

**Minutes of the City of Claremore Special Meeting/Council Retreat
Council Chambers, City Hall, 104 S. Muskogee Ave.
Claremore, Oklahoma September 26, 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, Mark Lepak, Bill Flanagan, Mickey Perry, Thomas Cypert, Don Purkey, Brandon Smith (**arrived at 6:08**), Paula Watson

Absent: Buddy Robertson

Staff Present: Daryl Golbek, Matt Ballard, Sarah Sharp, Cassie Woods, Chris Cochran, Ruby Maline, Carolyn Chapman, Stan Brown, Larry Hughes, Danny Wilson, Andrew Willis

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

1. Discussion regarding improvements to King Road, including improvements needed, traffic counts of vehicles traveling King Road, costs of improvement, and potential sources of funding for improvements

Golbek informed Council Traffic counts were done at the King/Hwy 66 intersection and at the King/Southaven intersection 9/3-9/6 and reviewed the traffic count information as well as the traffic study information with Council.

The School is working on improving on intersection to help with the school traffic and make it easier for the buses to turn.

Council broke for recess from 6:30-6:53. Excluding Councilor Robertson, all members were present after the break.

2. Issues related to the annexation of property into the Claremore City limits, including procedures and protocols for annexation and zoning and code issues related to annexation

Ballard informed the Council that on November 1st the rules for forced annexations will change drastically. Ballard states that this should not affect the City much, since a great majority of the annexations that are done are annexation by petition.

The desire to have a uniform building standard for both City and County was discussed, as well as a desire to incorporate raw land into the City limits.

3. Outsourcing contracts, including discussion related to advantages/disadvantages of outsourcing contracts, monies paid pursuant to outsourcing contracts, and Council policy related to outsourcing contracts

(a) Tree Trimming (currently outsourced to Asplundh)

Electric Supervisor Larry Hughes addressed Council regarding the cost savings and benefits to bringing the tree trimming back in house. Hughes' numbers were based on a 4 man crew that will only do line clearance.

Currently Asplundh works in sections and has a rotation set as to what section is cut in what year. They will also bring in several crews and get a section finished quickly, which only allows additional time for growth to occur before the next cutting. Hughes states that some areas grow faster than others, and with the current contract, they are addressed as scheduled, not on a needs basis. Asplundh will trim areas out of sequence, but at a higher price.

If the tree trimming is brought back in house, equipment will need to be purchased and 4 positions created. Once the truck is ordered, it will take 210-240 days to receive. The Asplundh contract expires in March.

Flanagan would like to see major repairs figured into the numbers as well.

(b) Payroll Solutions (currently outsourced to Paycom)

Director of Budget and Finance Ruby Maline and HR Director Carolyn Chapman discussed the issues with the current payroll process. Paycom does not interface with Incode (the City's financial system). Many entries such as comp. time and union pay rates have to be manually calculated and input and payroll has to be converted into a CSV file to be uploaded to post to the general ledger.

The City recently went out for bid for Payroll Services. In reviewing the bids, it was noted that services were not being offered that the City does not already have.

HR and Finance are working with the IT Department to find a solution. Chapman stated that any changes in software would not be implemented until January 1st, due to the W2 process.

(c) Fleet Maintenance (currently outsourced to First Vehicle)

Golbek brought the Council up to date on what has taken place so far in effort to bring this service back in house. Job descriptions and wage comparisons

have been completed. Golbek states that it has been determined what the inventory should be. A walk through will need to be done to review the actual inventory and equipment. Golbek expressed his desire to have Councilor Cypert participate in the walk through of the shop area, as he has valuable experience and knowledge in this area.

Golbek states the numbers should be completed by the end of the year. The contract expires July 1st and requires that a 30 day notice be given.

(d) Water and Wastewater Treatment Plants

Golbek stated that these services have not been reviewed at this point, but will be reviewed as time allows.

4. Issues related to economic development incentives and infrastructure improvement agreements, including procedures and protocols for processing requested agreements or incentives and methods to prioritize potential agreements or incentives

Discussion regarding how, when, and what kind of incentives should be offered to prospective businesses. Flanagan stated that he would like to see the Council develop a policy or a set of guidelines to aid the Council in determining what incentives would be given, if any.

Golbek stated that he would like to speak with Rickey Hayes and CIEDA Mickey Thompson and see what has worked in the situations that they have been involved in the past and get some feedback from them.

ADJOURNMENT

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

Meeting adjourned at 8:45 p.m.