

**NOTICE & AGENDA
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA**

TUESDAY, FEBRUARY 17TH, 2015 AT 6:00 P.M.

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PRYOR CREEK, OKLAHOMA WILL MEET IN REGULAR SESSION AT 6:00 P.M. ON THE ABOVE DATE IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET IN PRYOR CREEK, OKLAHOMA. A MEETING OF THE PRYOR PUBLIC WORKS AUTHORITY WILL FOLLOW IMMEDIATELY. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND SHOULD CALL (918) 825-0888.

1. Call to Order, Prayer, Pledge of Allegiance, Roll Call.
2. Petitions from the Audience. (Limited to 5 minutes.)
3. Mayor's Report:
 - a. Discuss, possibly act on approval of Mayor's appointment of Connie Musgrave to Board of Adjustment Seat #5, term expiring 8/31/2017.
 - b. Discuss, possibly act on approval to proclaim February "Let's Move" month.
4. City Attorney's Report:
 - a. Report on Open records request of Larry Steidley.
 - b. Status report on Yates Tort Claim. No action.
 - c. Status report on Holmes Tort Claim. No action.
 - d. Status report on Steidley Tort Claim. No action.
 - e. Status report on Thacker Tort Claim. No action.
 - f. Status report on Floyd Caskey appeal on dilapidated structure. No action.
 - g. Discuss, possibly act on City Attorney's request for issuance of discovery order by City Council for entry for inspection of premises at 119 North Rowe (Whitaker Addition, Blk 24, Lots 13/14) owned by Floyd H. Caskey and Sharon Caskey.
5. Discuss, possibly act on Consent Agenda. (Items deemed non-controversial and routine in nature to be approved by one motion without discussion. Any Council member wishing to discuss an item may request it be removed and placed on the regular agenda.)
 - a. Approve minutes of February 3rd, 2015 Council meeting.
 - b. Approve payroll purchase orders through February 27th, 2015.
 - c. Approve claims for purchase orders through February 17th, 2015.
 - d. Acknowledge receipt of deficient purchase orders.
 - e. Approve January Appropriation Request.
 - f. Approve expenditure in the amount of \$4,001.47 to Marketing Alliance for Pryor Creek Website setup.
 - g. Approve expenditure of \$5,580.00 to Pryor Stone for the purchase of 1,200 ton of shale at \$4.65 per ton for 9th Street project.
 - h. Approve acceptance Paul Scott Devers resignation from Volunteer Firefighter position effective February 3rd, 2015.
 - i. Approve surplus of one (1) John Deere 4110 Mower including front loader bucket and 60" mower deck, serial no. H312091 from the Park Department.
 - j. Approve seeking sealed bids for the disposal of one (1) John Deere 4110 Mower including front loader bucket and 60" mower deck, serial no. H312091 from the Park Department.
6. Committee Reports:
 - a. Budget / Personnel (Rosamond)
 - b. Ordinance / Insurance (Rains)
 - c. Street / Maintenance Garage (Barnes)
7. Unforeseeable business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
8. Adjourn.

PRYOR PUBLIC WORKS AUTHORITY

1. Call to Order.
2. Discuss, possibly act on approval of minutes of February 3rd, 2015 meeting.
3. Unforeseeable business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
4. Adjourn.



FILED FEBRUARY 13TH, 2015 AT 5:00 P.M. BY MAYOR JIMMY TRAMEL.



POSTED ON THE BULLETIN BOARD AT CITY HALL, 12 NORTH ROWE STREET IN PRYOR CREEK, OKLAHOMA, FEBRUARY 13TH, 2015 AT 5:00 P.M. BY CITY CLERK EVA SMITH.



**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, FEBRUARY 3RD, 2015 AT 6:00 P.M.**

The City Council of the City of Pryor Creek, Oklahoma met in regular session on the above date and time in the Council Chamber upstairs at City Hall, 12 North Rowe Street in Pryor Creek, Oklahoma. This meeting was followed immediately by a meeting of the Pryor Public Works Authority. Notice of these meetings was posted on the East bulletin board located outside to the South of the entrance doors. Notice was also faxed to *The Paper* and *The Times* newspapers and delivered to the Council members.

1. CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE/ ROLL CALL.

Mayor Jimmy Tramel called the meeting to order at 6:00 p.m. The Prayer and the Pledge of Allegiance were conducted by Jimmy Tramel. Roll call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Dennis Olson, Leonard Barnes, Houston Brittain, Greg Rosamond, Randy Chitwood, Ryan Rains and Drew Stott. Council members absent: None.

Department Heads and other City Officials present were: City Attorney K. Ellis Ritchie, Assistant Police Chief Derek Melton, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Golf Director Dennis Bowman, Recreation Center Director Laura Holloway.

Others present: Police Captain Steve Lemmings, Police Officer Kevin Tramel, Pryor Area Chamber of Commerce Director Barbara Hawkins, Library Board Member Kathy LaValley, Chris Curnutt, Planning and Zoning Board of Adjustment Member and Planning and Zoning Chairman Mike Dunham, Planning and Zoning Member Yolanda Thompson, Melton's Heat and Air Owner Roger Melton, Patty, Larry, and Jordan Lenon, Jordan Madole.

**2. PETITIONS FROM THE AUDIENCE.
(LIMITED TO 5 MINUTES)**

There were no petitions from the audience.

3. MAYOR'S REPORT:

a. ACKNOWLEDGE JORDAN LENON AS MAYOR OF BIZ TOWN AS PRESENTED BY ROOSEVELT ELEMENTARY SCHOOL.

Mayor Tramel acknowledged Jordan Lenon as Mayor of Biz Town as presented by Roosevelt Elementary School.

b. ACKNOWLEDGE FEBRUARY 5TH, 2015 AS NATIONAL WEAR RED DAY TO BRING ATTENTION TO HEART DISEASE AS THE NUMBER ONE KILLER OF WOMEN. WE WOULD LIKE TO ENCOURAGE EVERYONE TO WEAR RED, RAISE THEIR VOICES, KNOW THEIR CARDIOVASCULAR DISEASE RISK AND TAKE ACTION TO LIVE LONGER, HEALTHIER LIVES.

Motion was made by Chitwood, second by Barnes to acknowledge February 5th, 2015 as National Wear Red Day to bring attention to heart disease as the number one killer of women. We would like to encourage everyone to wear red, raise their voices, know their cardiovascular disease risk and take action to live longer, healthier lives. Voting yes: Willcutt, Olson, Barnes, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

4. CITY ATTORNEY'S REPORT:

City Attorney K. Ellis Ritchie reported on nuisances and abatement from the Public Hearing held Wednesday, January 28th, 2015 explaining the process and the outcome of the properties discussed.

5. DISCUSS, POSSIBLY ACT ON CONSENT AGENDA.

(ITEMS DEEMED NON-CONTROVERSIAL AND ROUTINE IN NATURE TO BE APPROVED BY ONE MOTION WITHOUT DISCUSSION. ANY COUNCIL MEMBER WISHING TO DISCUSS AN ITEM MAY REQUEST IT BE REMOVED AND PLACED ON THE REGULAR AGENDA.)

- a. Approve minutes of January 20th, 2015 Council meeting.
- b. Approve payroll purchase orders through February 13th, 2015.
- c. Approve claims for purchase orders through February 3rd, 2015.

APPROVE PURCHASE ORDERS THROUGH FEBRUARY 3RD, 2015.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1420141777 - 1420141722	\$ 32,236.46
STREET & DRAINAGE	910542B - 1420141556	9,309.87
GOLF	1420141760 - 1420141759	7,583.09
CAPITAL OUTLAY	1420141719 - 1420141705	29,032.03
REAL PROPERTY	1420141439 - 1420141798	7,758.35
RECREATION CENTER	1420141723 - 1420141668	27,484.12
PPWA	1420141729 - 1420141730	4,200.00
E-911	1420141769 - 910575B	\$ 1,675.69
	TOTAL	\$ 119,279.61
	<u>NEW BLANKET PURCHASE ORDER</u>	
910613B	MUSKOGEE COMMUNICATIONS	\$ 40,000.00
	TOTAL	\$ 40,000.00

- d. Acknowledge receipt of deficient purchase orders.
No deficient purchase orders were presented.
- e. Approve authorizing the Mayor to sign renewal of ‘Agreement for the Sub-Grant of Emergency Management Performance Grant Program Funds’ through September 30th, 2015 to secure our jurisdiction with a paid Emergency Management Director.
- f. Approve expenditure of \$3,800.00 to Collins Electric for electrical upgrade for bathrooms at the Pryor Creek Golf Course as required by the U.S. Army Corp of Engineers. Other quotes received: Mid-America Electric, Inc. - \$3,995.00 and Electrical Services - \$5,500.00.
- g. Approve Mayor’s appointment of Cathy Gray to Pryor Creek Recreation Center Board Seat #3, term expiring 8/31/2017.
- h. Approve expenditure of \$14,925.00 to Air Care Services for air duct cleaning at the Pryor Creek Recreation Center for eleven (11) rooftop and one (1) split system that includes cleaning of the supply and return ducts, main runs, plenums, fans, blower housing ERV wheels and A/C coils, supply and return grills (excluding pool area) from Account #84-845-5091 (Recreation Center – Repair and Maintenance). Other quotes received: Breathe Easy - \$20,864.00 and Air Doctor - \$14,830.00.
- i. Approve hiring Jordan Madole to fill vacant Volunteer Firefighter position.
- j. Declare all Pryor Police Department body armor surplus as expired and beyond warranty.
- k. Approve disposing of all expired Pryor Police Department body armor by donation to Ten Four Ministries with a disclaimer from the City regarding the expiration of the vests’ warranties.

Motion was made by Brittain, second by Rosamond to approve items a-k less items h, k. Voting yes: Olson, Barnes, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

h. APPROVE EXPENDITURE OF \$14,925.00 TO AIR CARE SERVICES FOR AIR DUCT CLEANING AT THE PRYOR CREEK RECREATION CENTER FOR ELEVEN (11) ROOFTOP AND ONE (1) SPLIT SYSTEM THAT INCLUDES CLEANING OF THE SUPPLY AND RETURN DUCTS, MAIN RUNS, PLENUMS, FANS, BLOWER HOUSING ERV WHEELS AND A/C COILS, SUPPLY AND RETURN GRILLS (EXCLUDING POOL AREA) FROM ACCOUNT #84-845-5091 (RECREATION CENTER – REPAIR AND MAINTENANCE). OTHER QUOTES RECEIVED: BREATHE EASY - \$20,864.00 AND AIR DOCTOR - \$14,830.00.

Motion was made by Chitwood, second by Rosamond to approve in the best interest of the City expenditure of \$14,925.00 to Air Care Services for air duct cleaning at the Pryor Creek Recreation Center for eleven (11) rooftop and one (1) split system that includes cleaning of the supply and return ducts, main runs, plenums, fans, blower housing ERV wheels and A/C coils, supply and return grills (excluding pool area) from Account #84-845-5091 (Recreation Center – Repair and Maintenance). Other quotes received: Breathe Easy - \$20,864.00 and Air Doctor - \$14,830.00. The Motion was rescinded by Chitwood, second was rescinded by Rosamond. No action was taken.

k. APPROVE DISPOSING OF ALL EXPIRED PRYOR POLICE DEPARTMENT BODY ARMOR BY DONATION TO TEN FOUR MINISTRIES WITH A DISCLAIMER FROM THE CITY REGARDING THE EXPIRATION OF THE VESTS’ WARRANTIES.

Motion was made by Rosamond, second by Barnes to approve disposing of all expired Pryor Police Department body armor by donation to Ten Four Ministries with a disclaimer from the

City regarding the expiration of the vest's warranties. Voting yes: Barnes, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Olson. Voting no: none.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 3RD, 2015 AT 6:00 P.M.**

1. DISCUSS, POSSIBLY ACT ON APPROVAL TO HIRE SHAWNNA BLEY TO FILL VACANT DISPATCHER POSITION AT THE POLICE DEPARTMENT EFFECTIVE AS SOON AS POSSIBLE. (RANGE D, STEP 1 - ANNUAL SALARY \$28,597.00).

Motion was made by Willcutt, second by Chitwood to approve to hire Shawna Bley to fill vacant Dispatcher position at the Police Department effective as soon as possible. (Range D, Step 1 - annual salary \$28,597.00). Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Olson, Barnes. Voting no: none.

2. DISCUSS, POSSIBLY ACT ON APPROVAL TO HIRE MARIA HARGES TO FILL VACANT ANIMAL CONTROL OFFICER POSITION EFFECTIVE AS SOON AS POSSIBLE. (RANGE A, STEP 1 - ANNUAL SALARY \$24,079.00).

Motion was made by Chitwood, second by Barnes to approve to hire Maria Harges to fill vacant Animal Control Officer position effective as soon as possible. (Range A, Step 1 - annual salary \$24,079.00). Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, Olson, Barnes, Brittain. Voting no: none.

6. COMMITTEE REPORTS:

a. BUDGET / PERSONNEL (ROSAMOND)

Rosamond stated that the regular Budget / Personnel Meeting will be held next week on February 10, 2015.

b. ORDINANCE / INSURANCE (RAINS)

There was no report for the Ordinance / Insurance Committee.

c. STREET / MAINTENANCE GARAGE (BARNES)

Barnes reported for the Street / Maintenance Garage Committee. He stated all asphalt streets have been asphalted and the final walk through will be done on the sidewalks. He said there will be a meeting the last Tuesday of this month.

7. UNFORESEEABLE BUSINESS.

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

No unforeseen business was presented.

8. ADJOURN.

Motion was made by Brittain, second by Willcutt to adjourn. Voting yes: Chitwood, Rains, Stott, Willcutt, Olson, Barnes, Brittain, Rosamond. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the Pryor Public Works Authority meeting to order at 6:35 p.m.

2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF JANUARY 20TH, 2015 MEETING.

Motion was made by Stott, second by Rosamond to approve minutes of January 20th, 2015 meeting. Voting yes: Rains, Stott, Willcutt, Olson, Barnes, Brittain, Rosamond, Chitwood. Voting no: none.

3. UNFORESEEABLE BUSINESS.

(ANY MATTER NOT REASONABLY FORSEEN PRIOR TO POSTING OF AGENDA.)

There was no unforeseeable business presented.

4. ADJOURN.

Motion was made by Stott, second by Brittain to adjourn from the Pryor Public Works Authority meeting. Voting yes: Stott, Willcutt, Olson, Barnes, Brittain, Rosamond, Chitwood, Rains. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A CHAIRMAN JIMMY TRAMEL

MINUTES WRITTEN BY CITY CLERK / P.P.W.A SECRETARY EVA SMITH

**CITY OF PRYOR CREEK, MAYES COUNTY, OKLAHOMA
NOTICE OF HEARING APPEAL
OF
ADMINISTRATIVE OFFICER DECISION**

**APPELLANT(s) NAME(s)
AND ADDRESS(es):** Floyd H. Caskey and Sharon Caskey, 254 N. 434 Rd., Pryor Creek, OK 74361

PROPERTY ADDRESS: 119 N. Orphan, Pryor Creek, OK

**INTERESTED PARTY
NAME(S) AND ADDRESS(ES):** First Priority Bank, P.O. Box 218, Pryor Creek, OK 74362

**APPELLEE:
MATTER APPEALED:** The City of Pryor Creek, Mayes County, State of Oklahoma
Hearing Officer's "Findings and Orders" finding and ordering the structure at 119 N. Orphan, Pryor Creek, OK to be a "Dilapidated" structure pursuant to OKLA. STAT. Titl. 11 §§ 22-112 et seq.. Ordering the structure be torn down and removed with work thereon to be commenced within Fourteen (14) days, and completed within Sixty (60) days of the date of the findings and orders.

DATE OF DECISION APPEALED: January 28, 2015

DATE APPEAL FILED: February 4, 2015

NOTICE IS HEREBY GIVEN the APPELLANT and all INTERESTED PARTIES as hereinabove identified that the Appellant's appeal of the above stated "Findings and Orders" shall be conducted and the matter decided on the **Third (3rd) day of March 2015** at the hour of **6:00 P.M.**. The Hearing will be held in the chambers of the City Council located at the **Pryor Creek City Hall Building, 12 N. Rowe Street, Pryor Creek, Okla.** The Hearing shall be conducted and heard by the City Council for the City of Pryor Creek, Oklahoma pursuant to applicable ordinances of the City and laws of the State of Oklahoma.

NOTICE IS FURTHER GIVEN the APPELLANT and all INTERESTED PARTIES that your failure to appear and prosecute the appeal shall be deemed a default to prosecute the appeal and in such case the "Findings and Orders" as above stated shall be affirmed and upheld by the City Council and will become final and you shall have no further rights to an appeal.

THIS NOTICE is issued this ____ day of February 2015

Mayor for the City of Pryor Creek, Oklahoma

I certify that the above and foregoing NOTICE was mailed by **CERTIFIED MAIL** and **REGULAR U.S. MAIL** to the above identified Appellant(s) and Interested Parties addressed to the addresses appearing above and opposite their names on the ____ day of February 2015.

Signature of City Representative Mailing Notices

I, Paul Devers, hereby resign from my duties as a volunteer firefighter for the Pryor Fire Department.

Date: February 3, 2015

Paul Devers

A handwritten signature in black ink, appearing to read "Paul Devers". The signature is written in a cursive style with a long horizontal flourish at the end.

CITY OF PRYOR EQUIPMENT INVENTORY

Description John Deere 4110 mower ID No. 02773

Serial No. #312091

Date Purchased 2-16-2005 Cost 15,176⁰⁰ Model No. 4110

Vendor Name & Address Green Country Ag & Lawn

Pryor OK Telephone No. _____

Warranties _____

Purchase Order No. 0520051525

Disposition In use Date 2-16-2005

Physical Location of Item Cemetery Shop

front loader
bucket included



MARKETING ALLIANCE

126 East Olympia Avenue, Suite 306
Punta Gorda, FL 33950

Invoice

City of Pryor Creek
Mayor Jimmy Tramel
12 North Rowe Street
Pryor Creek, Oklahoma 74361

Date	Invoice #
11/30/14	19394

P.O. No.	Terms	Ship Date
	Net 30	11/30/14

Item	Description	Time	Date	Amount
Website	Pryor Creek City Website Time-to-date for the month of November 2014 Includes restructuring the home page with a new wrapper structure, cut up design and code site, adding in slideshow and formatting it for the other sites, adjust the breadcrumb navigation, testing and troubleshooting, reviewing notes and Youtube account information for video, review copy, incorporate hosting, production management, and client coordination. 46.21 hours			5,314.15
Expression Engine	Expression Engine Content Management System License with Plug-in			365.70
Hosting	1 year hosting service from November 25, 2014 through November 24, 2015			400.00
Please remit payment to: Marketing Alliance, Inc. 126 E.Olympia Avenue, Suite 306 Punta Gorda, FL 33950				

Thank you for your business. If you have any questions please call 941-347-7412.	Total	\$6,079.85
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