

**Minutes of the City of Claremore Special Meeting/Council Retreat
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma May 09, 2011**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:03 P.M.

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

Present: Terry Willis, Buddy Robertson, Mark Lepak, Bill Flanagan, Mickey Perry, Thomas Cypert, Don Purkey, Brandon Smith, Paula Watson

Absent: None

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Cassie Woods, Chris Cochran, Ruby Maline, Sean Douglas, Carolyn Chapman, Joyce Medlock, Jim Ward, Joe Kays, Stan Brown, Ron Kolker, Art Andrews, Mitch Louderback, Larry Hughes, Danny Wilson, Sherry Beach, Sharon McDonald

Update from City staff; discussion & questions from Councilors regarding the following items:

1. Railroad issues

Elevated Track- BNSF has committed to \$1 million, ODOT \$30 million, City of Claremore \$10 million

Golbek is not sure the City can come up with the \$10 we committed to. Even so, the project is still fully funded. The City has applied and did not get a Tiger Grant that would make up the difference. The short version would start going up at Stuart Roosa and would come back down around 1st St. The Archer intersection would be completely taken out. The issue of quiet zones was discussed, but they are very expensive, would eliminate some intersections, and would block businesses off. So far ODOT has spent over \$1.6 million on this project for engineering and a feasibility study. Golbek states that he would like to sit down with Gary Ridley, Pete Reagan, Sean Burrage and see if ODOT would be willing to go in another direction and possibly use some of the \$30m for other projects needed in Claremore.

2. Traffic issues/ signal light synchronization

Golbek stated that the City has received a grant through Grand Gateway for the synchronization of traffic lights at 7 intersections. The project will be a 120 day process once the paperwork is sent out. This will not solve all of our traffic issues due to the

closeness of the intersections, length of turn lanes, etc. The traffic lights on Will Rogers in the downtown area cannot be synchronized due to the amount of cars backing out onto the roadway and the high volumes of pedestrians in the concentrated area. Other methods used to streamline traffic flow: adjusting the timing on the lights, and using camera systems instead of loops.

Golbek also reported that the new traffic light at the Will Rogers Turnpike/Hwy. 20 intersection has been completed and traffic is flowing well there. The light seems to be alleviating traffic congestion in that area, especially for vehicles entering and exiting the Turnpike.

Golbek also pointed out that he had distributed maps to the Council of the city showing infrastructure improvements needed for electric, water, sewer, stormwater, and streets, and the costs associated with those improvements. He encouraged Council to review the maps and let him know if they had any questions.

Staff was informed that the light at Lowry & Hwy. 66 is not changing at night, whether there is traffic or not. Street Superintendent Danny Wilson will investigate the matter.

3. Finance issues & City budget

Finance Director Ron Kolker addressed the Council, informing them that they would receive a monthly liquidity report from him, which is cash on hand minus current accounts payable. His goal for the City is to have 3 months of operating expenses in each account.

Sales Tax-

All Claremore's sales tax is restricted. Kolker states he knows of no other town that has no sales tax going into the General Fund. Kolker provided Council with a list of area towns & Counties and what their sales tax rates are.

Hospital Fund- We cannot spend below \$9.9 million in the Hospital Fund (part of PWA) without a vote of the people. Kolker feels that at some point it will have to be taken to a vote of the people so that the City will have access to the \$9.9 million, and he would recommend using those funds to pay down the debt.

4. Disposition of the Fire Administration building and proposals from the Rogers County Historical Society regarding the building.

Item was not discussed due to time restraints.

5. Water Treatment Plant issues

Item was not discussed due to time restraints.

6. Outsourcing contracts

Item was not discussed due to time restraints.

7. Agenda- how to set up/ rules

Ballard informed Council that the procedure for putting items on the agenda in the past has been handled by all items going through either the City Manager or the Mayor. If neither the Mayor or the City Manager approve, then 3 Council members can have an item placed on the agenda. Ballard recommended having a written policy in place. Some Council members spoke stating that all members should be able to add an item to the agenda. Ballard and Golbek will draft a policy and bring it before council for approval.

Mayor Perry addressed the deadlines for submission of items. All members were given a list of agenda dates and agenda deadlines for the remainder of the calendar year. Perry stated that once an agenda has been posted, there will be no amendments unless the items(s) to be added are an emergency.

8. Required Charter review and possible revisions

Woods stated that the City is required to review the Charter every 5 years. The Wards & Boundaries must be reviewed as well, and realigned so as to disperse the population evenly among the Wards. Woods has contacted the Census bureau for the latest census information. The last review of the Charter was in 2005-2006, the last time the Charter was amended was in 2002. Woods states that ideally she would like to have 7-10 people on the committee, comprised of citizens, business owners, and Council members. We need to have the citizens involved in the process, as any Charter changes will have to go before a vote of the people. Any recommendations or volunteers for the committee can be turned into Woods.

Woods also pointed out in the Charter the section that states Council members are not to get involved or interfere with the day to day operations of the City. She recommends that any questions from Council be addressed to the City Manager or to herself. The information gathered as a result of any Council member's questions will be distributed to all Council members.

9. Claremore Regional Airport

Item was not discussed due to time restraints.

10. County 911 Center

Police Chief Stan Brown addressed Council regarding the County 911 Center. Brown briefly discussed the positive and negative aspects of going to a county dispatch system. Brown states that he feels the positives outweigh the negatives if it is set up correctly.

6 core needs will have to be addressed before this project can move forward:

Form of governance

Come to an agreement of philosophies

Standard guidelines

Contingencies and redundancies

Funding

Facility

Brown states that only the facility has been addressed at this point.

Mayor Perry spoke, letting the Council know that no matter what transpires with the County dispatch, the City of Claremore will be fine. If we continue to stand alone we will still be able to function as we are now, whether the county dispatch comes to fruition or not.

11. CIEDA

Item was not discussed due to time restraints.

12. Tapp Property

Item was not discussed due to time restraints.

13. Pre-Council meetings

City Manager Daryl Golbek stated that he would like some direction from the Council as to whether or not they would like to continue to have these meetings. Several Council members addressed concerns as to the legality of such meetings and whether or not these meetings actually save time, which was the intended purpose. City Attorney Matt Ballard stated that indeed the meetings are legal, as the agendas are posted and the meetings are open to the public.

14. Grand River Dam Authority (GRDA) rate reductions

Item was not discussed due to time restraints.

15. Baker Hughes Electric substation

Electric Supervisor Larry Hughes states Baker Hughes wants to bring in other facilities to Claremore which would require a dedicated substation. There would be minimal cost for upkeep and maintenance. Baker Hughes will donate land East of their current facility by the baseball field for the substation. Hughes states that some of the needed materials have already been purchased for the former Oklahoma Plaza site which they can use on this project. They are not sure how much can be used until they get the final specs from Baker Hughes. The deadline for completion is December 2012. Hughes and Jim Ward have spoken with GRDA to help with some of the costs.

The estimated usage would be 20-40MVA. Money could be moved out or reserve to cover the costs. The facility is estimated to bring 600-700 jobs to Claremore within 10 years.

16. Faith Tabernacle Apostolic Church property/Senior Citizens Center

Parks Director Joe Kays informed the Council that we closed on the property last Tuesday. He gave the Council information regarding the costs of renovation and went over issues such as parking, demolition of a portion of the building, sale of the old Sr. Center and sale of the parsonage, and expected time before the Sr. Center could move into the new location. Pelivan has the possibility to get grants for their portion of the renovations.

17. Ethics Ordinance

Executive Officer Cassie Woods briefly went over the Ordinance with the Council and conflicts of interest.

18. Building Codes

Item was not discussed due to time restraints.

19. Master Water Study

Item was not discussed due to time restraints.

20. Comprehensive Traffic Study

Golbek states that the study gives short, medium and long range goals. He does not want the study to be shelved, we have spent the money, and we need to follow through with this. Some projects recommended are already underway or will begin shortly.

The Traffic Loop Study done with BMR was discussed.

Country Club Road extension- 30% complete.

Clubhouse Rd. & Hwy. 20 intersection- We have received notice from ODOT that they will be redoing this intersection. The City will be responsible for some of the costs.

Wilson was asked what services do we perform in-house. Almost all concrete is done in-house. Wilson is working on getting some asphalt equipment so that those services can be done as well, as it is hard to get a large asphalt company to come in and do a over-lay project if it is not a large contract.

Daryl will send Council a breakdown of the Country Club project and the Comprehensive Traffic Study Suggestions.

21. Master Drainage Study/Impact fees

Item was not discussed due to time restraints.

22. Any items unforeseen at the time of posting.

None

ADJOURNMENT

Motion by Watson, second by Willis to adjourn. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

Meeting adjourned at 9:08 p.m.

