

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

**TUESDAY, MARCH 17<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:
  - a. Approve acceptance of Oklahoma Tobacco Settlement Endowment Trust (TSET) grant in the amount of \$50,000.00 for the purpose of supporting improved health for citizens of Pryor Creek.
4. City Attorney's Report:
5. Discussion and possible action concerning City Attorney's recommendation to deny Tort Claim dated 8/15/2014 - Mavis L. Yates.
6. 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 17<sup>th</sup>, 2015 and March 3<sup>rd</sup>, 2015 Council meeting.
  - b. Approve payroll purchase orders through March 27<sup>th</sup>, 2015.
  - c. Approve claims for purchase orders through March 17<sup>th</sup>, 2015.
  - d. Acknowledge receipt of deficient purchase orders.
  - e. Approve February Appropriations Request.
  - f. Approve reduced fee for the use of the Graham Community Hall on May 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> for the Pryor Junior High School Prom.
  - g. Approve expenditure of \$3,000.00 to Overdrive for renewal of maintenance fee and future content purchases for participation in OK Virtual Library Consortium for the twelve (12) month period beginning November 2014 to October 2015 from Library – Non Book Materials (Account #02-221-5032).
  - h. Approve expenditure in the amount of \$750.00 per year to be paid at a rate of \$187.50 per quarter to Rachel Sordahl for Safety Director.
  - i. Approve expenditure of \$14,925.00 to Air Care Services for air-duct cleaning at the Pryor Recreation Center from Recreation Center – Repair and Maintenance (Account #84-845-5091). Other quotes received: Breathe-Easy \$20,864.00 and Air Doctor \$14,830.00.
  - j. Approve resignation of Carl Stanglin as Reserve Officer from the Pryor Police Department effective March 9<sup>th</sup>, 2015.
  - k. Approve expenditure in the amount of \$20,080.00 to Watch Guard for four (4) 4RE in-car camera systems from Capital Outlay – Police Equipment (Account #44-445-5424). Two cameras will be reimbursed with a JAG Grant that was previously approved.
  - l. Approve expenditure in the amount of \$1,275.00 to Watch Guard for five (5) wireless camera kits and one (1) antenna from Capital Outlay – Police Equipment (Account #44-445-5424).
  - m. Approve expenditure of \$22,500.00 to Land Plan Consultants for Pryor Bicycle / Pedestrian Master Plan.
7. Committee Reports:
  - a. Budget / Personnel (Rosamond)
  - b. Ordinance / Insurance (Rains)
  - c. Street / Maintenance Garage (Barnes)
8. Unforeseeable business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
9. Adjourn.

**PRYOR PUBLIC WORKS AUTHORITY**

1. Call to Order.
2. Discuss, possibly act on approval of minutes of February 17<sup>th</sup>, 2015 and March 3<sup>rd</sup>, 2015 meeting.
3. Unforeseeable business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
4. Adjourn.

FILED MARCH 13<sup>TH</sup>, 2015 AT 5:00 P.M. BY MAYOR JIMMY TRAMEL.

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*Jimmy Tramel*

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

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



**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, FEBRUARY 17<sup>TH</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 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, Police Chief Dennis Nichols, Assistant Police Chief Derek Melton, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Park Superintendent Frank Powell, Building Inspector / Code Enforcement Officer Doug Moore.

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

There were no petitions from the audience.

**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.**

There was no action on this item.

- b. DISCUSS, POSSIBLY ACT ON APPROVAL TO PROCLAIM FEBRUARY "LET'S MOVE" MONTH.**

Motion was made by Barnes, second by Willcutt to approve proclamation as read to proclaim February "Let's Move" month. Voting yes: Willcutt, Olson, Barnes, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

**4. CITY ATTORNEY'S REPORT:**

- a. REPORT ON OPEN RECORDS REQUEST OF LARRY STEIDLEY.**

There was no action. Ritchie asked the Council to respond accordingly.

- b. STATUS REPORT ON YATES TORT CLAIM. NO ACTION.**

There was no action on this item. The Tort claim was made in January for the address Gaither and 5<sup>th</sup> Street. Ritchie has submitted to OMAC.

- c. STATUS REPORT ON HOLMES TORT CLAIM. NO ACTION.**

There was no action on this item. The Tort claim (Holmes) was made in December for Gaither and 5<sup>th</sup> Street. Ritchie has submitted to OMAC.

- d. STATUS REPORT ON STEIDLEY TORT CLAIM. NO ACTION.**

There was no action on this item. Janice Steidley claim. Ritchie has submitted to OMAC.

- e. STATUS REPORT ON THACKER TORT CLAIM. NO ACTION.**

There was no action on this item. Thacker claim. Ritchie has submitted to OMAC.

- f. STATUS REPORT ON FLOYD CASKEY APPEAL ON DILAPIDATED STRUCTURE. NO ACTION.**

There was no action on this item. Structure found to be dilapidated and a hearing has been set for March 3<sup>rd</sup>, 2015.

- 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.**

There was no action on this item.

**ADDENDUM  
CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 17<sup>TH</sup>, 2015 AT 6:00 P.M.**

- 1. 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 ORPHAN (WHITAKER ADDITION, BLK 24, LOTS 13/14) OWNED BY FLOYD H. CASKEY AND SHARON CASKEY. (INCORRECT ADDRESS WAS LISTED ON THE REGULAR AGENDA.)**

Motion was made by Willcutt, second by Brittain to approve City Attorney’s request for issuance of discovery order by City Council for entry for inspection of premises at 119 North Orphan (Whitaker Addition, Blk 24, Lots 13/14) owned by Floyd H. Caskey and Sharon Caskey. (Incorrect address was listed on the regular agenda.) Voting yes: Olson, Barnes, Brittain, Rosamond, Chitwood, Rains, Willcutt. Voting no: Stott.

- 2. DISCUSS, POSSIBLY ACT ON APPROVAL OF EXPENDITURE IN THE AMOUNT OF \$ 6,079.85 TO MARKETING ALLIANCE FOR PRYOR CREEK WEBSITE SETUP. (INCORRECT AMOUNT WAS LISTED ON THE REGULAR AGENDA.)**

Motion was made by Chitwood, second by Brittain to approve expenditure in the amount of \$6,079.85 to Marketing Alliance for Pryor Creek Website setup. (Incorrect amount was listed on the regular agenda.) Voting yes: Barnes, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Olson. Voting no: none.

**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 3<sup>rd</sup>, 2015 Council meeting.
- b. Approve payroll purchase orders through February 27<sup>th</sup>, 2015.
- c. Approve claims for purchase orders through February 17<sup>th</sup>, 2015.

**APPROVE PURCHASE ORDERS THROUGH FEBRUARY 17<sup>th</sup>, 2015.**

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1420141816 - 1420141861	\$ 141,104.55
STREET & DRAINAGE	1420141782 - 1420141690	45,583.60
CEMETERY	1420141269	1,950.00
GOLF	1420141907 - 1420141908	6,903.63
CAPITAL OUTLAY	1420141888 – 910613B	19,366.11
RECREATION	1420141856 – 1420141782	12,964.10
E-911	1420141839	<u>\$ 25.00</u>
	<b>TOTAL</b>	<b>\$ 227,896.99</b>

- d. Acknowledge receipt of deficient purchase orders.  
*No deficient purchase orders were presented.*
- 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 9<sup>th</sup> Street project.
- h. Approve acceptance of Paul Scott Devers resignation from Volunteer Firefighter position effective February 3<sup>rd</sup>, 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.

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

- f. APPROVE EXPENDITURE IN THE AMOUNT OF \$4,001.47 TO MARKETING ALLIANCE FOR PRYOR CREEK WEBSITE SETUP.**

There was no action on this item.

- 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 9<sup>TH</sup> STREET PROJECT.**

There was no action on this item.

**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.**

Motion was made by Chitwood, second by Willcutt to approve surplus of one (1) John Deere 4110 Mower including front loader bucket and 60” mower deck, serial no. H312091 from the Park Department. (*Scrivener’s Error, Agenda should have read Cemetery Department.*) The motion and second were amended to read Cemetery Department not Park Department. Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, Olson, Barnes, Brittain. Voting no: none.

**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.**

Motion was made by Brittain, second by Chitwood to 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. (*Scrivener’s Error, Agenda should have read Cemetery Department not Park Department.*) Voting yes: Chitwood, Rains, Stott, Willcutt, Olson, Barnes, Brittain, Rosamond. Voting no: none.

**6. COMMITTEE REPORTS:**

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

Rosamond stated that the regular Budget / Personnel Committee will meet the 2<sup>nd</sup> week of March.

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

There was no report for the Ordinance / Insurance Committee.

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

Barnes reported the Street / Maintenance Garage Committee will meet next Tuesday the 24<sup>th</sup>.

**7. UNFORESEEABLE BUSINESS.**

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

No unforeseen business was presented.

**8. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Mayor Tramel called the Pryor Public Works Authority meeting to order at 6:30 p.m.

**2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF FEBRUARY 3<sup>RD</sup>, 2015 MEETING.**

Motion was made by Stott, second by Rosamond to approve minutes of February 3<sup>rd</sup>, 2015 meeting. Voting yes: Stott, Willcutt, Olson, Barnes, Brittain, Rosamond, Chitwood, Rains. Voting no: none.

**3. UNFORESEEABLE BUSINESS.**

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

Mayor Tramel stated the State of Oklahoma is asking for signatures to be legible (signed and printed).

**4. ADJOURN.**

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

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

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

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**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, MARCH 3<sup>RD</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 Barnes. Roll call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Dennis Olson, Leonard Barnes, Houston Brittain, Randy Chitwood and Drew Stott. Council members absent: Greg Rosamond and Ryan Rains.

Department Heads and other City Officials present were: City Attorney K. Ellis Ritchie, Police Chief Dennis Nichols, Assistant Fire Chief B.K. Young, Building Inspector / Code Enforcement Officer Doug Moore, Police Captain Steve Lemmings.

Others: Pryor Main Street Director B.J. Cummings, Planning and Zoning Member Yolanda Thompson, Courtside Benefits Representatives Kurt Schultz and Lisa Robertson, Mrs. Evett Barham's Class (See attached sign in sheet.), Boy Scout Elijah Arric, Gary and Connie Musgrave, Cheryl Hedgpath and Travis Noland.

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

There were no petitions from the audience.

**3. MAYOR'S REPORT:**

Mayor Tramel recognized Mrs. Barham's Class. He also recognized Elijah Arric who is working towards becoming an Eagle Scout.

**4. CITY ATTORNEY'S REPORT:**

**a. DISCUSS, POSSIBLY ACT ON APPROVAL OF TERMINATION OF ADMINISTRATIVE SERVICE AGREEMENT WITH AMERIBANK GROUP BENEFITS.**

Motion was made by Chitwood, second by Barnes to approve termination of Administrative Service Agreement with AmeriBank Group Benefits. Voting yes: Willcutt, Olson, Barnes, Brittain, Chitwood, Stott. Voting no: none.

**b. DISCUSS, POSSIBLY ACT ON APPROVAL TO CHANGE AGENT OF RECORD FOR THE CITY OF PRYOR CREEK HEALTH, LIFE, DENTAL, VISION AND AFLAC INSURANCE TO KURT SCHULTZ AND ASSOCIATES.**

Motion was made by Chitwood, second by Stott to approve to change Agent of Record for the City of Pryor Creek Health, Life, Dental, Vision and AFLAC insurance to Kurt Schultz and Associates dba Courtside Benefits, LLC. Voting yes: Olson, Barnes, Chitwood, Stott, Willcutt. Voting no: Brittain.

**c. DISCUSS, POSSIBLY ACT ON APPROVAL OF ADMINISTRATIVE SERVICE AGREEMENT WITH KURT SCHULTZ AND ASSOCIATES.**

Motion was made by Chitwood, second by Barnes to approve Administrative Service Agreement with Kurt Schultz and Associates dba Courtside Benefits, LLC. Voting yes: Barnes, Chitwood, Stott, Willcutt, Olson. Voting no: Brittain.

**d. DISCUSS, POSSIBLY ACT ON APPROVAL TO DESIGNATE THE CURRENT MEMBERS OF THE BUDGET / PERSONNEL COMMITTEE (GREG ROSAMOND, DREW STOTT, RANDY CHITWOOD (ROGER WILLCUTT – ALTERNATE) TO THE POLICE AND FIRE NEGOTIATION COMMITTEE.**

Motion was made by Barnes, second by Brittain to approve to designate the current members of the Budget / Personnel Committee (Greg Rosamond, Drew Stott, Randy Chitwood (Roger

Willcutt – alternate) to the Police and Fire Negotiation Committee. Voting yes: Brittain, Chitwood, Stott, Willcutt, Olson, Barnes. Voting no: none.

**5. PUBLIC HEARING ON ALLEGED PUBLIC NUISANCE: DILAPIDATED STRUCTURE. PROPERTY OWNED BY FLOYD H. CASKEY AND SHARON CASKEY, 119 NORTH ORPHAN STREET.**

Entered public hearing at 6:30 p.m. Floyd and Sharon Caskey were present as well as First Pryority Bank.

Ritchie stated that the job of the City Council tonight is to do one of 3 things:

1. Affirm the Hearing Officer’s findings for 119 North Orphan Street.
2. Reverse the Hearing Officer’s findings for 119 North Orphan Street.
3. Affirm the Hearing Officer’s findings but alter the date for completion of the dilapidation of 119 North Orphan Street.

**6. POSSIBLY ACT ON INFORMATION FROM PUBLIC HEARING ON ALLEGED PUBLIC NUISANCES: DILAPIDATED STRUCTURE. PROPERTY OWNED BY FLOYD H. CASKEY AND SHARON CASKEY, 119 NORTH ORPHAN STREET.**

Motion was made by Brittain, second by Willcutt to approve option #1 - Affirm the Hearing Officer’s findings for 119 North Orphan Street effective from the date of order March 3<sup>rd</sup>, 2015. (Begin within 14 days of this meeting and allow 60 days to complete.) Voting yes: Chitwood, Willcutt, Olson, Barnes, Brittain. Voting no: Stott.

**7. 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 17<sup>th</sup>, 2015 Council meeting.
- b. Approve payroll purchase orders through March 13<sup>th</sup>, 2015.
- c. Approve claims for purchase orders through March 3<sup>rd</sup>, 2015.

**APPROVE PURCHASE ORDERS THROUGH MARCH 3<sup>RD</sup>, 2015.**

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1420141994 - 1420141984	\$ 34,029.35
STREET & DRAINAGE	910542B - 1420141934	5,944.18
GOLF	1420141930 - 1420141929	4,053.72
CAPITAL OUTLAY	1420141965 – 910421B	35,245.50
RECREATION	1420141958 - 1420141961	20,276.97
E-911	1420141944 – 910575B	\$ 1,259.64
CDBG	1420141933	596.00
DONATIONS	1420141939 – 1420141925	\$ 2,323.22
	<b>TOTAL</b>	<b>\$ 103,728.58</b>

- d. Acknowledge receipt of deficient purchase orders.  
*No deficient purchase orders were presented.*
- e. Approve expenditure of \$113,364.16 to Paragon Contractors, LLC for Application #2 of the Pryor Creek 2014 Street Maintenance project.
- f. Approve seeking bids for sale of iron on 30’ X 60’ building located on Dog Pound Road.
- g. Approve modification of speed limit on Northeast First Street at Cemetery Hill to 25 miles per hour.

Motion was made by Chitwood, second by Willcutt to approve items a-g less items a, f and g. Voting yes: Stott, Willcutt, Olson, Barnes, Brittain, Chitwood. Voting no: none.

**a. APPROVE MINUTES OF FEBRUARY 17<sup>TH</sup>, 2015 COUNCIL MEETING.**

This item was tabled until the next meeting.

**f. APPROVE SEEKING BIDS FOR SALE OF IRON ON 30’ X 60’ BUILDING LOCATED ON DOG POUND ROAD.**

Motion was made by Chitwood, second by Willcutt to approve seeking bids for sale of iron on 30’ X 60’ building located on Dog Pound Road. Voting yes: Willcutt, Olson, Barnes, Brittain, Chitwood, Stott. Voting no: none.

**g. APPROVE MODIFICATION OF SPEED LIMIT ON NORTHEAST FIRST STREET AT CEMETERY HILL TO 25 MILES PER HOUR.**

Motion was made by Brittain, second by Olson to send this item back to the Street / Maintenance Garage Committee for review. Voting yes: Olson, Barnes, Brittain, Chitwood, Stott, Willcutt. Voting no: none.

**8. COMMITTEE REPORTS:**

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

Chitwood reported that the regular Budget / Personnel Committee will meet next Tuesday, March 10<sup>th</sup>, 2015.

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

There was no report for the Ordinance / Insurance Committee.

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

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

**9. UNFORESEEABLE BUSINESS.**

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

No unforeseen business was presented.

**10. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Mayor Tramel called the Pryor Public Works Authority meeting to order at 8:45 p.m.

**2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF FEBRUARY 17<sup>TH</sup>, 2015 MEETING.**

This item was tabled until the next meeting.

**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 Brittain to adjourn from the Pryor Public Works Authority meeting. Voting yes: Brittain, Chitwood, Stott, Willcutt, Olson, Barnes. Voting no: none.

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

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

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# Healthy Communities Incentive Grants

## Purpose

TSET provides Incentive Grants to communities throughout Oklahoma for the purpose of supporting improved health for every Oklahoman.

Applications are accepted year round.

## Eligibility

Only communities that have received certification through the Certified Healthy Oklahoma program in 2014 are eligible to apply for Incentive Grant funds in 2015. After achieving certification and submitting documentation to verify that specific criteria have been met, communities may be awarded grant funds based on the community's population size and incentive level achieved.

All incentive grant applications should be submitted a minimum of 90 calendar days prior to any regularly scheduled meeting of the TSET Board of Directors. TSET cannot guarantee that every proposal submitted according to the timeline will be considered at the next board meeting. The TSET Board of Directors has the discretion to determine whether proposals submitted less than 90 calendar days prior to a regularly scheduled board meeting will be heard at the upcoming meeting.

## 2015 TSET Board Meetings

February 20, 2015

May 15, 2015

September 10 and 11, 2015, Board Retreat

November 13, 2015

## Funding

Awards are based on community size and level of criteria met. Criteria levels have been changed to Bronze, Silver and Gold.

## Criteria

See attachment

## 2015 Grant Awards:

Population Size	Bronze	Silver	Gold	Maximum Combined
Rural 0 – 4,299	\$4,000	\$6,000	\$10,000	\$20,000
Small 4,300 – 13,999	\$10,000	\$16,000	\$24,000	\$50,000
Medium 14,000 – 29,999	\$16,000	\$34,000	\$50,000	\$100,000
Large 30,000 – 79,999	\$20,000	\$50,000	\$60,000	\$120,000
Metro 80,000 +	\$25,000	\$50,000	\$100,000	\$175,000
OKC/Tulsa	\$50,000	\$75,000	\$150,000	\$275,000

## Healthy Communities Incentive Grants Criteria – 2015

### Application Instructions

- Applicants must contact TSET Healthy Communities Incentive Grants Program Manager Connie Befort, [connieb@tset.ok.gov](mailto:connieb@tset.ok.gov), 405-521-4985 to discuss their application prior to presentation of a request.
- An in-person or phone meeting is required to provide details on the online grant applications.
- Applications are accepted year round.

The following is grant criteria. Please use the listed criteria to prepare to answer application questions and upload required documentation in the on-line grant application system.

### Bronze Incentive Level

- Community has adopted an ordinance that prohibits smoking indoors and outdoors on city owned/operated properties.
- Community has an ordinance or policy allowing Farmer's markets.
- Community makes information available to general public about the Oklahoma Tobacco Helpline 1-800-QUIT-NOW/1-800-784-8669 (i.e. health fairs, flyers, pamphlets, billboards, media, etc.).
- Community makes information available to general public about the Suicide Prevention Lifeline 1-800-273-TALK/1-800-273-8255 (i.e. health fairs, flyers, pamphlets, billboards, media, etc.).
- Community requires approval for new retailers selling alcohol for off-site consumption near schools and places of worship.
- District has a 24/7 Tobacco Free policy for Students, Faculty, Staff, Visitors and anyone providing services on school property, inclusive of electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking (largest public school district in community).
- There are Certified Healthy Businesses in our community. Community has a minimum of certified businesses, (other than health departments) based on community size, that were certified in 2014:

.Rural - 1 Business

Small - 2 Businesses

Medium - 3 Businesses

Large - 4 Businesses

Metro – 5 Businesses

OKC & Tulsa - 10 Businesses

## TSET Press Releases

Friday, February 27, 2015

### **TSET Board of Directors Awards More than \$1 Million in Community Incentive Grants**

**OKLAHOMA CITY (Feb. 27, 2015)**– The TSET Board of Directors approved more than \$1 million in grants to 21 cities that have implemented policies and strategies that work to increase healthy opportunities for residents at their quarterly board meeting in February.

The TSET Board of Directors awarded the community grants as part of the TSET Healthy Communities Incentive Grant Program at a Feb. 20 board meeting in Oklahoma City.

TSET offers incentive grants to eligible communities that have met criteria established for the program such as tobacco-free policies, availability of fresh fruits and vegetables, and increasing opportunities for residents to become more physically active.

To be eligible to apply communities must first have been recognized through the Certified Healthy Oklahoma program, a partnership between the Oklahoma Academy for State Goals, the Oklahoma Turning Point Council, the State Chamber and the Oklahoma State Department of Health.

TSET's incentive grant funding for communities is based on population size and the types of strategies implemented. Cities that have met TSET's criteria and been awarded a grant are able to determine how the incentive funding will be used to promote health in their communities. Grant funds are frequently used to leverage other funds for community projects that advance health.

The communities awarded grants last week will use the funds for a variety of health-promoting projects that will benefit residents. Some of the projects include developing community parks, walking trails, sidewalk master plans and adding enhancements to playgrounds or parks.

Since the Healthy Communities Incentive Grant program began three years ago, \$1.5 million in grant funds have been awarded to 42 communities.

"We are thrilled to offer incentives to cities and towns that have taken action to improve health in their communities," said Tracey Strader, TSET executive director. "Working together we can make the healthy choice, the easy choice, where Oklahomans live, work, learn and play."

#### **Communities Awarded Incentive Grants at the February Board Meeting**

<b>Grantee</b>	<b>Population</b>	<b>Grant Award</b>	<b>Level</b>
Ada	16,810	\$100,000	Gold
Alva	4,945	\$45,000	Gold
Blair	818	\$10,000	Gold
Blanchard	7,670	\$45,000	Gold

Eufaula	2,929	\$20,000	Gold
Frederick	3,940	\$4,000	Bronze
Guymon	11,442	\$21,000	Silver
Hugo	5,306	\$50,000	Gold
Kingston	1,500	\$20,000	Gold
Lawton	97,151	\$160,000	Gold
Lexington	2,200	\$20,000	Gold
Maud	1,048	\$20,000	Gold
McAlester	18,383	\$92,000	Gold
McLoud	4,044	\$10,000	Silver
Muskogee	39,367	\$50,000	Silver
Pryor Creek	9,507	\$50,000	Gold
Purcell	5,884	\$10,000	Bronze
Shawnee	30,000	\$110,000	Gold
Springer	710	\$20,000	Gold
Tahlequah	15,753	\$92,000	Gold
Yukon	22,709	\$92,000	Gold

**FOR IMMEDIATE RELEASE**

Julie Bisbee, [julieb@tset.ok.gov](mailto:julieb@tset.ok.gov)

Direct: 405-521-4992

Cell: 405-301-3693

####

*The Oklahoma Tobacco Settlement Endowment Trust (TSET) serves as a partner and bridge builder for organizations working towards shaping a healthier future for all Oklahomans. TSET provides leadership at the intersections of health by working with local coalitions and initiatives across the state, by cultivating innovative and life-changing research, and by working across public and private sectors to develop, support, implement and evaluate creative strategies to take advantage of emerging opportunities to improve the public's health. TSET. Better Lives Through Better Health.*



# INVOICE

One OverDrive Way  
 Cleveland OH 44125  
 Phone: (216) 573-6886 Fax: (216) 573-6888  
 Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)

Invoice Number	H-0024869
Date	11/01/2014
Page	1 of 1

Remittance Address:  
 PO Box 72117  
 Cleveland, OH 44192-0002

Bill To:  
 Thomas J. Harrison Pryor Public Library  
 505 East Graham  
 Pryor OK 74361

Sold To:  
 Thomas J. Harrison Pryor Public Library  
 505 East Graham  
 Pryor OK 74361

Customer ID	Customer Email	Purchase Order No.	Payment Terms
2393-0023	<a href="mailto:newberrys@pryorlibrary.org">newberrys@pryorlibrary.org</a>		Net 30
Description		Amount Due	
Library Participation-Maintenance Fee		\$1,000.00	
Library Participation-Future Content Purchases Participation in OK Virtual Library		\$2,000.00	
For the Twelve Month Period November 2014 - October 2015			
		<b>Total</b>	\$3,000.00
		<b>Tax Amount</b>	\$0.00
		<b>Amount Due</b>	<b>\$3,000.00</b> USD

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# PROTECTING TEMPORARY WORKERS IN THE PUBLIC & PRIVATE SECTOR

*A Publication by the Oklahoma Department of Labor*

## Both Staffing Firms & Host Employers Share A Duty To Protect Workers

Recently, the U.S. Department of Labor announced an initiative to further protect temporary workers from workplace safety and health hazards. As a result, OSHA & PEOSH inspectors have been directed to emphasize temporary worker safety during compliance inspections and to track information on public and private workplaces that utilize temporary workers. "Temporary workers" are defined as workers who are supplied to a host employer and paid by a staffing agency.

In this publication we'll ask and answer some of the common questions about temporary workers' safety and health:

### **Q: Why is OSHA emphasizing temporary worker safety?**

A: OSHA has concerns that some employers may use temporary workers as a way to avoid meeting all their compliance obligations under the OSH Act and other worker protection laws; that temporary workers get placed in the most hazardous jobs and are more vulnerable to workplace safety and health hazards and retaliation than traditional workers; and temps are not given adequate safety and health training by either the temporary staffing agency or the host employer.

### **Q: Which employer should provide safety and health training? The staffing agency or the host employer?**

A: Both the host employer and staffing agency have roles in complying with workplace safety and health

requirements and share a responsibility for worker safety and health, including training. In most cases, the staffing agency will provide general safety and health training, however, the host employers must provide training on hazards and policies that are specific to the workplace.

When it comes to the Hazard Communication Standard, the host employer holds the primary responsibility for training because the host employer:

- uses or produces chemicals
- creates and controls the hazards
- is best suited to inform workers of chemical hazards specific to the workplace

### **Q: If a hazard/violation was identified, which employer would be cited?**

Both the host and the staffing agency could be held responsible for violative condition(s) - and that could include a lack of adequate training regarding workplace hazards.

### **Q: Who has jurisdiction over temporary worker safety in the public Sector?**

PEOSH has authority over public sector workers safety and health, however, when a private employer is involved, PEOSH does have the authority to refer staffing agencies to Federal OSHA if an unsafe condition or lack of training is identified.

### **Q: What are some recommended "best practices" staffing agencies and employers can follow to ensure temporary workers are protected?**

*When host employers and staffing agencies work together effectively, workers go home at the end of the day, whole and healthy and in the same condition they arrived to work in.*



— Labor Commissioner Mark Costello



Get the free mobile app at  
<http://gettag.mobi>





## Protecting Temporary Workers: In the Public & Private Sector

A: First, staffing agencies and host employers should each have a safety and health program and ensure that temporary workers are addressed in them. The program should identify hazard and develop protective measures for temporary workers. The program should address: 1) management commitment, 2) employee involvement (including temporary employees), 3) worksite analysis and hazard assessment, as well as hazard prevention and control, and 4) training at all levels from first line employees to top management.

Next, both employers should define the scope of work in the contract: defining the scope of the temporary workers' duties discourages tasking workers to perform work they are unqualified and untrained to perform, which may carry a higher degree of risk.

Third, both employers should conduct new project/job safety and health orientations and training. The host employer and staffing agency should work together to ensure all workers are given an orientation before work begins that includes information on the applicable general safety and health topics and work site specific issues.

Keeping in touch, is important for the staffing agency and the host employer. They need to communicate how they will address the safety and health for shared workers.

**Q: When a temporary worker gets hurt, who is responsible for recording the injury or illness on the OSHA or OK 300 Log?**

A: The recordkeeping standard requires first that employers have a policy on how and when to report injuries and illnesses and employees must be trained on procedures. Employees have a right to report injuries and anything or anyone who violates that right may be engaging in discrimination under Section 11(c) of the Act.

Injury and illness records are a valuable source of information to aid in identifying hazards. The responsibility to record is based upon who supervises the tem-

porary worker's day-to-day tasks. The OSHA regulation on recordkeeping addresses this issue specifically. For example, when the host employer has full supervisory control over employees, the host employer is responsible for injury and illness recording and reporting. When only the temporary staffing agency exercises day-to-day supervision over employees, the temporary staffing agency is responsible for injury and illness recording. Day-to-day supervision occurs when *"in addition to specifying the output, product or result to be accomplished by the person's work, the employer supervises the details, means, methods and processes by which the work is to be accomplished."*

**Q: Some of the temporary workers we may hire are Hispanic. Are we required to train them in Spanish?**

A: Training must be in a language the worker understands. Both the temporary agency and the host employer are responsible for ensuring that employees are effectively informed and trained regarding hazards at the workplace.

**Q: What is the staffing agency's obligation as far as determining the hazards in the host employers' workplaces?** The staffing agency has the duty to inquire and verify that the host has fulfilled its responsibilities for a safe workplace.

**Q: Does the host employer have to treat temporary workers differently than their own employees?**

A: Host employers must treat temporary workers like any other workers in terms of training and safety and health protections.

For more information on ways to improve workplace safety and ensure temporary workers, as well as permanent employees are provided a safe and healthful workplace, contact the Oklahoma Department of Labor at (405) 521-6140 or 1-888-269-5353 or visit our web site at [www.labor.ok.gov](http://www.labor.ok.gov). You can also find additional information from Federal OSHA at [www.osha.gov](http://www.osha.gov).

Safety  
PAYS

## Recommendations:

- Ensure all OK 300, OK301 and OK300A forms are filled out complete and in detail, and are available for review at all times.
- Ensure all employees are provided with quarterly safety and health training. Maintain records of the training and ensure they are available for review at all times.
- Develop and implement an effective site-specific hazard communication program to address chemical safety in your facility. A sample program is available from your inspector or on our website at: [http://www.ok.gov/odol/Business\\_Services/Safety\\_Pays\\_OSHA\\_Consultation/Sample\\_Safety\\_&\\_Health\\_Programs.html](http://www.ok.gov/odol/Business_Services/Safety_Pays_OSHA_Consultation/Sample_Safety_&_Health_Programs.html).
- An analysis of your injury and illness trends should be conducted at least annually to identify injury and illness trends. Trends should be seen as indicators of weaknesses in your safety and health management systems. Entities with an injury and illness rate above the State Average are more likely to see continuing increases in the injury and illness trends without interventions to address the root causes and contributing factors.
- An effective safety and health management system makes all the difference in preventing injuries and illnesses in the workplace. The result is lower accident-related costs, reduced absenteeism, higher productivity, and improved employee morale, as well as regulatory compliance. An effective safety and health management system should address: management commitment, employee involvement, hazard recognition/control and prevention, as well as safety and health training for not only employees, but managers and supervisors as well. For more information on developing and implementing an effective safety and health management system, visit OSHA's website at: <https://www.osha.gov/SLTC/etools/safetyhealth/index.html>.
- State law requires employers to provide a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm. You are prohibited from discharging, discriminating against, or taking adverse personnel action against an employee for exercising their rights under the law, including the right to report hazards, report work-related injuries and illnesses or report concerns to the Oklahoma Department of Labor.
- Keep in mind you are required to report any fatalities or catastrophes (defined as the hospitalization of 5 or more workers for medical treatment) to the Oklahoma Department of Labor within 48 hours. For a copy of the required reporting form, please visit our website at: [http://www.ok.gov/odol/Workforce\\_Protection/Public\\_Employee\\_Occupational\\_Safety\\_&\\_Health/index.html](http://www.ok.gov/odol/Workforce_Protection/Public_Employee_Occupational_Safety_&_Health/index.html).
- State law prohibits employees willfully removing, displacing, damaging, destroying or carrying off any safety device or safe guard furnished or provided for use in any place of employment. Employees are also prohibited from interfering with the use of any method or process adopted for the protection of employees. Additionally, employees are required to follow and obey orders necessary to protect life, health and safety of employees in the workplace. Ensure your employees are trained on the laws and policies that are applicable to them in the workplace.
- The Oklahoma Occupational Safety & Health Act declares the following to be the public policy of the State: Occupational accidents produce economic and social loss, impair productivity and retard the advancement of standards of living. Both humane and economic considerations recommend the establishment and implementation of effectively injury control measures. A unified, continuing, professional effort is required.
- Temporary workers must be provided the same protections as your permanent staff. See the enclosed flyer regarding the employers' obligation to protect temporary workers from the hazards of the workplace and to provide training on those hazards.

## PRYOR CREEK RECREATION CENTER

Laura Holloway, Director  
1111 SE 9<sup>th</sup> Street  
Pryor, OK 74361  
(918) 825-6909  
hollowayl@pryorok.org

**The City of Pryor Creek is now accepting bids.**

**For:**

Cleaning 11 rooftop systems and 1 split system (excluding 2 pool systems) at the Pryor Creek Recreation Center located at 111 SE 9<sup>th</sup> Street, Pryor, Ok 74361.

**Scope of work to include:**

- Cleaning of all supply and return dusting, plenums, grills, ERV wheels, blower housing assemblies, evaporator coils, bathroom exhaust ducting, and sanitizing of all systems including all needed access panels and covers.
- All work will comply with ACR 2013, published by the National Air Duct Cleaning Associations (NADCA), and the NADCA General Specifications for the cleaning of commercial heating, ventilating and air conditioning systems.

**Bids must be received at the Pryor Creek Recreation Center office no later than 4:00 p.m. Thursday, February 26, 2015.**

If you have any questions, you may contact Laura Holloway at the Pryor Creek Recreation Center at 918-825-6909 or by email at hollowayl@pryorok.org.

Sincerely,

Laura Holloway  
Pryor Creek Recreation Center Director

February 13, 2015



## AIR DUCT CLEANING QUOTE

To: Pryor Creek Community Center  
Attention: Roger  
Date: 12/29/14  
Re: Clean Air Ducts & Air Handling Units

### Observations

The duct work is in cleanable shape not anything that cause any concern my bid is as follows for cleaning the duct as well a total of 11 1/2 units as per the project requires.

### Duct Cleaning Scope of Work

1. Clean the air duct supplies and return area of furnaces.
2. Clean the air handling units (furnace, blower, and air conditioning coils).
3. Clean the vent registers and grills.
4. Apply a sanitizer to the blowers and A-coil boxes inside the furnaces to attack mold, microbes, and unpleasant odors.

The work will comply with *ACR 2013*, published by the National Air Duct Cleaning Association (NADCA), and the *NADCA General Specifications for the Cleaning of Commercial Heating, Ventilating and Air Conditioning Systems*.

The *ACR 2013* specifications recommend cleaning all interior surfaces of the facility's air distribution system for conditioned and occupied spaces, not just the air ducts. The standard also requires all debris removed during cleaning is collected and precautions are taken to ensure this debris does not enter any workspaces. This is accomplished by putting the system under negative pressure using a high volume vacuum while covering and protecting desks, computers, etc. while the work is performed.

### Sanitizing

This quote includes application of a sanitizer in the blowers and A-coils inside the furnaces. but not the duct work.

**Price**      **14,830.00 for the cleaning**

**Scheduling:** It will take 4 to 5 days to complete this work. We need one to two week's advance notice to schedule the work.

*Jason Stiles*

Jason Stiles  
General Manager  
Air Doctor Duct Cleaning  
918-628-1800





**Commercial Industrial Residential Certified & Insured**

February 23rd, 2015

City Of Pryor Recreational Center  
1111 S.E. 9th St.  
Pryor, Ok 74361  
Ph: (918) 825-6909  
Email: hollowayl@pryorok.org  
Attn: Laura Holloway

### **COMMERCIAL BID :**

Services include the complete cleaning of the 11 rooftop units and 1 split system. We will clean all return and supply duct work that are associated to each unit. We will clean all A/C coils, drain lines and pan, motor, squirrel cage and fan, heat exchanger, burners and exhaust pipe. We will also clean the two bathroom exhausts. We will utilize our portable commercial vacuum, a 200 P.S.I. compressor for airbrushes and other air tools. The job will be performed according to the NADCA standard of source removal and will be supervised by an NADCA certified cleaning specialist.

Cost for Air Duct Cleaning Excluding systems that service pool area.....\$20,864.00

Scope of work: 2-4 men working 10-12 nights

Billing: NET ON 30 DAYS

If you have any questions please give me a call at 918-742-2000.

Sincerely,

Bill Reynolds  
General Manager

**From:** [Jimmy Tramel](#)  
**To:** [mooreh@pryorok.org](mailto:mooreh@pryorok.org)  
**Subject:** FW: PPD  
**Date:** Tuesday, March 10, 2015 10:23:28 AM

---

Place on council agenda reserve officer.

Jimmy J Tramel  
Mayor  
Pryor Creek ,Ok  
[tramelj@pryorok.org](mailto:tramelj@pryorok.org)  
918 825 4077  
918 373 0466

**From:** Malone, Lisa [mailto:[malonel@pryorok.org](mailto:malonel@pryorok.org)]  
**Sent:** Tuesday, March 10, 2015 8:10 AM  
**To:** Jimmy Tramel; Smith Eva  
**Subject:** Fwd: PPD

Should this be put on the next City Council Agenda?

Lisa Malone  
Deputy Clerk  
City of Pryor Creek  
(918)825-0888  
fax (918)825-6577

----- Forwarded message -----

**From:** **Parker, Tommy** <[parkert@pryorok.org](mailto:parkert@pryorok.org)>  
**Date:** Tue, Mar 10, 2015 at 5:59 AM  
**Subject:** Fwd: PPD  
**To:** Lisa Malone <[malonel@pryorok.org](mailto:malonel@pryorok.org)>

----- Forwarded message -----

**From:** **Carl Stanglin** <[stanglincarl@yahoo.com](mailto:stanglincarl@yahoo.com)>  
**Date:** Tuesday, March 10, 2015  
**Subject:** PPD  
**To:** Parkert <[Parkert@pryorok.org](mailto:Parkert@pryorok.org)>

I Carl Stanglin would like to extend my thank you to everyone involved in my journey at the police department over the last ten years. However it is now at this time on the ninth day of march 2015 that I am tendering my resignation. Again thank you.

Sincerely Carl W. Stanglin

415 Century Parkway  
 Allen, TX 75013  
 (800) 605-6734  
 www.watchguardvideo.com



## 4RE Price Estimate

Provided By: Kyle Keling  
 Contract #:

TOTAL PROJECT ESTIMATED AT

**\$20,080.00**

Agency Name:	Pryor Police Department
Contact Person:	Chief Dennis Nichols
Address:	214 South Mill St
Address:	Pryor, OK 74361
Date:	March 9, 2015

### 4RE Base System and Options

	Quantity	MSRP	Direct	Extended
4RE-200-GPS-ZSL 4RE In-Car Camera System. Includes GPS, High definition Zero Sightline (720P) forward facing camera, Infrared color cabin camera, DVR, integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, cabin microphone, 900 MHz Hi Fidelity wireless microphone, hardware & cabling, 1 yr. warranty. Includes Evidence Library Express software.	4	\$ 5,450.00	\$ 4,795.00	\$ 19,180.00
4RE ELITE Upgrade to 4RE Elite. Adds support for up to 6 cameras.	0	\$ 300.00	\$ 275.00	\$ -
4RE Audio Expansion Upgrade to Audio Expansion. Adds support for dual HiFi Mics.	0	\$ 125.00	\$ 100.00	\$ -
MOBILE APP 4RE Mobile App. Laptop interface software.	0	\$ 85.00	\$ 50.00	\$ -

### 4RE Motorcycle System

	Quantity	MSRP	Direct	Extended
4RE-64S-GPS-VTY 4RE Motorcycle Camera System. Includes GPS, Waterproof Display, Waterproof standard definition camera, DVR, integrated 64GB solid state hard drive, 16GB USB removable thumb drive, 900 MHz Hi Fidelity wireless microphone, hardware & cabling and 1 yr. warranty. Includes Evidence Library Express software.	0	\$ 5,830.00	\$ 5,295.00	\$ -
4RE-64S-GPS-HND	0			
4RE-64S-GPS-HAR	0			
4RE-64S-GPS-BMW	0			

### Wireless Video Transfer and Networking Options

	Quantity	MSRP	Direct	Extended
4RE-WRL-KIT-05C 4RE In-Car 802.11n Wireless Kit, 5GHz (2.4GHz is available)	4	\$ 345.00	\$ 200.00	\$ 800.00
HDW-ETH-SWT-001 4RE, Power Over Ethernet / Gigabit 4-port Switch	0	\$ 180.00	\$ 150.00	\$ -

### Camera Configuration Options

	Quantity	MSRP	Direct	Extended
CAM-BST-102-NEW Infrared Color Cabin Camera, Additional	0	\$ 220.00	\$ 195.00	\$ -
WGA00485 Auxiliary Camera	0	\$ 220.00	\$ 195.00	\$ -

### Microphone Options

	Quantity	MSRP	Direct	Extended
DUAL MIC UPGRADE Dual Wireless Mics. Includes second wireless microphone kit.	0	\$ 789.00	\$ 699.00	\$ -
DESKTOP CHARGER Desktop Charging unit for Wireless Transmitter	0	\$ 110.00	\$ 99.00	\$ -
TRANSMITTER Wireless Transmitter (additional / replacement)	0	\$ 385.00	\$ 345.00	\$ -

### In-Car Hardware Warranties 1st year is included with a new 4RE purchase.

	Quantity	MSRP	Direct	Extended
WAR-4RE-CAR-2ND Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	0	\$ 155.00	\$ 100.00	\$ -
WAR-4RE-CAR-3RD Warranty, 4RE, In-Car, 3rd Year (Months 25-36)	0	\$ 255.00	\$ 200.00	\$ -
WAR-4RE-CAR-4TH Warranty, 4RE, In-Car, 4th Year (Months 37-48)	0	\$ 380.00	\$ 325.00	\$ -
WAR-4RE-CAR-5TH Warranty, 4RE, In-Car, 5th Year (Months 49-60)	0	\$ 505.00	\$ 450.00	\$ -

### Software Protection Plan Create, amend or extend a Software Protection Plan

	Quantity	MSRP	Direct	Extended
SFW-MNT-ELB-2YR Software Protection, Evidence Library, 2nd Year (per 4RE)	0	\$ 110.00	\$ 95.00	\$ -
SFW-MNT-ELB-3YR Software Protection, Evidence Library, 3rd Year (per 4RE)	0	\$ 110.00	\$ 95.00	\$ -
SFW-MNT-ELB-4YR Software Protection, Evidence Library, 4th Year (per 4RE)	0	\$ 110.00	\$ 95.00	\$ -
SFW-MNT-ELB-5YR Software Protection, Evidence Library, 5th Year (per 4RE)	0	\$ 110.00	\$ 95.00	\$ -
5 Year HW/SW Warranty Discount Discount for purchase of 5 year hardware and software warranty at time of 4RE purchase.	0	\$ -	\$ -	\$ -

### Watch Commander Live Video Streaming Application

	Quantity	MSRP	Direct	Extended
SFW-WCM-KIT-100 Watch Commander Live Video Streaming Application	0	\$ 2,900.00	\$ 2,500.00	\$ -
SFW-WCM-LIC-FEE Watch Commander Annual License Fee, 1st Year (Months 1-12)	0	\$ 275.00	\$ 250.00	\$ -
SFW-WCM-LIC-FEE Watch Commander Annual License Fee, 2nd Year (Months 13-24)	0	\$ 275.00	\$ 250.00	\$ -
SFW-WCM-LIC-FEE Watch Commander Annual License Fee, 3rd Year (Months 25-36)	0	\$ 275.00	\$ 250.00	\$ -
SFW-WCM-LIC-FEE Watch Commander Annual License Fee, 4th Year (Months 37-48)	0	\$ 275.00	\$ 250.00	\$ -
SFW-WCM-LIC-FEE Watch Commander Annual License Fee, 5th Year (Months 49-60)	0	\$ 275.00	\$ 250.00	\$ -

### Miscellaneous Options and Accessories

	Quantity	MSRP	Direct	Extended
RADAR CABLE Radar Interface Cable (Stalker, Decatur Genesis I and II Select, Kustom Eagle or Raptor, MPH Bee 3)	0	\$ 85.00	\$ 75.00	\$ -
Trade-In Trade-In Credit, if applicable	0	\$ -	\$ -	\$ -
CUSTOM 1 Used for additional items, offers or discounts	0	\$ -	\$ -	\$ -

**Total In-Car Hardware \$ 19,980.00**

415 Century Parkway  
 Allen, TX 75013  
 (800) 605-6734  
 www.watchguardvideo.com



## 4RE Price Estimate

Provided By: Kyle Keling  
 Contract #:

**TOTAL PROJECT ESTIMATED AT  
 \$20,080.00**

Agency Name: Pryor Police Department  
 Contact Person: Chief Dennis Nichols  
 Address: 214 South Mill St  
 Address: Pryor, OK 74361  
 Date: March 9, 2015

### Evidence Library Server and Client Software

		Quantity
KEY-ELB-SRV-300	Evidence Library 3 Server Software	0
SFW-ELB-CLI-300	Included Remote Client License Key, Evidence Library 3	5
SFW-ELB-CLI-301	Additional Remote Client License Key, Evidence Library 3	0
SFW-SQL-CAL-R25	Additional Software CALs, SQL Server 2008 R2, 5 CAL Pack	0
SFW-SQL-CAL-R21	Additional Software CAL, SQL Server 2008 R2, 1 CAL Pack	0

	MSRP	Direct	Extended
	-	\$ 1,380.00	-
	\$ 85.00	-	-
	\$ 85.00	\$ 75.00	-
	\$ 460.00	\$ 410.00	-
	\$ 100.00	\$ 90.00	-

### Server Hardware and Software

		Quantity
HDW-4RE-SRV-002	Tower Server, Intel i7 3.40 GHz, 8GB RAM, 4x3TB SATA 7,200 RPM drives, 7.8TB usable video storage, Windows 7 Pro 64-bit, SQL Server 2008 R2 (1CAL), 3-Year full service (on-site or reimbursed) warranty.  <i>This server includes tower, keyboard, monitor with built in speakers and mouse.</i>	0

	MSRP	Direct	Extended
	\$ 4,230.00	\$ 3,840.00	-

### Video Storage Drives will be added to server and/or JBOD

		Quantity
HDW-4RE-HDD-4TB	4TB Hard Drives, Server Class, 7,200 rpm, 64MB Cache	0
HDW-4RE-JBD-000	Optional JBOD Enclosure	0
HDW-4RE-RBT-000	Optional DVD Robot	0

	MSRP	Direct	Extended
	\$ 555.00	\$ 490.00	-
	-	-	-
	-	-	-

### Wireless Access Points

		Quantity
WAP-BLD-245-001	Wi-Fi Access Point, 802.11n, 2.4/5GHz, Digital Steering	0
WAP-KIT-05G-001	WiFi Access Point Kit, 802.11n, 5GHz, Omni-Directional	0
WAP-BLD-05G-001	Wi-Fi Access Point, 802.11n, 5GHz, Sector Antenna	0

	MSRP	Direct	Extended
	\$ 3,270.00	\$ 2,955.00	-
	\$ 455.00	\$ 405.00	-
	\$ 285.00	\$ 250.00	-

**Total IT Hardware and Software** \$ -

### WatchGuard Video Technical Services

		Quantity
SVC-4RE-INS-100	4RE System Installation, In-Car (Per Unit Charge)	0
SVC-VID-REM-100	Video System Removal (Per Unit Charge)	0
SVC-4RE-000-000	4RE System Setup, Configuration, Testing and Training (Performed by WatchGuard Technical Services if selected)	0
SVC-WGV-ONS-300	Access Point installations including cable runs (Work may be performed by a sub-contractor)	0

	MSRP	Direct	Extended
	Quote	Quote	\$ -
	Quote	Quote	\$ -
	-	-	-
	\$ 1,100.00	\$ 1,000.00	-

**Total Technical Services** \$ -

### Manual Adjustments

Description:	\$ -
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*Applicable taxes may apply and are not necessarily accounted for on this estimate. Contact WatchGuard Video for a revised estimate.*  
**ESTIMATE VALID FOR 30 DAYS**

Subtotal: \$ 19,980.00  
 UPS Ground Shipping: \$ 100.00  
 Taxes: 0.0% \$ -

**ESTIMATE TOTAL: \$ 20,080.00**

### Financing

Estimate Only  
 Call for Detailed Quote

Within Texas

- Includes applicable warranty coverage
- You take ownership immediately. Fully paid off at end of term
- For a detailed quote, call WatchGuard to determine final project price, approximate date of first payment, desired financing term, and basic agency information

Payments	3-Year	4-Year	5-Year
Monthly	\$ 644	\$ 522	\$ 460
Quarterly	\$ 1,925	\$ 1,560	\$ 1,373
Semi-Annual	\$ 3,828	\$ 3,102	\$ 2,730
Annual	\$ 7,567	\$ 6,133	\$ 5,397

**Note:** This is only an estimate for 4RE related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

415 Century Parkway  
 Allen, TX 75013  
 (800) 605-6734  
 www.watchguardvideo.com



## 4RE Price Estimate

Provided By: Kyle Keling  
 Contract #:

Agency Name:	<b>Pryor Police Department</b>
Contact Person:	<b>Chief Dennis Nichols</b>
Address:	<b>214 South Mill St</b>
Address:	<b>Pryor, OK 74361</b>
Date:	<b>March 13, 2015</b>

**TOTAL PROJECT ESTIMATED AT**  
\$1,275.00

### 4RE Base System and Options

		Quantity	MSRP	Direct	Extended
4RE-200-GPS-ZSL	4RE In-Car Camera System. Includes GPS, High definition Zero Sightline (720P) forward facing camera, Infrared color cabin camera, DVR, integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, cabin microphone, 900 MHz Hi Fidelity wireless microphone, hardware & cabling, 1 yr. warranty. Includes Evidence Library Express software.	0	\$ 5,450.00	\$ 4,795.00	\$ -
4RE ELITE	Upgrade to 4RE Elite. Adds support for up to 6 cameras.	0	\$ 300.00	\$ 275.00	\$ -
4RE Audio Expansion	Upgrade to Audio Expansion. Adds support for dual HiFi Mics.	0	\$ 125.00	\$ 100.00	\$ -
MOBILE APP	4RE Mobile App. Laptop interface software.	0	\$ 85.00	\$ 50.00	\$ -

### 4RE Motorcycle System

		Quantity	MSRP	Direct	Extended
4RE-64S-GPS-VTY	4RE Motorcycle Camera System. Includes GPS, Waterproof Display, Waterproof standard definition camera, DVR, integrated 64GB solid state hard drive, 16GB USB removable thumb drive, 900 MHz Hi Fidelity wireless microphone, hardware & cabling and 1 yr. warranty. Includes Evidence Library Express software.	0	\$ 5,830.00	\$ 5,295.00	\$ -
4RE-64S-GPS-HND		0			
4RE-64S-GPS-HAR		0			
4RE-64S-GPS-BMW		0			

### Wireless Video Transfer and Networking Options

		Quantity	MSRP	Direct	Extended
4RE-WRL-KIT-05C	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4GHz is available)	5	\$ 345.00	\$ 200.00	\$ 1,000.00
HDW-ETH-SWT-001	4RE, Power Over Ethernet / Gigabit 4-port Switch	0	\$ 180.00	\$ 150.00	\$ -

### Camera Configuration Options

		Quantity	MSRP	Direct	Extended
CAM-BST-102-NEW	Infrared Color Cabin Camera, Additional	0	\$ 220.00	\$ 195.00	\$ -
WGA00485	Auxiliary Camera	0	\$ 220.00	\$ 195.00	\$ -

### Microphone Options

		Quantity	MSRP	Direct	Extended
DUAL MIC UPGRADE	Dual Wireless Mics. Includes second wireless microphone kit.	0	\$ 789.00	\$ 699.00	\$ -
DESKTOP CHARGER	Desktop Charging unit for Wireless Transmitter	0	\$ 110.00	\$ 99.00	\$ -
TRANSMITTER	Wireless Transmitter (additional / replacement)	0	\$ 385.00	\$ 345.00	\$ -

### In-Car Hardware Warranties 1st year is included with a new 4RE purchase.

		Quantity	MSRP	Direct	Extended
WAR-4RE-CAR-2ND	Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	0	\$ 155.00	\$ 100.00	\$ -
WAR-4RE-CAR-3RD	Warranty, 4RE, In-Car, 3rd Year (Months 25-36)	0	\$ 255.00	\$ 200.00	\$ -
WAR-4RE-CAR-4TH	Warranty, 4RE, In-Car, 4th Year (Months 37-48)	0	\$ 380.00	\$ 325.00	\$ -
WAR-4RE-CAR-5TH	Warranty, 4RE, In-Car, 5th Year (Months 49-60)	0	\$ 505.00	\$ 450.00	\$ -

### Software Protection Plan Create, amend or extend a Software Protection Plan

		Quantity	MSRP	Direct	Extended
SFW-MNT-ELB-2YR	Software Protection, Evidence Library, 2nd Year (per 4RE)	0	\$ 110.00	\$ 95.00	\$ -
SFW-MNT-ELB-3YR	Software Protection, Evidence Library, 3rd Year (per 4RE)	0	\$ 110.00	\$ 95.00	\$ -
SFW-MNT-ELB-4YR	Software Protection, Evidence Library, 4th Year (per 4RE)	0	\$ 110.00	\$ 95.00	\$ -
SFW-MNT-ELB-5YR	Software Protection, Evidence Library, 5th Year (per 4RE)	0	\$ 110.00	\$ 95.00	\$ -
<b>5 Year HW/SW Warranty Discount</b>	<b>Discount for purchase of 5 year hardware and software warranty at time of 4RE purchase.</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Watch Commander Live Video Streaming Application

		Quantity	MSRP	Direct	Extended
SFW-WCM-KIT-100	Watch Commander Live Video Streaming Application	0	\$ 2,900.00	\$ 2,500.00	\$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 1st Year (Months 1-12)	0	\$ 275.00	\$ 250.00	\$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 2nd Year (Months 13-24)	0	\$ 275.00	\$ 250.00	\$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 3rd Year (Months 25-36)	0	\$ 275.00	\$ 250.00	\$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 4th Year (Months 37-48)	0	\$ 275.00	\$ 250.00	\$ -
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 5th Year (Months 49-60)	0	\$ 275.00	\$ 250.00	\$ -

### Miscellaneous Options and Accessories

		Quantity	MSRP	Direct	Extended
RADAR CABLE	Radar Interface Cable (Stalker, Decatur Genesis I and II Select, Kustom Eagle or Raptor, MPH Bee 3)	0	\$ 85.00	\$ 75.00	\$ -
Trade-In	Trade-In Credit, if applicable	0	\$ -	\$ -	\$ -
CUSTOM 1	Used for additional items, offers or discounts	0	\$ -	\$ -	\$ -

**Total In-Car Hardware** **\$ 1,000.00**

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## 4RE Price Estimate

Provided By: Kyle Keling  
 Contract #:

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Address:	<b>214 South Mill St</b>
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Date:	<b>March 13, 2015</b>

**TOTAL PROJECT ESTIMATED AT**  
\$1,275.00

### Evidence Library Server and Client Software

		Quantity
KEY-ELB-SRV-300	Evidence Library 3 Server Software	0
SFW-ELB-CLI-300	Included Remote Client License Key, Evidence Library 3	5
SFW-ELB-CLI-301	Additional Remote Client License Key, Evidence Library 3	0
SFW-SQL-CAL-R25	Additional Software CALs, SQL Server 2008 R2, 5 CAL Pack	0
SFW-SQL-CAL-R21	Additional Software CAL, SQL Server 2008 R2, 1 CAL Pack	0

	MSRP	Direct	Extended
	\$ -	\$ 1,000.00	\$ -
	\$ 85.00	\$ -	\$ -
	\$ 85.00	\$ 75.00	\$ -
	\$ 460.00	\$ 410.00	\$ -
	\$ 100.00	\$ 90.00	\$ -

### Server Hardware and Software

		Quantity
HDW-4RE-SRV-002	Tower Server, Intel i7 3.40 GHz, 8GB RAM, 4x3TB SATA 7,200 RPM drives, 7.8TB usable video storage, Windows 7 Pro 64-bit, SQL Server 2008 R2 (1CAL), 3-Year full service (on-site or reimbursed) warranty.  <i>This server includes tower, keyboard, monitor with built in speakers and mouse.</i>	0

	MSRP	Direct	Extended
	\$ 4,230.00	\$ 3,840.00	\$ -

### Video Storage Drives will be added to server and/or JBOD

		Quantity
HDW-4RE-HDD-4TB	4TB Hard Drives, Server Class, 7,200 rpm, 64MB Cache	0
HDW-4RE-JBD-000	Optional JBOD Enclosure	0
HDW-4RE-RBT-000	Optional DVD Robot	0

	MSRP	Direct	Extended
	\$ 555.00	\$ 490.00	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

### Wireless Access Points

		Quantity
WAP-BLD-245-001	Wi-Fi Access Point, 802.11n, 2.4/5GHz, Digital Steering	0
WAP-KIT-05G-001	WiFi Access Point Kit, 802.11n, 5GHz, Omni-Directional	0
WAP-BLD-05G-001	Wi-Fi Access Point, 802.11n, 5GHz, Sector Antenna	1

	MSRP	Direct	Extended
	\$ 3,270.00	\$ 2,955.00	\$ -
	\$ 455.00	\$ 405.00	\$ -
	\$ 285.00	\$ 250.00	\$ 250.00

**Total IT Hardware and Software** **\$ 250.00**

### WatchGuard Video Technical Services

		Quantity
SVC-4RE-INS-100	4RE System Installation, In-Car (Per Unit Charge)	0
SVC-VID-REM-100	Video System Removal (Per Unit Charge)	0
SVC-4RE-000-000	4RE System Setup, Configuration, Testing and Training (Performed by WatchGuard Technical Services if selected)	0
SVC-WGV-ONS-300	Access Point installations including cable runs (Work may be performed by a sub-contractor)	0

	MSRP	Direct	Extended
	Quote	Quote	\$ -
	Quote	Quote	\$ -
	\$ -	\$ -	\$ -
	\$ 1,100.00	\$ 1,000.00	\$ -

**Total Technical Services** **\$ -**

### Manual Adjustments

Description:		\$ -
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Notes:	<p><i>Applicable taxes may apply and are not necessarily accounted for on this estimate. Contact WatchGuard Video for a revised estimate.</i></p> <p><b>ESTIMATE VALID FOR 30 DAYS</b></p>
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<b>Subtotal:</b>	<b>\$ 1,250.00</b>
<b>UPS Ground Shipping:</b>	<b>\$ 25.00</b>
<b>Taxes:</b>	<b>\$ 0.0%</b>
<b>ESTIMATE TOTAL:</b>	<b>\$ 1,275.00</b>

### Financing

<small>Estimate Only Call for Detailed Quote</small>  <small>Within Texas</small>	<ul style="list-style-type: none"> <li>Includes applicable warranty coverage</li> <li>You take ownership immediately. Fully paid off at end of term</li> <li>For a detailed quote, call WatchGuard to determine final project price, approximate date of first payment, desired financing term, and basic agency information</li> </ul>	Payments	<b>3-Year</b>	<b>4-Year</b>	<b>5-Year</b>
		Monthly	\$ 44	\$ 34	\$ 29
		Quarterly	Call Us	Call Us	Call Us
		Semi-Annual	Call Us	Call Us	Call Us
		Annual	Call Us	Call Us	Call Us

**Note:** This is only an estimate for 4RE related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

## Hannah Moore

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**From:** Moore, Doug <moored@pryorok.org>  
**Sent:** Tuesday, February 24, 2015 4:01 PM  
**To:** Jimmy; kim-kellispc@swbell.net; Smith Eva; Hannah Moore; Cindy Newell  
**Subject:** Notice to Proceed for Pryor Bicycle/Pedestrian Masterplan  
**Attachments:** M-Pryor Creek Bike-Ped MP agreement.pdf

Jimmy and Kim,

Attached is a copy of Notice to Proceed for the Pryor Bicycle/Pedestrian Masterplan. Please review the document. I would like to get it on the next Council agenda, along with changing acceptance of the TSET grant from \$24,000 to \$50,000.

Thanks,  
Doug

**Doug Moore, APA, CFM**

Community Development/Building Inspection/Code Enforcement  
City of Pryor Creek  
12 North Rowe, 2nd Floor  
P.O. Box 1167  
Pryor, Oklahoma 74362  
918-825-1679 918-825-6577 FAX

[moored@pryorok.org](mailto:moored@pryorok.org)



## **PROPOSAL MEMORANDUM**

Date: 2-24-15  
To: Doug Moore, City of Pryor  
From: Keith Franklin, President  
Reference: Pryor Bicycle/Pedestrian Master Plan  
Subject: Scope of Services

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In conjunction with the regional trails Master Plan for Mayes County, the following scope would define a bicycle/pedestrian plan for the City of Pryor.

1. **Corridor Identification Phase** the landscape architect will collect the needed data from the City and evaluate existing conditions. Tasks include:
  - a. Meet with CITY to discuss schedule—Identify dates for Workshops #1,2 and inventory City
  - b. CITY to provide a street map showing destinations such as schools, parks, public facilities, historic Sites in AutoCAD format
  - c. CITY to supply inventory of existing sidewalk system in Pryor in AutoCAD format
  - d. Prepare citizens workshop base map
  - e. Prepare maps of potential destinations (Schools, Parks, Public Facilities, Historic Sites)
  - f. Prepare map of 100 year floodplain and floodway for study area if data is available
  - g. Prepare draft newsletter/meeting notice of workshop
  - h. Review with CITY
  - i. Finalize newsletter meeting notice
2. **Potential Bicycle/Pedestrian Corridors** The landscape architect will facilitate input for a community wide consensus on goals and objectives for the bike/ped system. Work tasks will include:
  - a. Preparation for Workshop #1
  - b. Conduct field evaluation of potential corridors
  - c. Meet with Steering Committee (first day of workshop #1)
  - d. Facilitate citizen public Workshop #1
  - e. Compile citizen suggested bike/ped map
  - f. Review workshop results with CITY via phone
  - g. Prepare draft newsletter for workshop
  - h. Finalize newsletter and transmit to City in PDF for distribution
3. **Corridor Routing Phase** Once the public input is received; the landscape architect will delineate potential bike/ped routes and facilitate public review of the emerging bike/ped system. Tasks include:
  - a. Emerging Bike/ped System:
    - i. Analyze destination connections
    - ii. Identify missing corridors in the systems
    - iii. Analyze potential trail head locations

V:\manage\552.00 Mayes County Trail MP\1413 Pryor Trail\M-Pryor Creek Bike-Ped MP agreement.docx

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- iv. Field verify corridors and other feature sites
  - b. Prepare draft bike/ped corridor plan
  - c. Prepare draft implementation plan for Bike/ped System to define phasing and cost
  - d. Prepare rendering of a trail corridor, sidewalk corridor, and bikeway corridor.
  - e. Prepare for Workshop #2
  - f. Meeting with Steering Committee (first day of workshop #2)
  - g. Facilitate Workshop #2
  - h. Review Workshop results with CITY
  - i. Prepare draft newsletter for workshop
4. **Final Bicycle/Pedestrian Master Plan** based on comments from the Workshop and the steering committee we will prepare a bicycle master plan that includes a bike/ped plan that shows routes, an implementation plan that shows phasing of the routes and the cost for each route. We will also provide 3 sketches for illustrative purposes. We will also provide excel spreadsheets showing the overall cost of each bike/ped corridor.. Tasks include:
- a. Prepare Bike/Ped Master Plan
  - b. Prepare Bike/Ped Implementation Plan
  - c. Prepare final rendering of a trail corridor, sidewalk corridor, and bikeway corridor
  - d. Prepare excel spreadsheet of cost
  - e. Prepare PowerPoint presentation for adoption by City Council
  - f. Presentation to City Council

**Basic Fees:**

Services can be provided for a total fee of \$ 22,500. Invoices will be sent monthly and will be based on percentage of the project complete. Invoices are due and payable within 30 days of receipt.

**Additional Services**

Services and work tasks not listed in the scope of services can be provided as requested. A proposed fee will be provided for additional services prior to work commencing.

**Notice to Proceed**

If the foregoing is acceptable, please sign and date in the space provided below

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**Mayor Jimmy Tramel**  
**City of Pryor Creek, OK**

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Date

Cc: File