

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, AUGUST 4<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 Houston Brittain. Roll call was conducted by Deputy Clerk Hannah Moore. Council members present included: Roger Willcutt, Cheryl Hedgpath, Yolanda Thompson, Houston Brittain, Greg Rosamond, Randy Chitwood, and Drew Stott. Council members absent: Ryan Rains.

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

Others: Police Captain James Willyard, Pryor Chamber of Commerce Director Barbara Hawkins, Recreation Center Board Member Steve Wyneken, Library Board Chairman Jeanette Anderson, Library Employee Marie Reist, Kristine Charrier, Nash and Dana Lamb.

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

Mayor Tramel introduced Nash Lamb and thanked him and his wife Dana for the work they have done with the Mayor Foundation. Nash Lamb thanked the City for the Pryor Creek Recreation Center. He spoke about all of its positive attributes and would like to see a full time person on the floor at all times to assist with keeping it clean and safe.

**3. MAYOR'S REPORT:**

Mayor Tramel stated a copy of the FY Budget would be distributed to the City Council Members for review. He asked that all comments be submitted by the next Budget meeting on August 11<sup>th</sup>, 2015. He stated the Budget must be finalized by August 22<sup>nd</sup>, 2015. Mayor Tramel also stated that the City Accountant has approved \$6,382,113.00 Budget for FY 2015-2016.

Vice Mayor Rosamond asked that Council review the Budget and be ready to move forward by the next Council Meeting on August 18<sup>th</sup>, 2015. Houston Brittain thanked the Mayor for providing the report for review.

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

- a. FIRST READING OF AN ORDINANCE AMENDING TITLE 7 BY ADDING CHAPTER 9, SECTIONS 1, 2, 3, 4, 5 AND 6 TO THE CITY CODE OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, REGARDING CLOSING OF PUBLIC WAYS AND EASEMENTS, DEFINITIONS, APPLICATIONS, PROCESSING OF APPLICATIONS, CITY ACTION ON APPLICATIONS, RESERVATION OF RIGHTS AND FEES.**

Mayor Tramel waived the reading. There was no action on this item.

- b. SECOND AND FINAL READING, DISCUSSION AND POSSIBLE ACTION ON AN ORDINANCE AMENDING PRYOR CREEK CITY CODE SECTION 3-10A-7 REGARDING ALCOHOLIC BEVERAGES – RULES AND REGULATIONS.**

Motion was made by Chitwood, second by Brittain to approve Ordinance # 2015 – 11 amending Pryor Creek City Code Section 3-10A-7 regarding Alcoholic Beverages – Rules and Regulations. Voting yes: Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Stott. Voting no: none.

- c. SECOND AND FINAL READING, DISCUSSION AND POSSIBLE ACTION ON AN ORDINANCE AMENDING PRYOR CREEK CITY CODE SECTION 5-4D-13 (H) AND (I), REGARDING CURFEW VIOLATIONS, PARENTAL RESPONSIBILITY AND REFERRAL TO OFFICE OF JUVENILE AFFAIRS.**

Motion was made by Brittain, second by Chitwood to approve Ordinance # 2015 – 12 amending Pryor Creek City Code Section 5-4D-13 (H) and (I), regarding curfew violations, parental responsibility and referral to Office of Juvenile Affairs. Voting yes: Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Stott, Willcutt. Voting no: none.

**d. DISCUSS, POSSIBLY ACT ON AUTHORIZING THE CITY ATTORNEY TO BEGIN EASEMENT CLOSING PROCESS REGARDING UNUSED UTILITY EASEMENT EAST OF INTEGRIS MAYES COUNTY MEDICAL CENTER REGARDING PART OF LOT 3 OF THE FAIRLAND ADDITION.**

Motion was made by Chitwood, second by Rosamond to authorize the City Attorney to begin easement closing process regarding unused utility easement East of Integris Mayes County Medical Center regarding part of Lot 3 of the Fairland Addition. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Stott, Willcutt, Hedgpath. Voting no: none.

**e. DISCUSS, POSSIBLY ACT CONCERNING ISSUANCE OF DISCOVERY ORDER FOR PROPERTY LOCATED AT 309 SE 14<sup>TH</sup> STREET, PRYOR CREEK, OK 74361 (CAROLYN WOMACK).**

Motion was made by Chitwood, second by Willcutt to approve to act concerning issuance of discovery order for property located at 309 SE 14<sup>th</sup> Street, Pryor Creek, OK 74361 (Carolyn Womack). Voting yes: Brittain, Rosamond, Chitwood, Willcutt, Hedgpath, Thompson. Voting no: Stott.

**f. DISCUSS, POSSIBLY ACT CONCERNING ISSUANCE OF DISCOVERY ORDER FOR PROPERTY LOCATED AT 421 SE 4<sup>TH</sup> STREET, PRYOR CREEK, OK 74361 (WANDA DUCKWALD).**

Motion was made by Willcutt, second by Rosamond to approve to act concerning issuance of discovery order for property located at 421 SE 4<sup>th</sup> Street, Pryor Creek, OK 74361 (Wanda Duckwald). Voting yes: Rosamond, Chitwood, Willcutt, Thompson, Brittain. Voting no: Stott. Abstaining (counting as a no vote): Hedgpath.

**g. DISCUSS, POSSIBLY ACT CONCERNING ISSUANCE OF DISCOVERY ORDER FOR PROPERTY LOCATED AT 200 PARK STREET, PRYOR CREEK, OK 74361 (MIKE SMITH).**

There was no action on this item.

**h. DISCUSS, POSSIBLY ACT CONCERNING ISSUANCE OF DISCOVERY ORDER FOR PROPERTY LOCATED AT 1308 SE 17<sup>TH</sup> STREET, PRYOR CREEK, OK 74361 (ERIC W. AND JULIE A. RAUS).**

There was no action on this item.

**i. DISCUSS, POSSIBLY ACT CONCERNING ISSUANCE OF DISCOVERY ORDER FOR PROPERTY LOCATED AT 233 SE 10<sup>TH</sup> STREET, PRYOR CREEK, OK 74361 (CHRISTOPHER AARON STITES).**

There was no action on this item.

**j. DISCUSS, POSSIBLY ACT CONCERNING ISSUANCE OF DISCOVERY ORDER FOR PROPERTY LOCATED AT MEADOW TRACE APARTMENTS, 1518 MEADOW TRACE, PRYOR CREEK, OK 74361 (BURTON & LIVERMORE, A LIMITED PARTNERSHIP BY MEADOW TRACE, INC.).**

There was no action on this item.

**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 July 21<sup>st</sup>, 2015 Council meeting.
- b. Approve payroll purchase orders through August 14<sup>th</sup>, 2015.
- c. Approve claims for purchase orders through August 4<sup>th</sup>, 2015.

**APPROVE PURCHASE ORDERS THROUGH AUGUST 4<sup>TH</sup>, 2015.**

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1520150215 - 1520150254	\$ 70,785.78
STREET & DRAINAGE	1520150206 – 910633B	13,472.97
GOLF	1520150168 - 1520150167	8,155.46
CAPITAL OUTLAY	1520150209 – 910613B	11,395.24
REAL PROPERTY	1520150240 - 1520150239	6,650.00
HOTEL MOTEL TAX	1520150285	2,500.00
RECREATION	1520150277 - 1520150254	27,557.11
P.P.W.A	1520150238	1,600.00
E-911 CASH	910696B - 1520150201	1,023.64
LIBRARY	1520150242 - 1520150207	1,918.59
DONATIONS	1520150191 - 1520150243	\$ 2,599.00
	<b>TOTAL</b>	<b>\$ 147,657.79</b>

**NEW BLANKET PURCHASE ORDERS**

910713B	ENVIRO-TEC AMERICA INC	\$ 300.00
910714B	MID-CONTINENT/MIDCO	30,000.00
910715B	PEOPLE LINK LLC	10,000.00
910716B	VERIZON WIRELESS	\$ 960.24
	<b>TOTAL</b>	<b>\$ 41,260.24</b>

d. Acknowledge receipt of deficient purchase orders.

<i>PO NUMBER</i>	<i>INVOICE #</i>	<i>VENDOR</i>	<i>AMOUNT</i>	<i>REASON FOR DEFICIENCY</i>	<i>ISSUING DEPARTMENT</i>
1520150247	3169	BACKWARD AUDIO	\$1,118.00	Ordered without Purchase Order	MANAGERIAL
1520150253	35321	CHAMBER OF COMMERCE	\$1,125.00	Ordered without Purchase Order	MANAGERIAL
1520150202	318472	KUSTOM SIGNALS, INC.	\$582.63	Ordered without Purchase Order	POLICE DEPT
1420143110	214631	MUSKOGEE COMMUNICATIONS, INC	\$5,940.00	Ordered without Purchase Order	POLICE DEPT
1520150113	990	RECORDED BOOKS, LLC.	\$1,482.29	Ordered without Purchase Order	LIBRARY
1520150209	794	DIGI SURVEILLANCE SYSTEMS	\$936.23	Ordered without Purchase Order	LIBRARY
1020150210	824	DIGI SURVEILLANCE SYSTEMS	\$621.00	Ordered without Purchase Order	LIBRARY

- e. Approve authorizing the Mayor to sign an agreement with The Lakota Group for the City of Pryor Creek Comprehensive Plan Update.
- f. Approve accepting grant funds in the amount of \$20,000.00 from the Cherokee Nation to be used for Bicycle Trail Improvements.
- g. Approve accepting grant funds in the amount of \$25,000.00 from the Cherokee Nation to be used for Bicycle Trail Improvements.
- h. Approve authorizing the Mayor to sign an agreement for Engineering Services with Dewberry Engineers, Inc. for Bicycle Trail Improvement in the amount of \$19,900.00 from grant funds.
- i. Approve authorizing Steve Powell, Engineer for Infrastructure Solutions Group, LLC dba Mehlburger Brawley to seek bids for repair and replacement of Pryor Youth Organization roof using specifications as defined by Steve Powell.
- j. Approve authorizing Steve Powell, Engineer for Infrastructure Solutions Group, LLC dba Mehlburger Brawley to seek bids for stabilization of walls for Pryor Pocket Park.
- k. Approve Mayor's appointment of Jodi Troyer to Library Board Seat #2, term expiring June 30<sup>th</sup>, 2018.
- l. Approve hiring Kristine Charrier to fill vacant Librarian I position at the Thomas J. Harrison Pryor Public Library at Range B, Step 1 (annual wages - \$25,546.00).
- m. Approve resignation of Thomas J. Harrison Pryor Public Library Director Susan Newberry effective July 31<sup>st</sup>, 2015.
- n. Approve an expenditure of \$4,370.00 to Sunbelt Pools for chemicals for the Whitaker Park Pool from Park Pool Chemicals (Account #02-219-5098).
- o. Approve an expenditure in the amount of \$4,616.99 for the purchase of M3 Platinum Cycle with computer including delivery and freight from Push, Pedal, Pull for the Recreation Center from Fitness Capital Outlay – Small Purchases (Account #84-848-5410). Other quotes received: Elite Exercise Equipment - \$5,015.00 and All American Fitness - \$5,484.00.
- p. Approve an expenditure of \$3,993.00 to Murray Womble as sole source for preventative maintenance repairs at the Recreation Center Gymnasium from Repair and Maintenance (Account #84-845-5091). This quote will include \$1,727.00 for removal, installation and freight for bolt on edge pads, \$26.00 for cords, material and freight to secure nets, \$840.00 for service to bleachers, \$560.00 for service to net and \$840.00 for service to ball goals.
- q. Approve expenditure in the amount of \$5,940.00 to Muskogee Communications, Inc. for replacement of three (3) radio computers from Police Equipment – Capital Outlay (Account #44-445-5529) and declare an emergency.
- r. Approve expenditure of \$5,460.00 to Prime Elements for the purchase of one (1) 5' X 8' double sided, lighted sign for Rockin' G Animal Shelter from Donations / Surrender – Shelter (Account #96-965-5538). Other quotes received: Prime Elements (non-lighted) - \$4,580.00, Premier (non-lighted) - \$5,500.00, Oakwood Graphics (non-lighted) - \$5,640.00 and Stewart Signs (non-lighted) - \$9,254.00.

Motion was made by Brittain, second by Thompson to approve items a, b, c, d, h, j, k, l, n, p less items e, f, g, i, m, o, q, r. Voting yes: Stott, Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood. Voting no: none.

**e. APPROVE AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH THE LAKOTA GROUP FOR THE CITY OF PRYOR CREEK COMPREHENSIVE PLAN UPDATE.**

Motion was made by Rosamond, second by Brittain to approve to authorize the Mayor to sign an agreement with The Lakota Group for the City of Pryor Creek Comprehensive Plan Update. Voting yes: Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Stott. Voting no: none.

**f. APPROVE ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$20,000.00 FROM THE CHEROKEE NATION TO BE USED FOR BICYCLE TRAIL IMPROVEMENTS.**

Motion was made by Rosamond second by Hedgpath to approve to accept donation funds in the amount of \$20,000.00 from the Cherokee Nation to be used for Bicycle Trail Improvements. (*Scrivener's Error \*grant\**) Voting yes: Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Stott, Willcutt. Voting no: none.

**g. APPROVE ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$25,000.00 FROM THE CHEROKEE NATION TO BE USED FOR BICYCLE TRAIL IMPROVEMENTS.**

Motion was made by Brittain, second by Chitwood to approve accepting donation funds in the amount of \$25,000.00 from the Cherokee Nation to be used for Bicycle Trail Improvements. (*Scrivener's Error \*grant\**) Voting yes: Thompson, Brittain, Rosamond, Chitwood, Stott, Willcutt, Hedgpath. Voting: none.

**i. APPROVE AUTHORIZING STEVE POWELL, ENGINEER FOR INFRASTRUCTURE SOLUTIONS GROUP, LLC DBA MEHLBURGER BRAWLEY TO SEEK BIDS FOR REPAIR AND REPLACEMENT OF PRYOR YOUTH ORGANIZATION ROOF USING SPECIFICATIONS AS DEFINED BY STEVE POWELL.**

Motion was made by Rosamond, second by Chitwood to approve authorizing Steve Powell, Engineer for Infrastructure Solutions Group, LLC dba Mehlburger Brawley to seek bids for repair and replacement of Pryor Youth Organization roof using specifications as defined by Steve Powell. Voting yes: Brittain, Rosamond, Chitwood, Willcutt, Hedgpath, Thompson. Voting no: Stott.

**m. APPROVE RESIGNATION OF THOMAS J. HARRISON PRYOR PUBLIC LIBRARY DIRECTOR SUSAN NEWBERRY EFFECTIVE JULY 31<sup>ST</sup>, 2015.**

Motion was made by Stott, second by Chitwood to approve resignation of Thomas J. Harrison Pryor Public Library Director Susan Newberry effective July 31<sup>st</sup>, 2015. Chitwood thanked Susan Newberry for her time with the City. Voting yes: Rosamond, Chitwood, Stott, Willcutt, Hedgpath, Thompson, Brittain. Voting no: none.

**o. APPROVE AN EXPENDITURE IN THE AMOUNT OF \$4,616.99 FOR THE PURCHASE OF M3 PLATINUM CYCLE WITH COMPUTER INCLUDING DELIVERY AND FREIGHT FROM PUSH, PEDAL, PULL FOR THE RECREATION CENTER FROM FITNESS CAPITAL OUTLAY – SMALL PURCHASES (ACCOUNT #84-848-5410). OTHER QUOTES RECEIVED: ELITE EXERCISE EQUIPMENT - \$5,015.00 AND ALL AMERICAN FITNESS - \$5,484.00.**

Motion was made by Brittain, second by Rosamond to approve an expenditure in the amount of \$4,616.99 for the purchase of M3 Platinum Cycle with computer including delivery and freight from Push, Pedal, Pull for the Recreation Center from Fitness Capital Outlay – Small Purchases (Account #84-848-5410). Other quotes received: Elite Exercise Equipment - \$5,015.00 and All American Fitness - \$5,484.00. (*Scrivener's error, Agenda should read Cycles*) Voting yes: Chitwood, Stott, Willcutt, Hedgpath, Thompson, Brittain, Rosamond. Voting no: none.

**q. APPROVE EXPENDITURE IN THE AMOUNT OF \$5,940.00 TO MUSKOGEE COMMUNICATIONS, INC. FOR REPLACEMENT OF THREE (3) RADIO COMPUTERS FROM POLICE EQUIPMENT – CAPITAL OUTLAY (ACCOUNT #44-445-5529) AND DECLARE AN EMERGENCY.**

Motion was made by Chitwood, second by Hedgpath to declare an emergency for an expenditure in the amount of \$5,940.00 to Muskogee Communications, Inc. for replacement of three (3) radio

computers from Police Equipment – Capital Outlay (Account #44-445-5529). Voting yes: Stott, Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood. Voting no: none.

- q. APPROVE EXPENDITURE IN THE AMOUNT OF \$5,940.00 TO MUSKOGEE COMMUNICATIONS, INC. FOR REPLACEMENT OF THREE (3) RADIO COMPUTERS FROM POLICE EQUIPMENT – CAPITAL OUTLAY (ACCOUNT #44-445-5529) AND DECLARE AN EMERGENCY.**

Motion was made by Rosamond, second by Hedgpath to approve expenditure in the amount of \$5,940.00 to Muskogee Communications, Inc. for replacement of three (3) radio computers from Police Equipment – Capital Outlay (Account #44-445-5529). Voting yes: Stott, Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood. Voting no: none.

- r. APPROVE EXPENDITURE OF \$5,460.00 TO PRIME ELEMENTS FOR THE PURCHASE OF ONE (1) 5' X 8' DOUBLE SIDED, LIGHTED SIGN FOR ROCKIN' G ANIMAL SHELTER FROM DONATIONS / SURRENDER – SHELTER (ACCOUNT #96-965-5538). OTHER QUOTES RECEIVED: PRIME ELEMENTS (NON-LIGHTED) - \$4,580.00, PREMIER (NON-LIGHTED) - \$5,500.00, OAKWOOD GRAPHICS (NON-LIGHTED) - \$5,640.00 AND STEWART SIGNS (NON-LIGHTED) - \$9,254.00.**

There was no action on this item.

## **6. COMMITTEE REPORTS:**

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

Rosamond reported that the Budget / Personnel Committee is in the process of reviewing the Budget. He also stated the Fire & Police Negotiations Committee has been meeting regularly. The Budget / Personnel Committee will meet for the regular meeting on August 11, 2015.

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

Chitwood reported for the Ordinance / Insurance Committee. He stated that the City Attorney is working on Ordinances and the Committee will meet in the next 2 to 3 weeks.

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

Willcutt reported for the Street / Maintenance Garage Committee. He stated they met last Tuesday and will meet again at the next regular meeting in August.

## **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 Brittain, second by Rosamond to adjourn. Voting yes: Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Stott. Voting no: none.

## **PRYOR PUBLIC WORKS AUTHORITY**

### **1. CALL TO ORDER.**

Mayor Tramel called the Pryor Public Works Authority meeting to order at 6:55 p.m.

### **2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF JULY 21<sup>ST</sup>, 2015 MEETING.**

Motion was made by Stott, second by Chitwood to approve minutes of July 21<sup>st</sup>, 2015 meeting. Voting yes: Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Stott. Voting no: none.

### **3. UNFORESEEABLE BUSINESS.**

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

Vice Mayor Rosamond thanked the City for spraying for mosquitos.

### **4. ADJOURN.**

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

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

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MINUTES WRITTEN BY DEPUTY CLERK HANNAH MOORE

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