears, Trampus Price, Matt Wilson, Jonah Humes, Stan Brown, Meggie Froman-Knight, Michelle Pack, Suzan Maloy, Kyle Clifton

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by McSpadden to approve that the agenda for the regular CPWA meeting of January 21, 2020 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 January 6, 2020.**
- (b) All claims as printed.**
- (c) Approval of Anchor Stone invoice #201008209 in the amount of \$1,031.55 for the Oologah waterline repair project (Garrett Ball).**
- (d) Approval of SMG invoice #2000049239 in the amount of \$51,150.00 for the Oologah waterline repair project (Garrett Ball).**
- (e) Approval of Wood Environment invoice #S56561305 in the amount of \$620.00 for the Oologah waterline repair project (Garrett Ball).**
- (f) Approval of Steel Service invoice #310336 in the amount of \$1,507.50 for repairs on the Oologah waterline project (Garrett Ball).**

(g) Approval of Steel Service invoice #310687 in the amount of \$100.80 for repairs on the Oologah waterline project (Garrett Ball).

(h) Approval of Anchor Stone invoice #192974909 in the amount of \$1,034.58 for repairs on the Oologah waterline project (Garrett Ball).

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.

(2) Discussion and vote to Approve/Reject Change Order #2 to McGuire Brothers Construction for the 1st Street Waterline Replacement Project (Garrett Ball).

Motion by Hays, second by DeMier to approve Change Order #2. 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 Kirtley, second by DeMier 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 6:06 P.M.



Sarah Sharp, CMC
City Clerk

**Minutes of Claremore City Council Regular Meeting
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma January 21, 2020**

CALL TO ORDER

Meeting called to order by Mayor Flanagan at 6:54 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, Justin Michael, Susan Kirtley, Scott Savage

Absent:

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Tim White, Ashley Hickman, Lisa Wilson, Garrett Ball, Joe Kays, Steven Sears, Trampus Price, Matt Wilson, Jonah Humes, Stan Brown, Meggie Froman-Knight, Michelle Pack, Suzan Maloy, Kyle Clifton

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by McSpadden that the agenda for the regular City Council meeting of January 21, 2020 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

(1) Introduction of the City's new Utility Supervisor Michelle Pack (Jim Thomas).

MAYOR'S REPORT & APPOINTMENTS

February 19, 2020 is Claremore Day at the Capitol. There are pre-clearances that need to be done so contact the Chamber if you are interested in going.

(2) Approval of Grand Gateway Board of Director appointment of Kyle Clifton.

Motion by Flanagan, second by DeMier to table this appointment. 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) Approval of Grand Gateway Board of Director appointment of Andrew Knifechief.

Motion by Kirtley, second by Savage to approve Mr. Knifechief's appointment. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(4) Approval of appointment of Ryan Deckard to the City of Claremore-Rogers County Metropolitan Area Planning Commission for the unexpired portion of the vacant seat that expires January 2021.

Motion by Hays, second by McSpadden to approve Mr. Deckard's appointment. 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) Approval of appointment of Stephani Freeman to the City of Claremore-Rogers County Metropolitan Area Planning Commission for the unexpired portion of the vacant seat that expires December 2023.

Motion by McSpadden, second by Callender to approve Ms. Freeman's appointment. 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

(6) Claremore Industrial and Economic Development Authority Update (John Feary).

Meggie Froman-Knight presented in John's place.

Highlighted statistics at the airport. This is the first year in 2 years there has not been a major construction project. CIEDA submitted 19 RFP's in 2019. They were awarded the International Economic Development Council Excellence Award. In 2019 partners in education contributed \$58,514.44 to the area schools and 606 volunteer hours. They launched the Will Rogers Jr. High Career Exposure Day and had 928 freshman attend their RoCo Rally, a partnership with Northeast Technology Center.

(7) Police Department Update (Stan Brown).

Dash and body cameras have been implemented and have been fully deployed. There has been no kickback from personnel during this process and they are willing to be held accountable. Oklahoma State Statute title 70 requires 25 CE (continuing education) hours each year, two of which are in mental health. 2,305 CE hours were completed last year with 1,110 hours done in-house due to certified training officers.

(8) Cyber Security Briefing by the City's Information Technology Department (Tim White).

Firewall, end-point protection, end user training, systems monitoring, email spam filtering/virus protection, system redundancy and backups, network and system design, next steps (what's traveling on the wire and watch the logs for what information is traveling on our system).

CURRENT BUSINESS

(9) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on January 6, 2020.**
- (b) Minutes of the Special Council Meeting on January 13, 2020.**
- (c) All claims as printed.**
- (d) Actual salary claims for pay period December 28, 2019 in the amount of \$498,064.95 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.**

Motion by Hays, second by DeMier 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.

(10) Discussion and vote to Approve/Reject the low bid from Mecco Sullivan, LLC, for construction of an Enforcement Dock for the boat at Claremore Lake in the amount of \$139,439.85 (Joe Kays).

Two bids were received. Mecco Sullivan was the low bid- they are out of Eufala. Have worked with them in the past.

Motion by Hays, second by Savage to approve the 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.

(11) Discussion and vote to Approve/Reject Task Order #1 with MKEC for execution of a Pavement Maintenance Plan in the amount of \$81,000.00 (Garrett Ball).

The plan will include GIS of all streets including length, width, pavement material and analyze the condition of the streets, which will let us prioritize where the funds need to be spent. Information will integrate into our current GIS system. This plan will be for 5 years. We can update after that or re-contract with them.

Motion by DeMier, second by McSpadden to approve Task Order #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.

(12) Discussion and vote to Approve/Reject a budget revision for the FEMA Hazard Mitigation Grant Program for voluntary acquisition project (Kyle Clifton).

This doesn't increase the budget amount, it's simply reallocating funds to different line items within the budget.

Motion by McSpadden, second by Callender to approve the budget revision. 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 an amendment to the agreement between the City of Claremore and Meshek & Associates, LLC for consulting and project management services for the FEMA Hazard Mitigation Grant Program for voluntary acquisition project (Kyle Clifton).

Motion by McSpadden, second by Callender to approve the amendment. 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 the final plat of Estates at Forest Park Amended II (Kyle Clifton).

Fence encroachments that would affect phase III; that is why the amendment is being done. The Planning Commission approved January 7, 2020 with no opposition.

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

(15) Discussion and vote to Approve/Reject the final plat of Estates at Forest Park III (Kyle Clifton).

8.74 acres. The Planning Commission approved unanimously with no opposition. There will have to be improvements to the pond for stormwater and they are aware of that. There will be a 4th and 5th phase in the future. A Performance Bond for the developer will be requested. They have met all other requirements.

Motion by Savage, second by Hays to approve. 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 Ordinance No. 2020-02, annexing an approximate 12.18 acre site located south of the South Pointe subdivision and west of Muskogee Avenue to the City of Claremore (Kyle Clifton).

Development for 84 units: 6 8-plexes and 6 6-plexes for senior housing. They should be moving dirt by the end of February.

Motion by DeMier, second by Kirtley to approve annexation. 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 a request to waive the 2019 Claremore Public Schools Bond building permit fees (Kyle Clifton).

Total of building permits: \$36,461.00

Motion by Kirtley, second by Lewis to approve the waiver. 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 Savage, second by Lewis to adjourn. Motion by Hays, second by DeMier to return to open 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.

Meeting adjourned at 7:11 P.M.



Sarah Sharp, CMC
City Clerk