

**Minutes of the Claremore Cultural Development Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma March 2, 2020**

**CALL TO ORDER**

Meeting called to order by Deputy Mayor Will DeMier at 6:00 P.M.

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

**Present:** Jennifer Lewis, Ken Hays, Herb McSpadden, Will DeMier, Susan Kirtley

**Absent:** Bill Flanagan, Brian Callender, Justin Michael, Scott Savage

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Sean Douglas, Lisa Wilson, Chris Hayes, Kyle Clifton, John Feary, Kara Leonard, Stan Brown, Meggie Froman-Knight, Garrett Ball, Suzan Maloy, Andrew Knife Chief, Tim White, Levi Hix

Pledge of Allegiance by all.

Invocation by: Councilman Ken Hayes

**CALL TO THE PUBLIC**

**ACCEPTANCE OF THE AGENDA**

Motion by Kirtley, second by McSpadden that the agenda for the regular CCDA meeting of March 2, 2020 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; and Kirtley, 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 February 18, 2020 as printed.**

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

## ADJOURNMENT

Motion by DeMier, second by Hays to adjourn. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; and Kirtley, 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 Public Works Authority Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma March 2, 2020**

**CALL TO ORDER**

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

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

**Present:** Jennifer Lewis, Ken Hays, Herb McSpadden, Will DeMier, Susan Kirtley

**Absent:** Bill Flanagan, Brian Callender, Justin Michael, Scott Savage

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Sean Douglas, Lisa Wilson, Chris Hayes, Kyle Clifton, John Feary, Kara Leonard, Stan Brown, Meggie Froman-Knight, Garrett Ball, Suzan Maloy, Andrew Knife Chief, Tim White, Levi Hix

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by Lewis to approve that the agenda for the regular CPWA meeting of March 2, 2020 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; and Kirtley, 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 Claremore Public Works Authority Regular Meeting on February 18, 2020.**

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

**(c) Acceptance of DEQ Permit No. WL000072200014 for the construction of 1,295 linear feet of 8" PVC potable waterline and all appurtenances to serve the Estates at Forest Park Phase III (Garrett Ball).**

**(d) Acceptance of DEQ Permit No. SL000072200015 for the construction of 1,104 linear feet of 8" PVC sanitary sewer line and all appurtenances to serve the Estates at Forest Park Phase III (Garrett Ball).**

DEQ letter states Tulsa County instead of Rogers County. Garrett will verify all is ok with the permit.

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

**(2) Discussion and vote to Approve/Reject Task Order #2 with Meshek & Associates for the final design and construction plans for the Lowry Regional Detention Pond at an estimated cost of \$82,430.00 (Garrett Ball).**

The drainage study also includes any future land development in the area and 100 year flood levels.

Motion by Kirtley, second by DeMier to approve Task Order #2. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; and Kirtley, yes. Motion carried.

#### **ADJOURNMENT**

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

Meeting adjourned at 6:13 P.M.



Sarah Sharp, CMC  
City Clerk

**Minutes of Claremore City Council Regular Meeting  
Council Chambers, City Hall, 104 S. Muskogee Ave.  
Claremore, Oklahoma March 2, 2020**

**CALL TO ORDER**

Meeting called to order by Deputy Mayor DeMier at 6:13 P.M.

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

**Present:** Jennifer Lewis, Ken Hays, Herb McSpadden, Will DeMier, Susan Kirtley

**Absent:** Bill Flanagan, Brian Callender, Justin Michael, Scott Savage

**Staff Present:** Jim Thomas, Bryan Drummond, Sarah Sharp, Sean Douglas, Lisa Wilson, Chris Hayes, Kyle Clifton, John Feary, Kara Leonard, Stan Brown, Meggie Froman-Knight, Garrett Ball, Suzan Maloy, Andrew Knife Chief, Tim White, Levi Hix

**ACCEPTANCE OF THE AGENDA**

Motion by Hays, second by McSpadden that the agenda for the regular City Council meeting of March 2, 2020 be approved as written. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; and Kirtley, yes. Motion carried.

**AWARDS, PRESENTATIONS, AND COMMUNICATIONS**

**(1) Recognition of Claremore Fire Department Promotions (Sean Douglas).**

Chris Hayes was promoted to Captain and Jeff Beatty was promoted to Lieutenant. Mark Owens retired.

**Introduction of Levi Hix with the Engineering Department**

**(2) Claremore industrial and Economic Development Authority Quarterly Update (John Feary).**

Harbor Freight is going into the old JC Penney located at NeMar Center. Two other retail developments are in the works. CIEDA has responded to 4 requests for proposals this year so far. We are not anticipating a lot of growth this year until the 4<sup>th</sup> quarter. Housing is on the rise in the County and in Claremore.

Meggie Knight-Froman spoke on Workforce Development- they've launched Empowering the Innovators grant: \$500 grants awarded to any FFA Chapter that applied and qualified. This week

is Career Exposure week at the Jr. High. CIEDA is also launching the RoCo Center for Workforce Excellence.

Kara Leonard spoke regarding Connect Claremore- new initiative to assist small business owners. This program will include weekly visits to small businesses and round table discussions with the owners. An advisory committee is being formed to help with the facilitation of the program.

Kaleigh Hossack will not be returning to work from maternity leave. She will be helping out with the transition, as there will be some moving of duties amongst staff.

Froman-Knight will become the Associate Director of CIEDA.

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

### **CITY MANAGER'S REPORT**

#### **STAFF REPORTS**

#### **CURRENT BUSINESS**

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

- (a) Minutes of the Regular Council Meeting on February 18, 2020.**
- (b) Minutes of the Special Council Meeting on February 13, 2020.**
- (c) All claims as printed.**
- (d) Actual salary claims for pay period ending February 8, 2020 in the amount of \$517,908.13 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.**
- (e) Approval of OMRF contribution pension payment for Danny L. Wilson (Ashley Hickman).**
- (f) Approval of a utility easement from the Board of Regents of the University of Oklahoma, on behalf of Rogers State University, on a tract of land situated in NE/4 and the NW/4 of Section 7, Township 21 North, Range 16 East of the I.B.&M., according to the US Government survey thereof, Rogers County, Oklahoma (Kyle Clifton).**

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

#### **(4) Discussion and vote to Approve/Reject entering into a Right-of-Way, Public Utility, and Encroachment Agreement with the Department of Transportation of the State of Oklahoma relating to the Highway 20 realignment project (Garrett Ball).**

State statute requires the City to cost-share 10 percent of the utilities relocation on the project. Estimated cost for the city is \$122,295.00.

Motion by McSpadden, second by Hayes to approve agreement. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; and Kirtley, yes. Motion carried.

**(5) Discussion and vote to Approve/Reject Resolution No. 2020-01, entering into a Right-of-Way, Public Utility, and Encroachment Agreement with the Department of Transportation of the State of Oklahoma relating to the Highway 20 realignment project (Garrett Ball).**

Motion by Hays, second by DeMier to approve Resolution No. 2020-01. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; and Kirtley, yes. Motion carried.

**(6) Discussion and vote to Approve/Reject request to file a lawsuit in District Court to vacate a portion of a public alley located on a tract of land situated in State Preparatory Addition to the City of Claremore, Rogers County, State of Oklahoma, according to the recorded plat thereof and more particularly described as follows to-wit: Beginning at the Northwest Corner of Lot 10 in Block 2 of said State Preparatory Addition; Thence South a distance of 53.50' feet along the West Line of said Lot 10; Thence West a distance of 17.00' feet to the East Line of the City Reservoir as per the recorded plat of said State Preparatory Addition; Thence North a distance of 113.50' feet along said East Line; Thence East a distance of 17.00' feet to the Southwest Corner of Lot 11 in Block 1 of said State Preparatory Addition; Thence South a distance of 60.00' to the Northwest Corner of Lot 10 in Block 2 of said State Preparatory Addition to the point of beginning. Said tract containing 1,929.50 square feet or 0.0443 acres more or less (Kyle Clifton).**

We need to construct a fence around the water tower; in order to do that a portion of the alleyway must be vacated. The lawsuit will have to be filed in district court to permanently close the alleyway.

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

**(7) Discussion and vote to Approve/Reject Ordinance No. 2020-03, amending the zoning from RS-3 (Residential Single-family High Density District) to RD (Residential Duplex District) located on Lots 9 thru 11, in Block 4 of the Academy Addition (509 S. Normal Ave) (Kyle Clifton).**

The Planning Commission approved unanimously. There were no persons speaking in favor or against the project.

Motion by Hays, second by McSpadden to approve. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; and Kirtley, yes. Motion carried.

**(8) Discussion and vote to Approve/Reject Ordinance No. 2020-04, repealing Ordinance 2008-32, establishing the amount of fine(s) and costs a person must pay who had been released upon personal recognizance and who elects to enter a plea of guilty or nolo contendere before arraignment, all as provided in the State and Municipal Traffic Bail Bond Procedure Act, repealing ordinances in conflict herewithin, and providing for severability, and enacting an emergency clause (Sarah Sharp).**

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

**(9) Discussion and vote to Approve/Reject an emergency clause for Item #8 whereof Ordinance No. 2020-04, shall become effective immediately upon its passage, approval, and publication as required by law (Sarah Sharp).**

This item was not voted upon due to the fact that the required amount of councilors was not present.

**(10) Discussion and vote to Approve/Reject Ordinance No. 2020-05, amending Title VII, Chapter 71, Section 71.99 (B)(2) of the Code of Ordinances of the City of Claremore Oklahoma pertaining to penalties for certain offenses (Sarah Sharp).**

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

**(11) Discussion and vote to Approve/Reject an emergency clause for Item #10 whereof Ordinance No. 2020-05, shall become effective immediately upon its passage, approval, and publication as required by law (Sarah Sharp).**

This item was not voted upon due to the fact that the required amount of councilors was not present.

**(12) Discussion and vote to Approve/Reject Ordinance No. 2020-06, amending Title XIII, Chapter 133, Section 133.99 of the Code of Ordinances of the City of Claremore Oklahoma pertaining to penalties for certain offenses (Sarah Sharp).**

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



**(13) Discussion and vote to Approve/Reject an emergency clause for Item #12 whereof Ordinance No. 2020-06, shall become effective immediately upon its passage, approval, and publication as required by law (Sarah Sharp).**

This item was not voted upon due to the fact that the required amount of councilors was not present.

**(14) Discussion and vote to Approve/Reject Ordinance No. 2020-07, amending Title VII, Chapter 72, Section 72.99 (A) of the Code of Ordinances of the City of Claremore Oklahoma pertaining to penalties for certain offenses (Sarah Sharp).**

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

**(15) Discussion and vote to Approve/Reject an emergency clause for Item #14 whereof Ordinance No. 2020-07, shall become effective immediately upon its passage, approval, and publication as required by law (Sarah Sharp).**

This item was not voted upon due to the fact that the required amount of councilors was not present.

**(16) Discussion and vote to Approve/Reject Ordinance No. 2020-08, repealing Title III, Chapter 37, Sections 37.20, 37.27, 37.28, 37.29, 37.30, 37.31, and 37.32 of the Code of Ordinances of the City of Claremore Oklahoma pertaining to the creation of a traffic violations bureau and jury trials and procedures (Sarah Sharp).**

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

**(17) Discussion and vote to Approve/Reject an emergency clause for Item #16 whereof Ordinance No. 2020-08, shall become effective immediately upon its passage, approval, and publication as required by law (Sarah Sharp).**

This item was not voted upon due to the fact that the required amount of councilors was not present.

**(18) Discussion and vote to Approve/Reject Ordinance No. 2020-09, amending Title III, Chapter 37, Section 37.33 of the Code of Ordinances of the City of Claremore Oklahoma pertaining to penalties for penalty assessment fees (Sarah Sharp).**

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

**(19) Discussion and vote to Approve/Reject an emergency clause for Item #18 whereof Ordinance No. 2020-09, shall become effective immediately upon its passage, approval, and publication as required by law (Sarah Sharp).**

This item was not voted upon due to the fact that the required amount of councilors was not present.

#### **ADJOURNMENT**

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

Meeting adjourned at 7:00 P.M.

A handwritten signature in cursive script that reads "Sarah Sharp".

Sarah Sharp, CMC  
City Clerk