

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, AUGUST 18TH, 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 emailed 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 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, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Golf Director Dennis Bowman, Recreation Center Director Laura Holloway.

Others: Pryor Chamber of Commerce Director Barbara Hawkins, Recreation Center Board Member Steve Wyneken, Library Board Chairman Jeanette Anderson, Interim Library Director Marie Reist, Pryor Main Street Director B.J. Cummings, Deputy Clerk Nena Roberts, Insurance Professional Representative Louis Packard and Kimberly Heins.

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

There were no petitions presented.

3. MAYOR'S REPORT:

Mayor Tramel read a thank you card from RAE Corporation regarding their use of Centennial Park recently.

4. CITY ATTORNEY'S REPORT:

- a. SECOND AND FINAL READING, DISCUSSION AND POSSIBLE APPROVAL 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.**

Motion was made by Chitwood, second by Hedgpath to approve **Ordinance 2015-13** 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 and waive reading. Voting yes: Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott. 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 August 4th, 2015 Council meeting.
- b. Approve payroll purchase orders through August 28th, 2015.
- c. Approve claims for purchase orders through August 18th, 2015.

APPROVE PURCHASE ORDERS THROUGH AUGUST 18TH, 2015.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1520150417 - 1520150365	\$ 271,167.48
STREET & DRAINAGE	1520150286 - 1520150174	22,950.38
GOLF	1520150354 - 1520150407	43,255.82
CAPITAL OUTLAY	910607B - 910421B	3,314.40
REAL PROPERTY	1520150386 - 1520150404	43.00
HOTEL MOTEL TAX	1520150328 - 1520150328	86.40
RECREATION	1520150372 - 1520150419	29,213.31
P.P.W.A	1520150387	1,600.00
E-911 CASH	910696B	1,028.02
DONATIONS	910628B	3,500.00
	TOTAL	\$ 376,158.81

NEW BLANKET PURCHASE ORDERS

910717B

HEARTLAND PEST CONTROL II

TOTAL	\$ <u>825.00</u>
	\$ 825.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders presented.
- e. Approve authorizing the Police Chief to block streets necessary for the Annual DAM J.A.M. to be held on September 12th, 2015.
- f. Approve Mayor's appointment of Clayton (Trey) Larremore to Flood Plain Board Seat #4, term expiring 12/31/17.
- g. Approve a Resolution commemorating 1920 passage of the 19th Amendment to the Constitution of the United States of America granting women the right to vote and designate August 26th, 2015 as Women's Equality Day.
- h. Approve Fiscal Year 2015 – 2016 City of Pryor Creek budget as presented for:
 - 1. General Fund
 - 2. Street and Drainage
 - 3. Golf Course
 - 4. Capital Outlay
 - 5. Recreation Center
 - 6. Pryor Public Works Authority
 - 7. E-911
- i. Approve an expenditure in the amount of \$11,114.72 to the Oklahoma Municipal League for fiscal year 2015 – 2016 membership dues / service fees from General Dues and Subscriptions (Account #02-201-5032).
- j. Approve authorizing the Mayor to sign annual agreement for engineering services with Mehlburger Brawley for Fiscal Year 2015-2016.
- k. Approve an expenditure to K. Ellis Ritchie in the amount of \$4,452.90 for legal services performed in the month of July 2015.
- l. Possibly reject Benchmark Enterprises, LLC Whitaker Park Splash Pad bid in the amount of \$68,965.00 which was approved at the July 21st, 2015 Council meeting and authorize return of bid bonds.
- m. Approve authorizing Infrastructure Solutions Group, LLC dba Mehlburger Brawley to re-advertise for bids for the Whitaker Park Splash Pad.
- n. Approve an expenditure to ThyssenKrupp Elevator Corp. in the amount of \$3,086.84 for twelve months service (08/01/2015 to 7/31/2016) on the elevator located at 6 North Adair Street.
- o. Approve authorizing the Mayor to sign Purchase of Service Agreement in the amount of \$25,000.00 with Grand Gateway Economic Development Association for operation of Pelivan Public Rural Transportation System for Fiscal Year 2015-2016.
- p. Approve payment to Integrated Insurance Services in the amount of \$47,111.76 for OMAG Property Policy PRO 1400033 00 including an 8% broker fee.
- q. Approve payment to Integrated Insurance Services in the amount of \$26,757.00 for VFIS Fire Department Policy including an 8% broker fee.
- r. Approve payment to Integrated Insurance Services in the amount of \$68,396.40 for OMAG Liability Policy GLA 1400017 00 including an 8% broker fee.
- s. Approve expenditure in the amount of \$20,733.21 to RCB Bank for Lease #2322436 payment from the Golf Course from Golf – Capital Outlay (Account #41-415-5411).
- t. Approve increasing the PeopleLink Temporary Golf Employees to \$10.00 per hour effective August 24th, 2015.
- u. Approve accepting resignation of Volunteer Firefighter Brett Mitchell effective August 12th, 2015.
- v. Approve hiring Kimberly Heins as Fitness Coordinator effective August 24th, 2015 for Pryor Recreation Center at Range B, Step 1 (annual wage - \$25,546.00).
- w. Approve expenditure of \$4,580.00 to Prime Elements for the purchase of one (1) 5' x 8' double sided sign for Rockin' G Animal Shelter from Donations Surrender – Shelter fund (Account #96-965-5538). Other quotes received: Premier Signs and Design - \$4,900.00 and Oakwood Graphics - \$7,320.00.
- x. Approve an expenditure of \$3,128.15 to CDW-G for the purchase of one (1) Fargo HDP 5000 Card Printer (Identification Card) for the Pryor Creek Police Department from Police Equipment – Capital Outlay (Account #44-445-5424). Other quotes received: Alpha Card - \$3,546.00 and Barcodes, Inc. - \$5,339.70.
- y. Approve authorizing the Mayor to sign a 60-month lease to Xerox for two (2) W7830PT printers at \$109.10 per month each plus \$0.0506 per colored copy for the Police

Department from General Fund - Police Repair and Maintenance (Account #02-215-5091).

- z. Approve authorizing the Mayor to sign a 60-month lease to Xerox for one (1) WC6605DN Printer at \$41.16 per month plus \$0.0890 per colored copy for the Rockin' G Animal Shelter from General Fund – Animal Control Supplies (Account #02-216-5032).
- aa. Approve accepting Assistant Police Chief Derek Melton's resignation effective September 30th, 2015.
- bb. Approve accepting Dispatcher Paul Dever's resignation effective August 6th, 2015.

Motion was made by Brittain, second by Hedgpath to approve items a – bb less items a, g, j, p, t, y, z, aa, bb. Voting yes: Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

a. APPROVE MINUTES OF AUGUST 4TH, 2015 COUNCIL MEETING.

Motion was made by Chitwood, second by Willcutt to approve minutes of August 4th, 2015 Council meeting. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Stott, Willcutt, Hedgpath. Voting no: none. Abstain (counting as a no vote): Rains.

g. APPROVE A RESOLUTION COMMEMORATING 1920 PASSAGE OF THE 19TH AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES OF AMERICA GRANTING WOMEN THE RIGHT TO VOTE AND DESIGNATE AUGUST 26TH, 2015 AS WOMEN'S EQUALITY DAY.

Motion was made by Rosamond, second by Brittain to approve Resolution # 2015-5 commemorating 1920 passage of the 19th Amendment to the Constitution of the United States of America granting women the right to vote and designate August 26th, 2015 as Women's Equality Day. Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Hedgpath, Thompson. Voting no: none.

j. APPROVE AUTHORIZING THE MAYOR TO SIGN ANNUAL AGREEMENT FOR ENGINEERING SERVICES WITH MEHLBURGER BRAWLEY FOR FISCAL YEAR 2015-2016.

Motion was made by Chitwood, second by Willcutt to approve authorizing the Mayor to sign annual agreement for engineering services with Mehlburger Brawley for Fiscal Year 2015-2016. Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, Hedgpath, Thompson, Brittain. Voting no: none.

p. APPROVE PAYMENT TO INTEGRATED INSURANCE SERVICES IN THE AMOUNT OF \$47,111.76 FOR OMAG PROPERTY POLICY PRO 1400033 00 INCLUDING AN 8% BROKER FEE.

Motion was made by Rosamond, second by Willcutt to approve payment to Integrated Insurance Services in the amount of \$47,111.76 for OMAG Property Policy PRO 1400033 00 including an 8% broker fee. Voting yes: Chitwood, Rains, Stott, Willcutt, Hedgpath, Thompson, Brittain, Rosamond. Voting no: none.

t. APPROVE INCREASING THE PEOPLELINK TEMPORARY GOLF EMPLOYEES TO \$10.00 PER HOUR EFFECTIVE AUGUST 24TH, 2015.

Motion was made by Willcutt, second by Chitwood to approve increasing the PeopleLink Temporary Golf Employees to \$10.00 per hour effective August 24th, 2015. Voting yes: Rains, Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood. Voting no: Stott.

y. APPROVE AUTHORIZING THE MAYOR TO SIGN A 60-MONTH LEASE TO XEROX FOR TWO (2) W7830PT PRINTERS AT \$109.10 PER MONTH EACH PLUS \$0.0506 PER COLORED COPY FOR THE POLICE DEPARTMENT FROM GENERAL FUND - POLICE REPAIR AND MAINTENANCE (ACCOUNT #02-215-5091).

Motion was made by Willcutt, second by Hedgpath to approve a 12 month Lease to Xerox with automatic renewal each year upon approval by both parties for two (2) W7830PT printers at \$109.10 per month each plus \$0.0506 per colored copy for the Police Department from General Fund – Police Repair and Maintenance (Account #02-215-5091). Voting yes: Stott, Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Rains. Voting no: none.

z. APPROVE AUTHORIZING THE MAYOR TO SIGN A 60-MONTH LEASE TO XEROX FOR ONE (1) WC6605DN PRINTER AT \$41.16 PER MONTH PLUS \$0.0890 PER COLORED COPY FOR THE ROCKIN' G ANIMAL SHELTER FROM GENERAL FUND – ANIMAL CONTROL SUPPLIES (ACCOUNT #02-216-5032).

Motion was made by Chitwood, second by Rosamond to approve a 12 month Lease to Xerox with automatic renewal each year upon approval by both parties for one (1) WC6605DN Printer at \$41.16 per month plus \$0.0890 per colored copy for the Rockin' G Animal Shelter from General Fund – Animal Control Supplies (Account #02-216-5032). Voting yes: Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

aa. APPROVE ACCEPTING ASSISTANT POLICE CHIEF DEREK MELTON'S RESIGNATION EFFECTIVE SEPTEMBER 30TH, 2015.

Motion was made by Chitwood, second by Brittain to approve accepting Assistant Police Chief Derek Melton's resignation effective September 30th, 2015. Voting yes: Hedgpath, Thompson, Brittain, Chitwood, Rains, Stott, Willcutt. Voting no: Rosamond.

Randy Chitwood thanked Derek Melton for his service to the City of Pryor Creek.

bb. APPROVE ACCEPTING DISPATCHER PAUL DEVER'S RESIGNATION EFFECTIVE AUGUST 6TH, 2015.

Motion was made by Hedgpath, second by Stott to approve accepting Dispatcher Paul Dever's resignation effective August 6th, 2015. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Hedgpath. Voting no: none.

Thanks was given to Paul Dever's for his service.

6. COMMITTEE REPORTS:

a. BUDGET / PERSONNEL (ROSAMOND)

Rosamond reported that the 2015 – 2016 FY Budget was approved. He also thanked everyone for their help and energy on this project.

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 will meet Tuesday, August 25th, 2015 at 6:00 p.m.

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 Thompson to adjourn at 6:35 p.m. Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Hedgpath, Thompson. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

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

2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF AUGUST 4TH, 2015 MEETING.

Motion was made by Brittain, second by Stott to approve minutes of August 4th, 2015 meeting. Voting yes: Willcutt, Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Stott. Voting no: none. Abstain (counting as a no vote): Rains.

3. UNFORESEEABLE BUSINESS.

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

There was no unforeseen business presented.

4. ADJOURN.

Motion was made by Stott, second by Thompson to adjourn from the Pryor Public Works Authority meeting at 6:40 p.m. Voting yes: Hedgpath, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

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

MINUTES WRITTEN BY CITY CLERK EVA SMITH
