

**Minutes of the City of Claremore Special Meeting/Council Retreat
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma May 23, 2011**

CALL TO ORDER

Meeting called to order by Mayor Mickey Perry at 6:00 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, Joe Kays, Stan Brown, Ron Kolker, Art Andrews, Larry Hughes, Danny Wilson, Matt Wilson

- (1).** Discussion and vote to **Approve/Reject** rental agreement with the Rogers County Historical Society regarding the lease of the former Fire Administration Bldg. located at 121 N. Weenonah Ave. **(Daryl Golbek)**

Council expressed their concern and desire to protect the murals painted in the building as a tribute to the fallen Claremore Firefighters.

Motion by Purkey, second by Smith to approve the agreement with option 2, omitting the requirement in section a. "The Society provides written documentation that the Society has expended in excess of \$100,000 on renovations and upgrades to the Library Building within one year of the date of this agreement" and replacing it with "the Society provides written documentation that it has commenced construction within one year of the date of this Agreement is entered into on renovations and upgrades to the Library building which will exceed \$50,000. Roll call vote: Willis, yes; Robertson, yes; Lepak, yes; Flanagan, yes; Perry, yes; Cypert, yes; Purkey, yes; Smith, yes; and Watson, yes. Motion carried.

Willis left the meeting at 6:34 P.M.

- (2).** Update from City staff; discussion & questions from Councilors regarding the following items, no action will be taken:

Discussion regarding the following issues was had, questions were taken, and updates provided. No action was taken on any of the items.

1. Water Treatment Plant Issues

Golbek informed the Council he is in the process of getting estimates to bring the Robert's Water Treatment Plant up and running. Funds have not been placed in the 2011-2012 FY budget for repairs. This plant would supplement the current Water Treatment Plant in production, as on peak summer days the demand exceeds the plant's production. Golbek went over the repairs underway on the current Water Treatment Plant.

2. Master Water Study

Golbek sent out the Executive Summary from the Master Water Study to the council today. Nothing has been budgeted for this year, but if the BOSC extension is approved by the bank, a couple of the recommended projects will be addressed.

*Item #12 was discussed out of sequence.

12. Review of the proposed 2011-2012 FY City budget

Executive Manager of Finance and Budget Ruby Maline reported the main changes in the budget were:

MET membership dues (for recycling enter) were reduced from \$40,000 to \$30,000, worker's compensation increases and a roll over in the amount of \$28,164 for a grant the P.D. received, but will not have the project completed by the end of the Fiscal year.

The \$650,000 increase in Public Safety was due to increase in medical insurance and overtime pay, worker's compensation increases, and an extra fireman position and benefits for that position.

Fire Chief Sean Douglas explained the minimum staffing requirements and the different types of overtime for Firefighters. He also explained that there is no way to avoid overtime for the Fire Dept., and that the proper funding for overtime was not budgeted in the 2010-2011 FY budget, which led to the increase for the 2011-2012 FY budget from \$40,000 to \$100,000.

Police Chief Stan Brown also discussed the minimum staffing requirements and overtime procedures for the Police Department.

Council broke for recess from 7:40 P.M. to 7:50 P.M.

Excluding Councilor Willis, all members were present after the break.

Maline stated that there was a 1% increase budgeted for sales tax. Maline will check into the reduction in the amount of funds for Health and Welfare and report back to Council.

Capitol Projects- Golbek states that he met with Department Heads and went over their lists for Capitol Projects and prioritized and even eliminated some projects from the 5 year Capitol Projects list.

3. Master Drainage Study/Impact Fees

Meeshak & Associates is on Phase III of the Master Drainage Study. They will finalize the reports soon. The final report will prioritize areas of concern. We currently have no stormwater impact fees. Golbek would like to see that change. Golbek also stated that there is grant money through hazard mitigation to purchase homes in the flooding areas.

4. Outsourcing contracts

Golbek states he has looked at bringing vehicle maintenance back in house. Our contract states that we cannot hire any Fleet employees for 2 years after the contract is terminated and all parts must be purchased back by the City. Golbek states that he began looking into this matter but has held off waiting on the new Council's direction on this matter.

Council will be provided an update regarding the Severn Trent contract.

Asplundh Tree Trimming contract- Electric Supervisor Larry Hughes states that their contract expires in February 2013. Right now the City is spending a lot of money following behind them and checking on what they are doing. Hughes has ran the numbers and estimates that during the first year, purchasing the equipment and hiring employees would cost \$80,000 more than the current contract, but after the first year there would be an estimated \$200,000 in savings each year by moving the tree-trimming back in house.

5. Claremore Regional Airport

Airport is controlled and ran by CIEDA. Golbek distributed a report to Council regarding the Airport.

6. CIEDA

Receives \$200,000 from the City annually. These funds also cover the expense of CIEDA operating the Claremore Regional Airport. Cary Jester with CIEDA has expressed his desire for more funds to Golbek. These funds come from the use tax monies.

7. Tapp Property

Jim Tapp and Rickey Hayes will be at the June 6th council meeting to discuss with Council in Executive Session plans for the former Oklahoma Plaza site.

8. Grand River Dam Authority (GRDA) rate reductions

Golbek distributed a report from Kevin Easley. July 1st there will be a 2% reduction in rates.

9. Utility Rates

Cassie Woods reviewed with Council the electric rate increase that went into effect January 1, 2010, current City electric, water, sewer and sanitation rates and consumer charges. Woods also provided rate comparisons and consumer charges from neighboring utility companies and various towns state wide.

10. Building Codes

Art Andrews informed Council that Claremore operates by the same 2006 International Building Code (IBC) as Sand Springs, Owasso, Tulsa, etc. Most complaints come from people that are used to building residential structures and then try to build commercial structures. The rules are much stricter for Commercial buildings. Three top complaints Andrews says he hears are regarding the Landscape requirements, having to have a stormwater study done, and off-street parking requirements. Pre-TAC (Technical Advisory Committee) meetings have been implemented to answer any questions and solve any problems before the builder hires an engineer to do the plans.

11. Finance Issues, including:

a) Contingent liability on Police, Fire & City pension funds

Human Resources Director Carolyn Chapman reported the pension funds are as follows:

Police 74.9% funded

Fire 62.3% funded

Non-represented employees 103% funded

Chapman stated that it is the State's responsibility to make up the shortage on the Police and Fire Pension Funds.

b) Investment Policy regarding the Hospital Fund

Council did not discuss due to time restraints.

13. Any items unforeseen at the time of posting

None

ADJOURNMENT

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

Meeting adjourned at 9:21 p.m.