

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

**TUESDAY, JUNE 16<sup>TH</sup>, 2015 AT 6:00 P.M.**

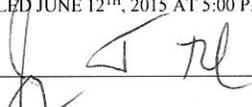
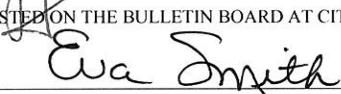
AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PRYOR CREEK, OKLAHOMA WILL MEET IN REGULAR SESSION AT 6:00 P.M. ON THE ABOVE DATE IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET IN PRYOR CREEK, OKLAHOMA. A MEETING OF THE PRYOR 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.
4. City Attorney's Report.
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 June 2<sup>nd</sup>, 2015 Council meeting.
  - b. Approve payroll purchase orders through June 19<sup>th</sup> and July 3<sup>rd</sup>, 2015.
  - c. Approve claims for purchase orders through June 16<sup>th</sup>, 2015.
  - d. Acknowledge receipt of deficient purchase orders.
  - e. Approve Appropriation Request for May 2015.
  - f. Approve the Municipal Utility Board's appointment of Dr. Arthur "Art" Sixkiller to Seat #3, term expiring July 1<sup>st</sup>, 2020.
  - g. Approve closing of State Highway 20 from Adair Street to Rowe Street on June 20<sup>th</sup>, 2015 for the Dad's Drag Main Block Party sponsored by Pryor Main Street.
  - h. Approve Jail Use Agreement between the Board of County Commissioners of the County of Mayes, State of Oklahoma and the City of Pryor Creek.
  - i. Approve and authorize Mayor to sign Memorandum of Agreement by and between the City of Pryor Creek, Oklahoma and Kolker & Kolker, Inc. Certified Public Accounts for fiscal year 2015 – 2016 and approve the expenditure of \$23,000.00 for services listed.
  - j. Approve year-end budget transfers recommended by Certified Public Account Ron Kolker as needed for fiscal year 2014-2015.
  - k. Approve expenditure of \$3,780.00 to WebQA, Inc. for Code Enforcement, Permits and Inspections, Web Portal and Property Address Import for annual billing term of July 1<sup>st</sup>, 2015 through June 30<sup>th</sup>, 2016.
  - l. Approve Houston Brittain as Abatement Officer for the City of Pryor Creek, Oklahoma.
  - m. Approve seeking bids for repair or replacement of Pryor Youth Organization building roof.
  - n. Approve seeking bids for stabilization of walls for Pocket Park Project on East Graham Avenue.
  - o. Approve seeking bids for sale of one (1) set of 5 to 100 pound dumbbells from the Pryor Creek Recreation Center.
  - p. Approve seeking bids for sale of one (1) set of 5 to 100 pound dumbbells from the Pryor Creek Recreation Center.
  - q. Approve acceptance of resignation from Pryor Police Department Communications Officer Bradley Kendall effective June 26<sup>th</sup>, 2015.
6. Committee Reports:
  - a. Budget / Personnel (Rosamond)
  - b. Ordinance / Insurance (Chitwood)
  - c. Street / Maintenance Garage (Willcutt)
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 June 2<sup>nd</sup>, 2015 meeting.
3. Unforeseeable business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
4. Adjourn.

FILED JUNE 12<sup>TH</sup>, 2015 AT 5:00 P.M. BY MAYOR JIMMY TRAMEL.

  
\_\_\_\_\_  
  
\_\_\_\_\_  
Eva Smith

POSTED ON THE BULLETIN BOARD AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA, JUNE 12<sup>TH</sup>, 2015 AT 5:00 P.M. BY CLERK EVA SMITH.



**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, JUNE 2<sup>ND</sup>, 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 Mayor Tramel. Roll call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Cheryl Hedgpath, Yolanda Thompson, Houston Brittain, Greg Rosamond, Randy Chitwood, Ryan Rains and Drew Stott. Council members absent: none.

Department Heads and other City Officials present: City Attorney K. Ellis Ritchie, Police Chief Steve Lemmings, Assistant Police Chief Derek Melton, Assistant Fire Chief B.K. Young, Building Inspector/Code Enforcement Officer Doug Moore and Recreation Center Director Laura Holloway.

Others: Integrated Insurance Services Representative Louis Packard, Library Board Member Kathy LaValley and Lincoln Elementary Teacher Pam Crosthwait.

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

Pam Crosthwait spoke regarding the “3<sup>rd</sup> Grader’s Go to Work” Program. She commended the participation by the Pryor Recreation Center.

**3. MAYOR'S REPORT:**

Mayor Tramel read the American Heart / Stroke letter of Congratulations.

**4. CITY ATTORNEY’S REPORT:**

There was no report.

**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 May 19<sup>th</sup>, 2015 Council meeting.
- b. Approve payroll purchase orders through June 5<sup>th</sup>, 2015.
- c. Approve claims for purchase orders through June 2<sup>nd</sup>, 2015.

**APPROVE PURCHASE ORDERS THROUGH JUNE 2<sup>ND</sup>, 2015.**

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1420142829 -1420142813	\$ 37,016.64
STREET & DRAINAGE	1420142754 – 910623B	56,410.38
GOLF	1420142704 - 1420142562	12,382.88
CAPITAL OUTLAY	1420142802 – 910421B	34,833.59
REAL PROPERTY	1420142727	30.00
RECREATION	1420142800 - 1420142824	18,335.73
E-911	1420142711	955.14
DONATIONS	1420142810 – 1420142332	<u>\$ 2,873.90</u>
	<b>TOTAL</b>	<b>\$ 162,838.26</b>

NEW BLANKET PURCHASE ORDER

910628B	LANDPLAN CONSULTANT INC	\$ 22,500.00
	<b>TOTAL</b>	<b>\$ 22,500.00</b>

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders presented.*
- e. Approve and authorize the Mayor to sign Memorandum of Agreement by and between the City of Pryor Creek, Oklahoma and K. Ellis Ritchie, Attorney at Law.
- f. Approve and authorize the Mayor to sign Interlocal Agreement between the Board of County Commissioners of Mayes County, Oklahoma and City of Pryor Creek, Oklahoma.

- g. Approve and authorize the Mayor to sign Memorandum of Understanding for (MIPS) Mass Immunization / Prophylaxis Site Point of Dispensing (POD) locations between the City of Pryor Creek and Mayes County Health Department.
- h. Approve awarding Mowing of the Rights-of-Way within the City limits of Pryor Creek bid to Gary Duane Fought to include an expenditure of \$23,500.00 for the months of July 2015, August 2015, September 2015, May 2016 and June 2016 (\$4,700 per mowing). No other bids were received.
- i. Approve appointing Yolanda Thompson as abatement officer for the City of Pryor Creek. ***There was no action on this item per Mayor Tramel.***
- j. Approve surplus of one (1) set of 5 to 100 pound dumbbells from the Pryor Creek Recreation Center.
- k. Approve seeking bids for one (1) set of 5 to 100 pound dumbbells from the Pryor Creek Recreation Center.
- l. Approve accepting resignation of 20 year Maintenance Garage employee Barry Holt effective May 15<sup>th</sup>, 2015.
- m. Approve the transfer of \$231,773.76 from Capital Outlay – City Use Tax (Account #44-000-4114) to the General Fund – City Use Tax (Account # 02-000-4115).
- n. Approve authorizing the Mayor to sign a letter of appointment of Louis M. Packard, Jr. as the City of Pryor Creek’s local agent representative for the following Oklahoma Municipal Assurance Group insurance policies for the next policy year, effective 8/22/2015: Property Agmt# P-15-0041-1357-H / 8% and Liability / Auto Agmt# 15-417-62-0041 / 8%.

Motion was made by Chitwood, second by Hedgpath to approve items a. – n. less items e, f, i, l, j, k. Voting yes: Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

**e. APPROVE AND AUTHORIZE THE MAYOR TO SIGN MEMORANDUM OF AGREEMENT BY AND BETWEEN THE CITY OF PRYOR CREEK, OKLAHOMA AND K. ELLIS RITCHIE, ATTORNEY AT LAW.**

Motion was made by Chitwood, second by Willcutt to approve and authorize the Mayor to sign Memorandum of Agreement by and between the City of Pryor Creek, Oklahoma and K. Ellis Ritchie, Attorney at Law. Voting yes: Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

**f. APPROVE AND AUTHORIZE THE MAYOR TO SIGN INTERLOCAL AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF MAYES COUNTY, OKLAHOMA AND CITY OF PRYOR CREEK, OKLAHOMA.**

Motion was made by Willcutt, second by Rosamond to approve and authorize the Mayor to sign Interlocal Agreement between the Board of County Commissioners of Mayes County, Oklahoma and City of Pryor Creek, Oklahoma. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Hedgpath. Voting no: none.

**j. APPROVE SURPLUS OF ONE (1) SET OF 5 TO 100 POUND DUMBBELLS FROM THE PRYOR CREEK RECREATION CENTER.**

Motion was made by Brittain, second by Thompson to approve surplus of one (1) set of 5 to 100 pound dumbbells from the Pryor Creek Recreation Center. Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Hedgpath, Thompson. Voting no: none.

**k. APPROVE SEEKING BIDS FOR ONE (1) SET OF 5 TO 100 POUND DUMBBELLS FROM THE PRYOR CREEK RECREATION CENTER.**

Motion was made by Chitwood, second by Willcutt to approve seeking bids for one (1) set of 5 to 100 pound dumbbells from the Pryor Creek Recreation Center. Motion made by Hedgpath, second by Brittain to table seeking bids for one (1) set of 5 to 100 pound dumbbells from the Pryor Creek Recreation Center until the next Council meeting. Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, Hedgpath, Thompson, Brittain. Voting no: none.

**l. APPROVE ACCEPTING RESIGNATION OF 20 YEAR MAINTENANCE GARAGE EMPLOYEE BARRY HOLT EFFECTIVE MAY 15<sup>TH</sup>, 2015.**

Motion was made by Chitwood, second by Rosamond to approve resignation of 20 year Maintenance Garage employee Barry Holt effective May 15<sup>th</sup>, 2015. The City of Pryor Creek Thanks Barry Holt for his service. Voting yes: Chitwood, Rains, Stott, Willcutt, Hedgpath, Thompson, Brittain, Rosamond. Voting no: none.

**6. COMMITTEE REPORTS:**

**a. BUDGET / PERSONNEL (ROSAMOND)**

Rosamond reported that the Budget / Personnel Committee will meet next week, June 9<sup>th</sup>.

**b. ORDINANCE / INSURANCE (CHITWOOD)**

Chitwood stated the Ordinance / Insurance Committee will meet soon. The tentative dates are June 18<sup>th</sup> and 23<sup>rd</sup>, 2015.

**c. STREET / MAINTENANCE GARAGE (WILLCUTT)**

There was no report from the Street / Maintenance Garage Committee.

**7. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business presented.

**8. ADJOURN.**

Motion was made by Stott, second by Willcutt to adjourn. Voting yes: Chitwood, Rains, Stott, Willcutt, Hedgpath, Thompson, 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 6:25 p.m.

**2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF MAY 19<sup>TH</sup>, 2015 MEETING.**

Motion was made by Stott, second by Brittain to approve minutes of May 19<sup>th</sup>, 2015 meeting. Voting yes: Rains, Stott, Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood. Voting no: none.

**3. UNFORESEEABLE BUSINESS.**

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

No unforeseen business was presented.

**4. ADJOURN.**

Motion was made by Stott, second by Hedgpath to adjourn from the Pryor Public Works Authority meeting. Voting yes: Stott, Willcutt, Hedgpath, Thompson, 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

\_\_\_\_\_



June 3, 2015

Honorable Mayor Jimmy Tramel  
Members of the City Council  
City of Pryor Creek, Oklahoma

Dear Mayor and Council:

At the last regular meeting of the Municipal Utility Board on 1 June 2015, one (1) item on the agenda was *"possible action on the appointment of Dr. Arthur "Art" Sixkiller"* to a five (5) year term on the Board beginning 1 July 2015.

As most of you know, Art currently serves on the Board, filling the unexpired term of Mr. Henry Neftzger, who resigned from the Board approximately a year ago, due to health issues. Art is a lifelong resident of Mayes County and came to our community in 2000 when he opened his chiropractic practice at 108 S. Adair. Art earned his BS Degree at NSU Tahlequah and his Doctorate of Chiropractic at Parker College of Chiropractic in Dallas, Texas. Art and his family currently reside in the northwestern section of our community at 400 Helton Lane.

Working with Art this past year has been a real pleasure, and as expected, he has brought some new in-site to the Board. This has been beneficial to the Board and also to our community. Art is an excellent addition to the Board and I am pleased that he is willing to serve on it.

The Municipal Utility Board respectfully requests the approval of Dr. Arthur "Art" Sixkiller's appointment to the Board.

Sincerely,

A handwritten signature in black ink that reads "Gary Pruett". The signature is written in a cursive style with a large, looped "G" and "P".

Gary Pruett  
General Manager

MUB: ArtSixkillerappt  
Cc: All Council Members  
Cc: Eva Smith

Ronald G. Kolker, CPA

Jeffrey D. Kolker, CPA

June 8, 2015

Honorable Mayor and Board  
City of Pryor Creek

## **PROPOSAL**

Kolker & Kolker, Inc. proposes to do the following for the year ending June 30, 2015:

1. Adjust books for the year for preparation of GASB financial statements including ascertaining that all accounts are balanced, recorded and accruals, etc. are made
2. Assist in preparing budget and preparation of estimate of needs
3. Preparation of SA & I report
4. Preparation of Highway Report
5. Assist as necessary in the preparation of the State Library Report
6. Capitalizing assets on depreciation schedules and computing depreciation or assisting City Clerk's office in performing these functions

Drafting the financial statements in accordance with GASB and all required notes and disclosures and assist with management discussion and analysis

Additionally, Kolker & Kolker, Inc. proposes to do the following through June 30, 2016:

1. Attendance at Budget Committee meetings as requested by the Mayor or Committee
2. Present a status report for all funds at Budget Committee meetings as requested
3. Be available to City personnel, Mayor and Council for questions and consultations. This pertains to all department heads, including advisory boards such as golf, recreation center, etc.
4. Attendance at Council Meetings during the year as requested

Our annual fee for these services will be \$23,000, a \$600 increase from the prior year. Our fee will be billed as follows:

July and August, 2015	\$4,700 per month
September, October, November, 2015 & June, 2016	\$2,200 per month
Remaining 6 months	\$ 800 per month

There are several items that could result in additional fees:

1. If expenditures for governmental grants (including FEMA) exceed \$500,000 a "Single Audit" will have to be performed. This will require obtaining information on all of the grants and additional schedules in the financial statements.
2. Additional work requested on projects requested by the Mayor and/or Council.

I will consult with you before billing for any of these possible additional services.

*Kolker & Kolker, Inc.*

Kolker & Kolker, Inc.

# Invoice

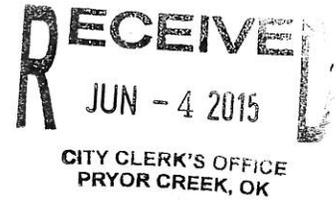
WebQA Inc.  
 900 S. Frontage Rd Suite 110  
 Woodridge, IL 60517

Date	Invoice #
6/1/2015	761-150601

FID # 36-4389558

Bill To

The City of Pryor Creek  
 Attn: Eva Smith  
 6 North Adair Street  
 Pryor OK 74361



P.O. No.	Terms	Due Date
Bldg Inspections	Due on receipt	6/1/2015

Description	Months	Cost	Amount
Annual Billing Term 7/1/15 through 6/30/16 Code Enforcement, Permits and Inspections, Web Portal and Property Address Import	12	315.00	3,780.00

*62-201-5240*

For questions please contact Kim Sullivan at 630-633-7334 or ksullivan@webqa.com	<b>Total</b>	\$3,780.00
--	--------------	------------

Bradley Kendall  
Pryor Police Department  
Communications  
421 East Stacy St. Chouteau, Oklahoma 74337  
kendallb@pryorok.org

June 9, 2015

Dear Chief Lemmings

Please accept this letter as my formal resignation as a Communications Officer for the Pryor Creek Police Department. I plan on working two weeks with my final day of work being June 26, 2015.

I have made this decision to further advance towards my goals that I have established while working for the City of Pryor. I have enjoyed working at the Pryor Police Department and for the community of Pryor Creek. This department has been instrumental in the development of my desire to become a Patrol Officer and I am thankful to have had the opportunity to work with such wonderful people for the last four years. I know the department will continue to provide exemplary work for this community.

If I can provide any assistance during this transition please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bradley Kendall', written in a cursive style.

Bradley Kendall

Bradley Kendall  
Pryor Police Department  
Communications  
421 East Stacy St. Chouteau, Oklahoma 74337  
kendallb@pryorok.org

June 9, 2015

Dear Assistant Chief Melton

Please accept this letter as my formal resignation as a Communications Officer for the Pryor Creek Police Department. I plan on working two weeks with my final day of work being June 26, 2015.

I have made this decision to further advance towards my goals that I have established while working for the City of Pryor. I have enjoyed working at the Pryor Police Department and for the community of Pryor Creek. This department has been instrumental in the development of my desire to become a Patrol Officer and I am thankful to have had the opportunity to work with such wonderful people for the last four years. I know the department will continue to provide exemplary work for this community.

If I can provide any assistance during this transition please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bradley Kendall', written in a cursive style.

Bradley Kendall