

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, OCTOBER 6<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 and the City website at [www.pryorcreek.org](http://www.pryorcreek.org). Notice was also emailed to *The Paper* and *The Times* newspapers and emailed 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 White, 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, Park Superintendent Frank Powell, Street Superintendent Jack Downing, Library Director Cari Rerat, Building Inspector/ Code Enforcement Officer Doug Moore, Pryor Creek Recreation Center Director Laura Holloway.

Others: Library Board Chairman Jeanette Anderson, Police Captain James Willyard, Municipal Utility Board Attorney Fred Sordahl, Firefighter Tim Bonea.

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

Laura Holloway spoke regarding the Tobacco Settlement Endowment Trust (TSET) Healthy Living Grant and the Pryor Creek Recreation Center Report. She stated the auto withdrawal is currently 2,000 members. Mayor Tramel also spoke regarding the TSET Grant and thanked Jessica Long for the 2015 Pryor Fever Run / Mud Run that recently took place in September.

**3. MAYOR'S REPORT:**

- a. DISCUSS, POSSIBLY ACT ON APPROVAL OF COMMUNITY HALL FEE WAIVER FOR SET UP ON OCTOBER 28<sup>TH</sup>, FROM 4:00 P.M. – 7:00 P.M. AND ALL DAY ON OCTOBER 29<sup>TH</sup>, FOR THE 25<sup>TH</sup> ANNUAL SERTOMA CHARITY DINNER AND DRAWING TO BE HELD ON OCTOBER 29<sup>TH</sup>, 2015.**

Motion was made by Chitwood, second by Rosamond to approve of Community Hall fee waiver for set up on October 28<sup>th</sup>, from 4:00 p.m. – 7:00 p.m. and all day on October 29<sup>th</sup>, for the 25<sup>th</sup> annual Sertoma Charity Dinner and Drawing to be held on October 29<sup>th</sup>, 2015. Motion and second were amended to match Community Building / Council Chamber Rules and Regulations. (See attached.) Voting yes: Willcutt, White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

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

- a. FIRST READING OF AN ORDINANCE CLOSING OF EASEMENT DESCRIBED AS FOLLOWS: A STRIP OF LAND SITUATED IN LOT 3 OF THE FAIRLAND ADDITION TO THE CITY OF PRYOR CREEK, MAYES COUNTY, OKLAHOMA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT: THE SOUTH 10.0 FEET OF THE NORTH 76.0 FEET OF THE WEST 175.0 FEET AND THE WEST 10.0 FEET OF THE SOUTH 62.0 FEET OF SAID LOT 3.**

The Ordinance discussed above was read for the first time and no action was taken.

**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 September 15<sup>th</sup>, 2015 Council meeting.
- b. Approve payroll purchase orders through October 9<sup>th</sup>, 2015.
- c. Approve claims for purchase orders through October 6<sup>th</sup>, 2015.

**APPROVE PURCHASE ORDERS THROUGH OCTOBER 6<sup>th</sup>, 2015.**

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1520150683 - 1520150790	\$ 96,684.04
STREET & DRAINAGE	1520150684 - 1520150548	20,657.42

CEMETERY CARE FUND	1520150683	62.50
GOLF	1520150774 - 1520150773	17,287.69
CAPITAL OUTLAY	1520150424 - 1520150446	10,000.90
REAL PROPERTY	1520150779	150.00
HOTEL / MOTEL TAX REV	1520150749 - 1520150751	48,663.00
RECREATION CENTER	1520150664 - 1520150739	28,741.29
P.P.W.A	1520150724 - 1520150725	4,800.00
E-911 CASH	1520150678 - 1520150812	19,613.34
DONATIONS	910628B - 1520150689	\$ 3,201.82
	TOTAL	\$ 249,862.00

- d. Acknowledge receipt of deficient purchase orders.  
***There were no deficient purchase orders presented.***
- e. Approve Mayor's re-appointment of Herbie Schultz to Planning and Zoning Board Seat #2, term expiring 9/30/2018.
- f. Approve Mayor's re-appointment of Michael Dunham to Planning and Zoning Board Seat #1, term expiring 9/30/2018.
- g. Approve Mayor's appointment of Cheryl Glancy to Planning and Zoning Board Seat #3, term expiring 9/30/2017.
- h. Approve Mayor's re-appointment of Michael Dunham to Flood Plain Board Seat #1, term expiring 12/31/2021.
- i. Approve Mayor's re-appointment of Richard Powell to Flood Plain Board Seat #2, term expiring 12/31/2021.
- j. Approve Mayor's re-appointment of Connie Musgrave to Planning and Zoning / Multi-Hazard Mitigation Committee Seat #5, term expiring 8/31/2017.
- k. Approve expenditure in the amount of \$15,000.00 to Pryor Main Street from General Fund – Youth Program (Account #02-201-5344) per agreement.
- l. Approve expenditure in the amount of \$7,500.00 to Pryor Creek Senior Citizen's Nutrition Center from General Fund – Senior Citizen's Nutrition Center (Account #02-201-5340) per agreement.
- m. Approve expenditure in the amount of \$5,000.00 to the Pryor Creek Sertoma Senior Citizen's Center from General Fund – Senior Citizen's Program (Account #02-201-5345) per agreement.
- n. Approve expenditure of \$1,000.00 to the American Legion from General Fund – American Legion (Account # 02-201-5346) per agreement.
- o. Approve expenditure of \$1,000.00 to the DAV from General Fund – DAV (Account #02-201-5347) per agreement.
- p. Approve expenditure of \$14,526.00 to Total Truck and Trailer for the purchase of two (2) 9 foot Salt / Sand spreaders to fit inside a ¾ ton dump truck bed for the Street Department. Other quotes received: Grand Truck Equipment Co., LLC - \$15,200.00, All Wheel Drive Equipment, Mfg. - \$24,062.00.
- q. Approve work order for professional services, Project Number: PRY 15-05, Project Name: 2015-16 Concrete Street Repair and Improvements, not to exceed \$55,215.00 to Infrastructure Solutions Group, LLC. This amount includes: Preparation of Technical Memorandum (Engineering Report) - \$5,000.00, Preliminary Design (30% of total engineering fee) - \$6,565.00, Final Design (70% of total engineering fee) - \$11,043.00, Bidding (80% of total engineering fee) - \$5,522.00, Construction (100% of total engineering fee) - \$11,043.00, Resident Project Representative (during construction – TBA).
- r. Approve expenditure of \$24,400.00 to John Henzel Tennis Court Systems to resurface four (4) West Courts using DECO System. Includes any repairs on net posts and repainting net posts and new center straps. No additional quotes were received.
- s. Approve an additional fee of \$50.00 on Saturdays for burial of cremains (Total fee - \$150.00).
- t. Approve an expenditure of \$20,353.00 to P and K Equipment for the purchase of one compact utility tractor for the Park Department from Cemetery – Capital Outlay (Account #44-445-5413). Other quotes received: Kubota Center Pryor - \$20,389.00 and Chupp Implement Co. - \$21,163.10).
- u. Approve expenditure of \$4,525.42 to Push-Pedal-Pull for the purchase of Stairmaster Gauntlet D-1 Console for the Recreation Center from Recreation Center – Repair and Maintenance (Account #84-848-5410). Other quotes received: Elite Exercise Equipment - \$5,434.00 and All American Fitness - \$5,597.00.
- v. Approve job description for Assistant Director at Pryor Creek Recreation Center.
- w. Approve 2015 – 2016 contract with The International Association of Fire Fighters, AFL-CIO/CLC effective July 1<sup>st</sup>, 2015 through June 30<sup>th</sup>, 2016 as presented.
- x. Approve resignation of Dispatcher Shawna Bley from the Pryor Police Department effective Sunday, October 4<sup>th</sup>, 2015.

- y. Discuss, possibly approve bid received from RJR Enterprises, Inc for the Whitaker Park Splash Pad Project # PRY-14-016 in the amount of \$91,500.00 (No other bids were received).
- z. Approve promotion of James Willyard from Captain, Range M, Step 4 annual salary \$47,504.00 to fill vacant position of Assistant Police Chief at Range H, Step 4 annual salary \$58,832.00 effective October 10, 2015. (This vacancy was made by the retirement of Derek Melton.)
- aa. Approve expenditure in the amount of \$2,888.00 to EmergiTech 911 Software support from Account 91-915-5091.
- bb. Approve expenditure in the amount of \$7,357.80 to Cardinal Tracking for software license support agreement and renewal for 911 System from Account 91-915-5061.

Motion was made by Chitwood, second by Brittain to approve items a-bb less items h, k, p, q, r, x, y, z. Voting yes: White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none. (*Note: Scrivener's error on item 5k.*)

**h. APPROVE MAYOR'S RE-APPOINTMENT OF MICHAEL DUNHAM TO FLOOD PLAIN BOARD SEAT #1, TERM EXPIRING 12/31/2021.**

Motion was made by Chitwood, second by Rosamond to approve Mayor's re-appointment of Michael Dunham to Flood Plain Board Seat #1, term expiring 12/31/2021. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, White. Voting no: none.

**k. APPROVE EXPENDITURE IN THE AMOUNT OF \$15,000.00 TO PRYOR MAIN STREET FROM GENERAL FUND – YOUTH PROGRAM (ACCOUNT #02-201-5344) PER AGREEMENT.**

Motion was made by Rosamond, second by Brittain to approve expenditure in the amount of \$15,000.00 to Pryor Main Street from General Fund – Youth Program (Account #02-201-5344) per agreement. (*Note: Scrivener's error; should read Promotion Account 02-201-5334*) Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson. Voting no: none.

**p. APPROVE EXPENDITURE OF \$14,526.00 TO TOTAL TRUCK AND TRAILER FOR THE PURCHASE OF TWO (2) 9 FOOT SALT / SAND SPREADERS TO FIT INSIDE A ¾ TON DUMP TRUCK BED FOR THE STREET DEPARTMENT. OTHER QUOTES RECEIVED: GRAND TRUCK EQUIPMENT CO., LLC - \$15,200.00, ALL WHEEL DRIVE EQUIPMENT, MFG. - \$24,062.00.**

Motion was made by Willcutt, second by Brittain to approve expenditure of \$14,526.00 to Total Truck and Trailer for the purchase of two (2) 9 foot Salt / Sand spreaders to fit inside a ¾ ton dump truck bed for the Street Department. Other quotes received: Grand Truck Equipment Co., LLC - \$15,200.00, All Wheel Drive Equipment, Mfg. - \$24,062.00. Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson, Brittain. Voting no: none.

**q. APPROVE WORK ORDER FOR PROFESSIONAL SERVICES, PROJECT NUMBER: PRY 15-05, PROJECT NAME: 2015-16 CONCRETE STREET REPAIR AND IMPROVEMENTS, NOT TO EXCEED \$55,215.00 TO INFRASTRUCTURE SOLUTIONS GROUP, LLC. THIS AMOUNT INCLUDES: PREPARATION OF TECHNICAL MEMORANDUM (ENGINEERING REPORT) - \$5,000.00, PRELIMINARY DESIGN (30% OF TOTAL ENGINEERING FEE) - \$6,565.00, FINAL DESIGN (70% OF TOTAL ENGINEERING FEE) - \$11,043.00, BIDDING (80% OF TOTAL ENGINEERING FEE) - \$5,522.00, CONSTRUCTION (100% OF TOTAL ENGINEERING FEE) - \$11,043.00, RESIDENT PROJECT REPRESENTATIVE (DURING CONSTRUCTION – TBA).**

Motion was made by Chitwood, second by Rosamond to approve work order for professional services, Project Number: PRY 15-05, Project Name: 2015-16 Concrete Street Repair and Improvements, not to exceed \$55,215.00 to Infrastructure Solutions Group, LLC. This amount includes: Preparation of Technical Memorandum (Engineering Report) - \$5,000.00, Preliminary Design (30% of total engineering fee) - \$6,565.00, Final Design (70% of total engineering fee) - \$11,043.00, Bidding (80% of total engineering fee) - \$5,522.00, Construction (100% of total engineering fee) - \$11,043.00, Resident Project Representative (during construction – TBA). Voting yes: Chitwood, Rains, Stott, Willcutt, White, Thompson, Brittain, Rosamond. Voting no: none.

**r. APPROVE EXPENDITURE OF \$24,400.00 TO JOHN HENZEL TENNIS COURT SYSTEMS TO RESURFACE FOUR (4) WEST COURTS USING DECO SYSTEM. INCLUDES ANY REPAIRS ON NET POSTS AND REPAINTING**

**NET POSTS AND NEW CENTER STRAPS. NO ADDITIONAL QUOTES WERE RECEIVED.**

Motion was made by Willcutt, second by Thompson to approve expenditure of \$24,400.00 to John Henzel Tennis Court Systems to resurface four (4) West Courts using DECO System. Includes any repairs on net posts and repainting net posts and new center straps. No additional quotes were received. Motion and second were amended to include the account number (Parks Capital Outlay – 44-445-5415). Voting yes: Rains, Stott, Willcutt, White, Thompson, Brittain, Rosamond, Chitwood. Voting no: none.

**x. APPROVE RESIGNATION OF DISPATCHER SHAWNNA BLEY FROM THE PRYOR POLICE DEPARTMENT EFFECTIVE SUNDAY, OCTOBER 4<sup>TH</sup>, 2015.**

Motion was made by Chitwood, second by Rosamond to approve resignation of Dispatcher Shawna Bley from the Pryor Police Department effective Sunday, October 4<sup>th</sup>, 2015. Voting yes: Stott, Willcutt, White, Thompson, Brittain, Rosamond, Chitwood, Rains. Voting no: none. Shawna was recognized and thanked for her service to the City.

**y. DISCUSS, POSSIBLY APPROVE BID RECEIVED FROM RJR ENTERPRISES, INC FOR THE WHITAKER PARK SPLASH PAD PROJECT # PRY-14-016 IN THE AMOUNT OF \$91,500.00 (NO OTHER BIDS WERE RECEIVED).**

Motion was made by Rosamond, second by Willcutt to approve bid received from RJR Enterprises, Inc. for the Whitaker Park Splash Pad Project # PRY-14-016 in the amount of \$91,500.00 (No other bids were received). Voting yes: Willcutt, White, Thompson, Brittain, Rosamond, Chitwood, Rains. Voting no: Stott.

**z. APPROVE PROMOTION OF JAMES WILLYARD FROM CAPTAIN, RANGE M, STEP 4 ANNUAL SALARY \$47,504.00 TO FILL VACANT POSITION OF ASSISTANT POLICE CHIEF AT RANGE H, STEP 4 ANNUAL SALARY \$58,832.00 EFFECTIVE OCTOBER 10, 2015. (THIS VACANCY WAS MADE BY THE RETIREMENT OF DEREK MELTON.)**

Motion was made by Rosamond, second by White to approve promotion of James Willyard from Captain, Range M, Step 4 annual salary \$47,504.00 to fill vacant position of Assistant Police Chief at Range H, Step 4 annual salary \$58,832.00 effective October 10, 2015. (This vacancy was made by the retirement of Derek Melton.) Voting yes: White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

**6. COMMITTEE REPORTS:**

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

Rosamond reported for the Budget / Personnel Committee and stated that they would meet next week.

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

Chitwood reported for the Ordinance / Insurance Committee and stated they would meet Thursday at 6:00 p.m.

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

Willcutt reported for the Street / Maintenance Garage Committee. He stated there was nothing to report at this time.

**7. UNFORESEEABLE BUSINESS.**

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

There was no unforeseen business presented.

**8. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Mayor Tramel called the Pryor Public Works Authority meeting to order.

**2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF SEPTEMBER 15<sup>TH</sup>, 2015 MEETING.**

Motion was made by Willcutt, second by Stott to approve minutes of September 15<sup>th</sup>, 2015 meeting. Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson. Voting no: none.

**3. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business presented.

**4. ADJOURN.**

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Motion was made by Stott, second by Brittain to adjourn at 6:55 p.m. from the Pryor Public Works Authority meeting. Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson, Brittain. Voting no: none.

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

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MINUTES WRITTEN BY CITY CLERK EVA SMITH

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