

**Minutes of the Claremore Cultural Development Authority Regular Meeting
Claremore, Oklahoma December 6, 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, Debbie Long, Justin Michael, Brian Callender, Jonathan Eslick, Jennifer Lewis, Herb McSpadden, Lindsey Erwin

Absent: Bill Flanagan

Staff Present: John Feary, Bryan Drummond, Sarah Sharp, Tim White, Kyle Clifton, Sean Douglas, Suzan Maloy, Noelle Hayes, Caitlyn Ngare, Meggie Froman-Knight, Tanya Andrews, Andrew Knife Chief, Mitch Louderback, Garrett Ball, Terri Peters, Jordan White, Todd Rue

Invocation by Glen Shaffer, Destiny Life Church

CALL TO THE PUBLIC

Meggie Froman-Knight, Director of CIEDA spoke in favor of the Unified Development Code. This will assist CIEDA in the recruitment of new business to Claremore.

ACCEPTANCE OF THE AGENDA

Motion by Michael, second by Long that the agenda for the Regular CCDA meeting of December 6, 2021 be approved as written. Roll call vote: Savage, yes; Long, yes; Michael, yes; Callender, yes; Eslick, yes; Lewis, yes; McSpadden, yes; and Erwin, yes. Motion carried.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

(a) Minutes of the Regular Claremore Cultural Development Authority Meeting on November 15, 2021.

(b) All claims as printed.

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

(2) Discussion and vote to Approve/Reject Approve/Reject entering into an agreement with the Board of County Commissioners, City of Catoosa, Town of Verdigris, Town of Foyil, Town of Chelsea, Town of Oologah, Town of Talala, and the Town of Inola to establish the Rogers County Tourism Interlocal Cooperative (Tanya Andrews).

The Board will be made of representatives from the participating communities, City of Claremore, and County Commissioners, and will have to be approved by the Attorney General. At this time there is no cost to the City, only staff time and perhaps the use of office space. There may be costs to the City in the future.

Motion by Long, second by Michael to approve establishment of the Rogers County Tourism Interlocal Cooperative. Roll call vote: Savage, yes; Long, yes; Michael, yes; Callender, yes; Eslick, yes; Lewis, yes; McSpadden, yes; and Erwin, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 6:18 P.M.

Sarah Sharp
Sarah Sharp, CMC
City Clerk

**Minutes of the Claremore Public Works Authority Regular Meeting
Claremore, Oklahoma December 6, 2021
Claremore City Hall Council Chambers, 104 S. Muskogee Ave.**

CALL TO ORDER

Meeting called to order by Deputy Mayor Herb McSpadden at 6:18 P.M.

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

Present: Scott Savage, Debbie Long, Justin Michael, Brian Callender, Jonathan Eslick, Jennifer Lewis, Herb McSpadden, Lindsey Erwin

Absent: Bill Flanagan

Staff Present: John Feary, Bryan Drummond, Sarah Sharp, Tim White, Kyle Clifton, Sean Douglas, Suzan Maloy, Noelle Hayes, Caitlyn Ngare, Meggie Froman-Knight, Tanya Andrews, Andrew Knife Chief, Mitch Louderback, Garrett Ball, Terri Peters, Jordan White, Todd Rue

ACCEPTANCE OF THE AGENDA

Motion by Michael, second by Erwin that the agenda for the Regular CPWA meeting of December 6, 2021 be approved as written. Roll call vote: Savage, yes; Long, yes; Michael, yes; Callender, yes; Eslick, yes; Lewis, yes; McSpadden, yes; and Erwin, yes. Motion carried.

CURRENT BUSINESS

(1) Approve/Reject the following consent items:

- (a) Minutes of the Regular Claremore Public Works Authority Meeting on November 15, 2021.**
- (b) All claims as printed.**
- (c) Approval of Pryor Stone invoice #124861 in the amount of \$7,331.25 for the Lake Dam project (Garrett Ball).**
- (d) Approval of Hilti, Inc. invoice #4618350159 in the amount of \$794.56 for the Claremore Lake Dam project (Garrett Ball).**
- (e) Approval of Hilti, Inc. invoice #4618350161 in the amount of \$272.54 for the Lake Dam project (Garrett Ball).**
- (f) Approval of Hilti, Inc. invoice #4618350142 in the amount of \$4,184.31 for the Lake Dam project (Garrett Ball).**
- (g) Approval of Hilti, Inc. invoice #4618350154 in the amount of \$937.98 for the Lake Dam project (Garrett Ball).**
- (h) Approval of Pryor Stone invoice #124860 in the amount of \$3,581.35 for the Lake Dam project (Garrett Ball).**
- (i) Approval of Ellis Construction Accessories, LTD invoice #222124 in the amount of \$5,005.00 for the Lake Dam project (Garrett Ball).**

- (j) Approval of Ellis Construction Accessories, LTD invoice #222125 in the amount of \$693.08 for the Lake Dam project (Garrett Ball).**
- (k) Approval of Anchor Stone invoice #212661809 in the amount of \$466.49 for the Lake Dam project (Garrett Ball).**
- (l) Approval of McGuire Brothers LLC invoice #2CH in the amount of \$3,942.50 for the Claremore Lake Dam project (Garrett Ball).**
- (m) Approval of The Outback Co. LLC invoice #6007 in the amount of \$85.00 for the Lake Dam project (Garrett Ball).**
- (n) Approval of Core & Main invoice #P877153 in the amount of \$3,550.00 for the Lake Dam project (Garrett Ball).**
- (o) Approval to award the annual electric transformer bid to Wiley Transformers for remanufactured and repairs; various prices for each type of transformer. See the x bid tab sheet for pricing specifics (Todd Rue).**

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

ADJOURNMENT

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

Meeting adjourned at 6:21 P.M.

Sarah Sharp

Sarah Sharp, CMC
City Clerk

**Minutes of the Claremore City Council Regular Meeting
Claremore, Oklahoma December 6, 2021
Claremore City Hall Council Chambers, 104 S. Muskogee Ave.**

CALL TO ORDER

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

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

Present: Scott Savage, Debbie Long, Justin Michael, Brian Callender, Jonathan Eslick, Jennifer Lewis, Herb McSpadden, Lindsey Erwin

Absent: Bill Flanagan

Staff Present: John Feary, Bryan Drummond, Sarah Sharp, Tim White, Kyle Clifton, Sean Douglas, Suzan Maloy, Noelle Hayes, Caitlyn Ngare, Meggie Froman-Knight, Tanya Andrews, Andrew Knife Chief, Mitch Louderback, Garrett Ball, Terri Peters, Jordan White, Todd Rue

ACCEPTANCE OF THE AGENDA

Motion by Michael, second by Erwin that the agenda for the Regular Claremore City Council meeting of December 6, 2021 be approved as written. Roll call vote: Savage, yes; Long, yes; Michael, yes; Callender, yes; Eslick, yes; Lewis, yes; McSpadden, yes; and Erwin, yes. Motion carried.

AWARDS, PRESENTATIONS, AND COMMUNICATIONS

(1) Presentation of the financial status for Fiscal Year 2020-2021 and results of the independent audit for Fiscal Year 2020-2021 (Anne Elfrink, Kirk Vanderslice, Suzan Maloy).

Anne Elfrink was present to present the financial status of the City. Capital expenditures outpaced depreciation. \$3.9 M was booked as long term debt for the electric costs to GRDA during last February's winter event.

Kirk Vanderslice with Hinkle and Associates present to discuss the draft of audit. Cares Act Funding tested this year and had no errors or findings. Clean opinions on all aspects.

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

They have 2 interns on board right now through the winter month and full team is back in office.

Jordan White reported on attraction efforts. 24 greenfield RFP responses have been submitted year-to-date; 13 existing building RFP responses submitted year-to-date. Currently working with 3 local companies that will be experiencing substantial growth in 2022.

Caitlyn N'Gare highlighted on workforce projects and efforts. The State FFA Conference is moving to Tulsa BOK this year; CIEDA is a major sponsor. Working with NTC on establishing a CDL training program. Working with local realtors on Relocate Rogers County program. Industries can now post their job openings on the CIEDA website.

Healthcare, Manufacturing, Technology/Innovation, and Attraction are goals and areas of focus for 2022. The State of the Economy Chamber Luncheon will be December 17th at 11:30 at RSU.

Terri Peters discussed small business efforts. In her first 90 days on staff Peters has focused on meeting with local business owners, establishing relationships and getting to know them and their needs.

The Airport-T-hanger project is underway; 10 hanger bays sold out in 45 minutes. Project to be completed in 2022.

MAYOR'S REPORT & APPOINTMENTS

The Mayor is doing very well; we hope to see him back the first of next year.

STAFF REPORTS

John- The Will Rogers Stampede Rodeo won their 6th PRCA Small Rodeo of the Year and WPRA Small Rodeo of the Year awards in Las Vegas last week. Saturday the Chamber had their drive-thru Christmas parade. The lake lights are up; lots of positive feedback so far. This project will grow each year. Kyle Clifton recently passed his AICP certification. They have a new GIS person starting on December 13th. Jonah and John are working on the quiet zones; they have requested RFP for company to complete the quiet zone.

CURRENT BUSINESS

(3) Approve/Reject the following consent items:

(a) Minutes of the Regular Council Meeting on November 15, 2021.

(b) All claims as printed.

(c) Actual salary claims for pay periods ending October 30, 2021 in the amount of \$544,285.45 and November 13, 2021 in the amount of \$565,979.15 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 to enter into an agreement with the Board of County Commissioners, City of Catoosa, Town of Verdigris, Town of Foyil, Town of Chelsea, Town of Oologah, Town of Talala, and the Town of Inola to establish the Rogers County Tourism Interlocal Cooperative (Tanya Andrews).

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

(4) Discussion and vote to Approve/Reject awarding the construction contract for the Fire Station #3 Storm Sewer and Driveway Repairs Project to Diversified Civil Contractors, LLC in the amount of \$132,545.50 (Garrett Ball).

Eight bids were received; Diversified was the lowest bid. The City has worked with them on projects in the past.

Motion by Michael, second by Callender to approve awarding the construction contract to Diversified Civil Contractors, LLC. Roll call vote: Savage, yes; Long, yes; Michael, yes; Callender, yes; Eslick, yes; Lewis, yes; McSpadden, yes; and Erwin, yes. Motion carried.

(5) Discussion and vote to Approve/Reject authorizing the City Manager to execute an agreement with Constellation NewEnergy for a Managed Portfolio Service to help mitigate the natural gas basis price risk through modified cost averaging and pooling (Mitch Louderback).

This agreement impacts the 5 largest facilities for the City, and will pool pricing with 1,000 meters within Oklahoma. The City was billed \$193,000 for the February weather event. This could mitigate the cost if there is another weather event of this nature. The City has been with Constellation for 11 years.

Motion by Michael, second by Eslick to approve authorizing the City Manager to execute an agreement with Constellation. Roll call vote: Savage, yes; Long, yes; Michael, yes; Callender, yes; Eslick, yes; Lewis, yes; McSpadden, yes; and Erwin, yes. Motion carried.

(6) Discussion and vote to Approve/Reject Ordinance No. 2021-12, annexing an approximate 40-acre tract of land located in the SE/4 of the SE/4 of Section 15, Township 21 North, Range 17 East of the I.B.&M., Rogers County, Oklahoma (Kyle Clifton).

Motion by Michael, second by Eslick to approve Ordinance No. 2021-12. Roll call vote: Savage, yes; Long, yes; Michael, yes; Callender, yes; Eslick, yes; Lewis, yes; McSpadden, yes; and Erwin, yes. Motion carried.

(7) Discussion and vote to Approve/Reject Ordinance No. 2021-13, repealing the existing City of Claremore Zoning Ordinance and adopting the City of Claremore Unified Development Code (Kyle Clifton).

Motion by Michael, second by Savage to approve Ordinance No. 2021-13. Roll call vote: Savage, yes; Long, yes; Michael, yes; Callender, yes; Eslick, yes; Lewis, yes; McSpadden, yes; and Erwin, yes. Motion carried.

(8) Discussion and vote to Approve/Reject an emergency clause for Item #7, whereby it is necessary for the preservation of the public health, safety and welfare of the inhabitants of the City of Claremore that Ordinance No. 2021-13, shall be in full force and effect immediately from and after its passage, approval and adoption (Kyle Clifton).

Motion by Michael, second by Callender to approve the emergency clause for Ordinance No. 2021-13. Roll call vote: Savage, yes; Long, yes; Michael, yes; Callender, yes; Eslick, yes; Lewis, yes; McSpadden, yes; and Erwin, yes. Motion carried.

ADJOURNMENT

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

Meeting adjourned at 7:40 P.M.

Sarah Sharp

Sarah Sharp, CMC
City Clerk