

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Claremore, Oklahoma September 7, 2021
Claremore City Hall Council Chambers, 104 S. Muskogee Ave.**

CALL TO ORDER

Meeting called to order by Deputy Mayor Herb McSpadden at 6:00 P.M.

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

Present: Scott Savage, Justin Michael, Jonathan Eslick, Jennifer Lewis,
Herb McSpadden

Absent: Debbie Long, Brian Callender, Bill Flanagan, Lindsey Erwin

Staff Present: John Feary, Bryan Drummond, Sarah Sharp, Tim White, Tanya Andrews, Terri
May Peters, Jordan White, Joe Kays, Kyle Clifton, Meggie Froman-Knight,
Jacob Garrison, Garrett Ball

Invocation by Dave Mewbourne, Claremore Assembly of God

CALL TO THE PUBLIC

None

ACCEPTANCE OF THE AGENDA

Motion by Michael, second by Savage that the agenda for the Regular CCDA meeting of September 7, 2021 be approved as written. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

**(a) Minutes of the Regular Claremore Cultural Development Authority Meeting on
August 16, 2021.**

(b) All claims as printed.

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

ADJOURNMENT

Motion by Michael, second by Savage to adjourn. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

Meeting adjourned at 6:04 P.M.

Sarah Sharp

Sarah Sharp, CMC
City Clerk

**Minutes of the Claremore Public Works Authority Regular Meeting
Claremore, Oklahoma September 7, 2021
Claremore City Hall Council Chambers, 104 S. Muskogee Ave.**

CALL TO ORDER

Meeting called to order by Deputy Mayor Herb McSpadden at 6:04 P.M.

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

Present: Scott Savage, Justin Michael, Jonathan Eslick, Jennifer Lewis,
Herb McSpadden

Absent: Debbie Long, Brian Callender, Bill Flanagan, Lindsey Erwin

Staff Present: John Feary, Bryan Drummond, Sarah Sharp, Tim White, Tanya Andrews, Terri May Peters, Jordan White, Joe Kays, Kyle Clifton, Meggie Froman-Knight, Jacob Garrison, Garrett Ball

ACCEPTANCE OF THE AGENDA

Motion by Michael, second by Eslick that the agenda for the Regular CPWA meeting of September 7, 2021 be approved as written. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a) Minutes of the Regular Claremore Public Works Authority Meeting on August 16, 2021.**
- (b) All claims as printed.**
- (c) Approval of reimbursement to the City of Claremore for the Metal Fabrication invoice #0735 in the amount of \$567.00 for the Claremore Lake Dam project to fix the Dam intake (Garrett Ball).**
- (d) Approval of reimbursement to the City of Claremore for 2 invoices to Hilti and Core & Main in the amount of \$806.30 for the Claremore Lake Dam project to fix the Dam intake (Garrett Ball).**
- (e) Approval of Key Maintenance, Inc. invoice #1 for SB-2021-5 WATER in the amount of \$15,082.50 for the ODOT Frederick Road/new Highway 20 Water Relocation project (Garrett Ball).**
- (f) Approval of Key Maintenance, Inc. invoice #1 for SB-2021-6 ELECTRIC in the amount of \$101,491.32 for the ODOT Frederick Road/new Highway 20 Electric Relocation project (Garrett Ball).**
- (g) Approval of Anixter invoice #4969559-04 in the amount of \$117.00 for the ODOT Frederick Road/new Highway 20 Utility Relocation project (Garrett Ball).**

(h) Approval of Paragon Contractors final invoice #8 in the amount of \$608,467.66 for the Claremore Lake Park Roadway and Parking Area project (Garrett Ball).

The Lake Park Roadway project is complete; this is the final payout.

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

(2) Discussion and vote to Approve/Reject approval of an exception to the purchasing policy for the purchase of material from Anixter for the New Highway 20 Electric Relocation project (Garrett Ball).

Contractor is installing conduit to install underground electric in the area. The Electric Department will pull the wire and make the connections. This is the material needed for them to complete their portion of the project. The Oklahoma Competitive Bidding Process does not require approval, but the City purchasing policy does conflict. Three quotes were obtained; materials are very hard to come by at this time. Because this is an ODOT project, Buy American is required. Prices are fluctuating daily. The total cost could be plus or minus 5%.

Motion by Michael, second by Eslick to approve an exception to the purchasing policy. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

(3) Discussion and vote to Approve/Reject approval of the Anixter quote for material on the New Highway 20 Utility Relocation project in the amount of \$288,836.35 plus or minus material price fluctuations (Garrett Ball).

Motion by Michael, second by Eslick to approve the Anixter quote for materials. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

ADJOURNMENT

Motion by Michael, second by Savage to adjourn. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

Meeting adjourned at 6:12 P.M.

Sarah Sharp

Sarah Sharp, CMC
City Clerk

**Minutes of the Claremore City Council Regular Meeting
Claremore, Oklahoma September 7, 2021
Claremore City Hall Council Chambers, 104 S. Muskogee Ave.**

CALL TO ORDER

Meeting called to order by Deputy Mayor Herb McSpadden at 6:12 P.M.

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

Present: Scott Savage, Justin Michael, Jonathan Eslick, Jennifer Lewis,
Herb McSpadden

Absent: Debbie Long, Brian Callender, Bill Flanagan, Lindsey Erwin

Staff Present: John Feary, Bryan Drummond, Sarah Sharp, Tim White, Tanya Andrews, Terri May Peters, Jordan White, Joe Kays, Kyle Clifton, Meggie Froman-Knight, Jacob Garrison, Garrett Ball

ACCEPTANCE OF THE AGENDA

Motion by Michael, second by Savage that the agenda for the Regular Claremore City Council meeting of September 7, 2021 be approved as written. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(1) CIEDA Quarterly Update (Meggie Froman-Knight).

Caitlyn had her baby, all is well. She will be on maternity leave until November. Meggie and Kaleigh will handle workforce development until then.

Terri May Peters was introduced. Peters will be working on small business development in Connect Claremore.

RFP's since January: 30 for greenfield, 13 for existing buildings. They have a total of about 52 projects this year. They are awaiting announcements on 4 projects.

The CIEDA team completed strategic planning last week for board and staff.

They are partnering with the Chamber to host Receipts during Reconstruction to encourage citizens to shop local businesses that have been impacted by the construction on Patti Page Blvd.

October is Manufacturing Month. Highlighted events that will take place this month.

MAYOR'S REPORT & APPOINTMENTS

STAFF REPORTS

John- I have had extensive conversations with ODOT and ONG regarding the Highway 20 project. There is a plan in place and will not take the 9 months that was originally projected. Anticipate it to take 15 weeks for ONG to have their lines properly addressed. Work should be seen within the next 15-20 days.

(2) Visit Claremore Summary for Fiscal Year 2021 and Strategic Marketing Plan Update (Tanya Andrews).

The Rogers County Fair is coming up September 16-19th. COVID measures are in place and alternate plans are in place if extra measures need to be taken.

Two events have been canceled due to COVID, but they have been rescheduled for next year.

Asphalt will be laid tomorrow on the storage building area. Walls are going up on the storage building.

Visit Claremore- hotel occupancy in 2020 averaged 44.7%; in 2021 it grew about 4%. From July to present it's been approximately 62%. There were a number of exemptions though due to people residing in hotels or RV parks due to job loss or selling homes and staying until they find a new home. There are a lot of contract workers staying for longer terms than normal.

She also gave an update on projects such as: website update to include mobile friendly access, advertising done, Will Rogers Stampede Rodeo, and a Route 66 campaign to launch soon.

CURRENT BUSINESS

(3) Approve/Reject the following consent items:

- (a) Minutes of the Regular Council Meeting on August 16, 2021.**
- (b) All claims as printed.**
- (c) Actual salary claims for pay periods ending August 7, 2021 in the amount of \$587,469.45 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 \$675,000. Payroll at \$675,000 amount to include payables.**
- (d) Approval of the renewal of Lease Agreement between the City of Claremore and Destiny Life Church for practice fields use through June 30, 2022 (Joe Kays).**
- (e) Approval of the renewal of Lease Agreement between the City of Claremore and Claremore Elks Lodge #1230 for practice fields use through June 30, 2022 (Joe Kays).**

(f) Approval of the renewal of Lease Agreement between the City of Claremore and Rogers County Health Department for practice fields use through June 30, 2022 (Joe Kays).

(g) Approval of the renewal of Lease Agreement between the City of Claremore and Frank C. Robson and Ludmila Robson for use of park land behind Reasor's through June 30, 2022 in the amount of \$1.00 (Joe Kays).

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

(4) Discussion and vote to Approve/Reject Resolution No. 2021-14, selecting an engineering firm to complete the City bridge inspections from April 1, 2022 to March 31, 2024 (Garrett Ball).

It's required to be done every 2 years. ODOT pays for the work, City just has to select the engineer. The previous 2 cycles, City went through the selection process and selected the same firm, Guy Engineering.

Motion by Michael, second by Savage to approve Resolution No. 2021-14. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

(5) Discussion and vote to Approve/Reject Resolution No. 2021-15, designating Blocks 90, 105, 107, 112, 113, 114 & 115 of Claremore OT as the Lilac District (Kyle Clifton/Jacob Garrison).

Motion by Michael, second by Savage to approve Resolution No. 2021-15. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

(6) Discussion and vote to Approve/Reject an exception to Chapter 11, Section 1104 (14) of the Zoning Ordinance to allow sign improvements to the digital billboard currently located at the northeast corner of Lynn Riggs Boulevard and the highway access road (Kyle Clifton/Tanya Andrews).

It's regarding the sign at Pizza Hut. In 2013 the City entered into an agreement with Mike Ward who managed the sign and advertising. Mike moved out of state and does not have the time needed to manage it effectively anymore. He contacted the City and stated he wanted to waive the remainder of the agreement (about 2.5 years).

Byers Outdoors is interested in the same type of agreement with the City. This is the first step for the process. The next step will be to update the lease with Pizza Hut, then enter into a contract with Byers.

Motion by Michael, second by Lewis to approve the exemption to Chapter 11, Section 1104(14). Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

ADJOURNMENT

Motion by Michael, second by Lewis to adjourn. Roll call vote: Savage, yes; Michael, yes; Eslick, yes; Lewis, yes; and McSpadden, yes. Motion carried.

Meeting adjourned at 7:04 P.M.

Sarah Sharp

Sarah Sharp, CMC
City Clerk