

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Claremore, Oklahoma June 15, 2020**

NOTICE: Meeting is to be conducted via videoconference- there was no physical site or location for this meeting.

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:01 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: None

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Tim White, Tanya Andrews, Meggie Froman-Knight, Kara Lenard, Caitlyn Ngare, Suzan Maloy, Joe Kays, Stan Brown, Stacey Dowden, Andrew Knife Chief, Jonah Humes, Mitch Louderback, John Feary, Garrett Ball

Invocation by Councilman Ken Hays.

CALL TO THE PUBLIC

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Kirtley that the agenda for the Regular CCDA meeting of June 15, 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.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

(a) Minutes of the Regular Claremore Cultural Development Authority Meeting on June 1, 2020.

(b) All claims as printed.

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.

(2) Discussion and vote to Approve/Reject a budget adjustment in the amount of \$180,000 (Suzan Maloy/Tanya Andrews/Mitch Louderback).

Motion by DeMier, second by Savage to approve the budget adjustment. 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 Hays 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 6:08 P.M.

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

Sarah Sharp, CMC
City Clerk

**Minutes of the Claremore Public Works Authority Regular Meeting
Claremore, Oklahoma June 15, 2020**

NOTICE: Meeting is to be conducted via videoconference- there was no physical site or location for this meeting.

CALL TO ORDER

Meeting called to order by Mayor Bill 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, Justin Michael, Susan Kirtley, Scott Savage

Absent: None

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Tim White, Tanya Andrews, Meggie Froman-Knight, Kara Lenard, Caitlyn Ngare, Suzan Maloy, Joe Kays, Stan Brown, Stacey Dowden, Andrew Knife Chief, Jonah Humes, Mitch Louderback, John Feary, Garrett Ball

ACCEPTANCE OF THE AGENDA

Motion by Kirtley, second by Hays that the agenda for the Regular CPWA meeting of June 15, 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.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

(a) Minutes of the Regular Claremore Public Works Authority Meeting on June 1, 2020.

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

(2) Discussion and vote to Approve/Reject awarding the bid for Street Department building rehabilitation to Robbins Services at an amount of \$181,000 (Jonah Humes).

The Street Department building was built in 1979. It has insulation, rust and water issues. The fiberglass insulation will be replaced with spray-in foam insulation. We received 6 bids, 2 were rejected for non-conforming. Robbins was the lowest responsible bid, and within budget.

Motion by Savage, second by DeMier to approve awarding the bid to Robbins Services. 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 Hays, 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 6:13 P.M.

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

Sarah Sharp, CMC
City Clerk

**Minutes of the Claremore City Council Regular Meeting
Claremore, Oklahoma June 15, 2020**

NOTICE: Meeting is to be conducted via videoconference- there was no physical site or location for this meeting.

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:13 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: None

Staff Present: Jim Thomas, Bryan Drummond, Sarah Sharp, Tim White, Tanya Andrews, Meggie Froman-Knight, Kara Lenard, Caitlyn Ngare, Suzan Maloy, Joe Kays, Stan Brown, Stacey Dowden, Andrew Knife Chief, Jonah Humes, Mitch Louderback, John Feary, Garrett Ball

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Savage that the agenda for the Regular Claremore City Council meeting of June 15, 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) CIEDA Quarterly Update (John Feary).

Introduction of Caitlyn Ngare, the new Business Manager for CIEDA.

They have raised \$41,000 from the private sector for Rogers County Schools for technology purchases for distance learning. They're focusing on small businesses through the Connect Claremore program to assist local small businesses through the COVID crisis in partnership with the Chamber and NTC Business Development. They've purchased an online platform- the launch party will be July 16th from 6-8 pm at NTC. An advisory council has been formed to make sure the needs of business owners are being met. Displaced workers training will be occurring. The aerospace industry is experiencing growth at this time despite the decline in oil and gas industry. Meggie discussed workforce development opportunities that are taking place. Meggie has been promoted to Associate Director of CIEDA. There are some great and exciting retail announcements coming up. Expect an increase in RFP's in the 3rd and 4th quarter.

MAYOR'S REPORT & APPOINTMENTS

COVID statistics reported by the Mayor through June 12th. 1/10th of 1% of the residents in Rogers County affected by COVID. He commended Stratton Taylor for offering incentives for residents visiting local restaurants.

(2) Approve the appointment of James H. Thomas to the E911 Trust Authority for a term expiring May 1, 2021.

Motion by Flanagan, second by DeMier that the appointment be approved. 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) Approve the appointment of Matt Bell to the E911 Trust Authority for a term expiring May 1, 2022.

Motion by DeMier, second by Hays that the appointment be approved. Roll call vote: Lewis, yes; Hays, yes; McSpadden, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

STAFF REPORTS

(4) Update regarding the Lake Park Drive road (Jim Thomas).

100% design to run alongside Stampede Park and the 3 holding ponds. The current public access road running between the Water Treatment Plants will be closed. The project will be put out to bid next week. A sidewalk will be installed beside the road. Joe included funds in the 2021 budget for a parking lot. The entire road through the park will be resurfaced. It will take approximately 120 days to complete the project.

(5) Fiscal impact of the protest (Stan Brown).

The protest in Claremore happened on June 2, 2020. Brown felt the protest was successful because people were allowed to experience their differencing views and did so peacefully. Brown was grateful for cooperation and assistance from other local agencies. Planning for the event started in advance. 10 different agencies were involved, 7 law enforcement agencies: Claremore Police Department, GRDA Police, Rogers County Sheriff's Office, Rogers County District Attorney's Office, Pryor Police Department, Oklahoma Highway Patrol, E911 Center, Rogers County Emergency Management, and Claremore Fire Department. The cost was determined to be \$35,000 for all agencies combined. The cost to Claremore alone was \$19,000.

CITY MANAGER REPORT

CURRENT BUSINESS

(6) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on June 1, 2020.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay period ending May 16, 2020 in the amount of \$499,189.69 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) Approval of acceptance of a utility easement from Jeff Campbell Construction, LLC on a tract of land situated in the SE/4 of the NE/4 of the SE/4 of Section 7, Township 21 North, Range 16 East of the I.B.&M., Rogers County, State of Oklahoma (Kyle Clifton).**
- (e) Approval of the City Manager's employment contract for Fiscal Year 2020-2021.**
- (f) Approval of budget adjustment in the amount of \$180,000 to the CCDA (Suzan Maloy).**
- (g) Approval of Ark Animal Hospital as the Contracted Veterinarian for the Animal Shelter for FY2020-2021 (Jean Hurst/Stan Brown).**

Motion by Hays, second by DeMier to approve 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.

(7) Discussion and vote to Approve/Reject property insurance quote from The Travelers Property Casualty Company of America for FY2020-2021 in the amount of \$279,802.00 (Sarah Sharp/Dave Burrows).

Dave Burrows described the process. Only 1 proposal was received; 26 carriers were solicited.

Motion by DeMier, second by Savage to approve the property insurance quote. 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 General Liability and Vehicle Insurance renewal for FY2020-2021 with OMAG (Oklahoma Municipal Assurance Group (Sarah Sharp).

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

(9) Discussion and vote to Approve/Reject execution of FAA grant for Project #3-40-0019-022-2020 in the amount of \$408,543.00 for Claremore Regional Airport improvements (John Feary).

There have been 3-4 propeller/deer strikes. This grant will install a wild game perimeter fence as well as a new windcone. There is usually a 10% match, but due to the CaresAct this year these grants will be fully funded and no match will be required. There will be a draw down from contractor and then we will be reimbursed.

Motion by DeMier, second by Savage to approve execution of FAA grant. 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 awarding FAA Project #3-40-0019-022-2020 construction contract to Royse Construction (dba Tim Mills Fence Co.) in the amount of \$355,388.49 for Claremore Regional Airport improvements (John Feary).

Project should be completed by December.

Motion by DeMier, second by Hays to approve 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.

(11) 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 FY2020-2021 (Stacey Dowden).

There will be no increase in cost, it's been the same cost for the last 5-6 years. There are 6 vans in the city; 4 for in the city and 2 for limited trips outside Claremore, 1 full-time dispatcher and they will continue to use the Senior Center to dispatch from.

Motion by Hays, second by Callender to approve Pelivan 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.

(12) Discussion and vote to Approve/Reject the 2020/2021 Collective Bargaining Agreement between the City of Claremore and the Claremore Police Union, FOP Lodge #112 (Jim Thomas).

Eight additional holiday hours for FY2021 only and a 3% cost-of-living adjustment to be paid on the 25th pay period in 2021.

Motion by DeMier, second by Lewis to approve 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.

(13) Discussion and vote to Approve/Reject the 2020/2021 Collective Bargaining Agreement between the City of Claremore and the Claremore Fire Union, IAFF Local 1077 (Jim Thomas).

0% cost-of-living adjustment for FY2020-2021 and eight additional hours of holiday pay for FY2021 only. They cleaned up some of the contract language.

Motion by Savage, second by Lewis to approve 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.

ADJOURNMENT

Motion by Savage, second by Hays 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 7:14 P.M.

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

Sarah Sharp, CMC
City Clerk