

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Claremore, Oklahoma July 20, 2020
City Hall Council Chambers
104 S. Muskogee Ave.**

NOTICE: Meeting was partially conducted at the physical location and by videoconference and/or teleconference.

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:02 P.M.

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

Present: Jennifer Lewis, Herb McSpadden, Ken Hays, Will DeMier (appeared via videoconference), Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage (appeared via videoconference)

Absent:

Staff Present: John Feary, Bryan Drummond, Sarah Sharp, Tim White, Ger Xiong, Sean Douglas, Suzan Maloy, Marlo Swanson, Lisa Wilson, Jonah Humes, Stan Brown, Kevin Bledsoe, Tanya Andrews, Joe Kays, Chris Paulsen, Kyle Clifton, Andrew Knife Chief

Invocation by John Vanaman, Chaplin of Hospice of Green Country

CALL TO THE PUBLIC

City Clerk Sarah Sharp read comments submitted via email for call to the public from Sara Wallace.

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Lewis that the agenda for the Regular CCDA meeting of July 20, 2020 be approved as written. Roll call vote: Lewis, yes; McSpadden, yes; Hays, 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 July 6, 2020.

(b) All claims as printed.

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

(2) Discussion and vote to Approve/Reject an amendment to the FY2020-2021 CCDA budget.

The minimum \$15 an hour wage was budgeted at \$13. One position at the Expo was missed. Total is \$14,944.00.

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

ADJOURNMENT

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

Meeting adjourned at 6:07 P.M.



Sarah Sharp, CMC
City Clerk

**Minutes of the Claremore Public Works Authority Regular Meeting
Claremore, Oklahoma July 20, 2020
City Hall Council Chambers
104 S. Muskogee Ave.**

NOTICE: Meeting was partially conducted at the physical location and by videoconference and/or teleconference.

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:07 P.M.

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

Present: Jennifer Lewis, Herb McSpadden, Ken Hays, Will DeMier (appeared via videoconference), Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage (appeared via videoconference)

Absent:

Staff Present: John Feary, Bryan Drummond, Sarah Sharp, Tim White, Ger Xiong, Sean Douglas, Suzan Maloy, Marlo Swanson, Lisa Wilson, Jonah Humes, Stan Brown, Kevin Bledsoe, Tanya Andrews, Joe Kays, Chris Paulsen, Kyle Clifton, Andrew Knife Chief

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Kirtley that the agenda for the Regular CPWA meeting of July 20, 2020 be approved as written. Roll call vote: Lewis, yes; McSpadden, yes; Hays, 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 July 6, 2020.**
- (b) All claims as printed.**
- (c) Approval of MKEC Engineering invoice #165951 in the amount of \$11,537.00 for the Claremore Pavement Maintenance Plan project (Garrett Ball).**
- (d) Approval of MKEC Engineering invoice #165620 in the amount of \$19,475.00 for the Claremore Pavement Maintenance Plan project (Garrett Ball).**
- (e) Approval of Meshek Engineering invoice #7365 in the amount of \$4,168.00 for the Claremore Reavis Road project (Garrett Ball).**

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

(2) Consider and take action with respect to CPWA Resolution No. 2020-3, authorizing the Claremore Public Works Authority (the “authority”) to issue its utility system and sales tax revenue note, series 2020 (the “note”) in the aggregate principal amount of \$10,000,000; waiving competitive bidding and authorizing the note to be sold on a negotiated basis; ratifying and confirming a sales tax agreement by and between the City of Claremore, Oklahoma (the “city”) and the authority pertaining to a year to year pledge of certain sales tax revenue; approving and authorizing execution of an indenture authorizing the issuance and securing the payment of the note; providing that the organizational document creating the authority is subject to the provisions of the indenture; ratifying and confirming a lease agreement, as amended, by and between the city and the authority pertaining to the city’s water and sanitary sewer systems; authorizing the execution of the note and other documents relating to the transaction, including professional services agreements; establishing the authority’s reasonable expectation with respect to the issuance of tax-exempt obligations by the authority in calendar year 2020, and designating the note as a qualified tax-exempt obligation; and containing other provisions relating thereto (Jon Wolff/Allan Brooks/John Feary).

Money is reserved for capital improvement projects. Financing through Chase is a 1.25% fixed rate for 14 year period. No call, so we cannot pre-pay at any time. Talked to other banks and they were all at 2% or more. Closing transaction on July 31st, if approved.

On refinancing of debt, JP Morgan Chase has set nationally a \$30 million limit with any one entity. It was not possible to refinance existing debt in addition to the \$10 million bond. Target of 3 years to spend the funds.

Motion by Hays, second by Callender to approve CPWA Resolution No. 2020-3. Roll call vote: Lewis, yes; McSpadden, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(3) Discussion and vote to Approve/Reject an amendment to the FY2020-2021 CPWA budget.

Projects were in process but were not rolled over properly: includes the Electric Capacitor study and Breaker Testing project, and the Oakwood Lift Station.

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

ADJOURNMENT

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

Meeting adjourned at 6:22 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 July 20, 2020
City Hall Council Chambers
104 S. Muskogee Ave.**

NOTICE: Meeting was partially conducted at the physical location and by videoconference and/or teleconference.

CALL TO ORDER

Meeting called to order by Mayor Bill Flanagan at 6:23 P.M.

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

Present: Jennifer Lewis, Herb McSpadden, Ken Hays, Will DeMier (appeared via videoconference), Bill Flanagan, Brian Callender, Justin Michael, Susan Kirtley, Scott Savage (appeared via videoconference)

Absent:

Staff Present: John Feary, Bryan Drummond, Sarah Sharp, Tim White, Ger Xiong, Sean Douglas, Suzan Maloy, Marlo Swanson, Lisa Wilson, Jonah Humes, Stan Brown, Kevin Bledsoe, Tanya Andrews, Joe Kays, Chris Paulsen, Kyle Clifton, Andrew Knife Chief

ACCEPTANCE OF THE AGENDA

Motion by Hays, second by Kirtley that the agenda for the Regular Claremore City Council meeting of July 20, 2020 be approved as written. Roll call vote: Lewis, yes; McSpadden, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(1) Unified Development Code and Special Districts Update presented by Brad Lonberger, Kimley-Horn and Daniel Hintz, Velocity Group.

Covers comprehensive plan, zoning assessment, subdivision diagnostic. In process of combining the zoning code and the comprehensive plan so that there are no conflicting requirements. Creating a virtual interactive website for citizen participation and feedback. The project is actually 3 months ahead of schedule.

MAYOR'S REPORT & APPOINTMENTS

(2) Approval of re-appointment of Ryan Neely to the Claremore Industrial and Economic Development Authority (CIEDA) Board of Trustees for a 4 year term.

Motion by Hays, second by Kirtley to approve the re-appointment of Ryan Neely. Roll call vote: Lewis, yes; McSpadden, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

STAFF REPORTS

We are monitoring the COVID situation; processes in place for employees and we are prepared to revert to earlier implementations if needed. We are being very proactive. Unemployment rate has dropped to 6.6% today for the state.

CITY MANAGER REPORT

CURRENT BUSINESS

(3) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on July 6, 2020.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay period ending June 27, 2020 in the amount of \$658,992.00 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 road easement from the Rodeo Arena Interlocal Cooperative, on a tract of land situated on the E/2 of the SW/4 of the SE/4 in Section 3, Township 21 North, Range 16 East of the I.B.&M., Rogers County, State of Oklahoma (Tanya Andrews/Garrett Ball).**
- (e) Approval of acceptance of an electric easement from Michael & Arlene Brown, on a tract of land situated in the SE/4 of the NW/4 of the SE/4 of the SE/4 and the W/2 of the SE/4 of the SE/4 of the SE/4 and the E/2 of the SW/4 of the SE/4 of the SE/4 of Section 27, Township 22 North, Range 16 East of the I.B.&M., Rogers County, State of Oklahoma (Kyle Clifton).**
- (f) Approval of acceptance of an electric easement from Roger & Vicki Mosier, on a tract of land situated on Lot 17, Block 2 of Westwood Manor in Section 6, Township 21 North, Range 16 East of the I.B.&M., Rogers County, State of Oklahoma (Kyle Clifton).**

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

(4) Consider and take action with respect to Resolution No. 2020-9 of the City of Claremore, Oklahoma (the "city") approving the incurrence of indebtedness by the Claremore Public

Works Authority (the “authority”) issuing its utility system and sales tax revenue note, series 2020 (the “note”); providing that the organizational document creating the authority is subject to the provisions of the indenture authorizing the issuance of said note; waiving competitive bidding with respect to the sale of said note and approving the proceedings of the authority pertaining to the sale of said note; ratifying and confirming a sales tax agreement by and between the city and the authority pertaining to the year-to-year pledge of certain sales tax revenues; ratifying and confirming a lease agreement, as amended, by and between the city and the authority pertaining to the city’s water and sanitary sewer systems; establishing the city’s reasonable expectation with respect to the issuance of tax-exempt obligations by or on behalf of said city in calendar year 2020, and designating the note as a qualified tax-exempt obligation; authorizing the execution of professional services agreements; and containing other provisions relating thereto (Jon Wolff/Allan Brooks/John Feary).

Motion by McSpadden, second by Kirtley to approve Resolution No. 2020-9. Roll call vote: Lewis, yes; McSpadden, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(5) Hearing of appeal, discussion and vote to Approve/Reject declaration of dilapidation of the property located at 15 W. 6th St, Claremore, Oklahoma (Andrew Knife Chief).

Item tabled until the August 3rd meeting.

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

(6) Discussion and vote to Approve/Reject the Final Plat of Woodland Commons (Kyle Clifton).

The preliminary plat approved unanimously by the Planning Commission. The South entrance will be for emergency use only.

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

(7) Discussion and vote to Approve/Reject an amendment to the FY2020-2021 City budget (John Feary).

Budget amendments include the City Manager salary, Kanati contract, E911 grant- 10% matching funds, City Manager Administrative Assistant position will remain full time, Detention Pond capital project at the Expo Center, Heritage Hills Golf Course, and Expo capital equipment (heater project).

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

(8) Discussion and vote to Approve/Reject Resolution No. 2020-10, encouraging the use of masks in relation to the COVID-19 pandemic (John Feary).

This is not a mandate. It supports an individual's personal choice to wear a mask. Also supports local businesses and their decision to require or not require masks in their establishments.

Motion by Hays, second by DeMier to approve Resolution No. 2020-10, encouraging the use of masks. Roll call vote: Lewis, yes; McSpadden, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

EXECUTIVE SESSION

(9) Approve/Reject entering into executive session to discuss the compensation of the Acting City Manager and the hiring of a City Manager as authorized by OKLA. STAT. tit. 25, Section 307(B)(1)&(7) where disclosure of information would violate confidentiality requirements of state or federal law.

The following City Councilors attended this executive session by teleconference: Savage and DeMier.

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

Council entered into executive session at 7:00 p.m.

(10) Vote to acknowledge return to open session.

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

Council exited executive session at 8:04 p.m.

(11) Statement of executive session minute.

While in Executive Session Council discussed the compensation of the Acting City Manager and the hiring of a City Manager as authorized by OKLA. STAT. tit. 25, Section 307(B)(1)&(7) where

disclosure of information would violate confidentiality requirements of state or federal law. All councilors present at the meeting physically attended executive session, as well as City Attorney Bryan Drummond and Acting City Manager John Feary. Human Resources staff member Marlo Swanson attended a portion of the Executive Session. Councilors DeMier and Savage appeared via teleconference. No other matters were discussed and no votes taken.

(12) Discussion and vote regarding the compensation of the Acting City Manager.

Motion to approve a salary of \$10,000 a month plus benefits, and will be pro-rated for partial months.

Motion by Kirtley, second by Callender to approve the above salary as compensation of the Acting City Manager. Roll call vote: Lewis, yes; McSpadden, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

(13) Discussion and vote regarding a new City Manager.

Motion to approve the City Human Resources department to conduct a national search for a new City Manager but if things change they may hire a company to conduct a national search at any point in time.

Motion by Flanagan, second by Kirtley to approve the plan as above for conducting the search for a new City Manager. Roll call vote: Lewis, yes; McSpadden, yes; Hays, yes; DeMier, yes; Flanagan, yes; Callender, yes; Michael, yes; Kirtley, yes; and Savage, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 8:09 P.M.



Sarah Sharp, CMC
City Clerk