

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, DECEMBER 15TH, 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. 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, Assistant Police Chief James Willyard, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Park Superintendent Frank Powell, Building Inspector/ Code Enforcement Officer Doug Moore.

Others: Municipal Utility Board General Manager Gary Pruet, Municipal Utility Board Assistant General Manager Jared Crisp, CPA Violet Kirkendall, Pryor Area Chamber of Commerce Director Barbara Hawkins, Police Officers Jack Cunningham and Michael Moore, Library Board Chairman Jeanette Anderson, Hotel Motel Board Member / Pryor High School Teacher Evett Barham, Pryor High School Senior Katlyn Collins, Board of Adjustment Member Travis Noland, Don Berger, Board of Adjustment Member / Planning and Zoning Member Harriett Dunham, Dub Hargrove.

2. PETITIONS FROM THE AUDIENCE.

(LIMITED TO 5 MINUTES)

There were no petitions from the audience.

3. MAYOR'S REPORT:

- a. THE PRYOR PUBLIC SCHOOLS ARE PARTICIPATING IN A COMMUNITY PROJECT (COVERED IN S.O.I.L. WHICH STANDS FOR SERVE, OBSERVE, IMPACT, AND LEAD). THEY ARE CHALLENGING ALL PRYOR PUBLIC SCHOOL STAFF, PRYOR BUSINESSES AND COMMUNITY LEADERS TO:**

- **A COMMUNITY WIDE BOOK READ**
- **THE COVER YOURSELF IN S.O.I.L. CHALLENGE**
- **BOOK SIGNING**
- **MOTIVATIONAL ASSEMBLY**
- **INTERACTIVE MUSEUM**

Pryor High School Senior Katlyn Collins explained the community project Covered in S.O.I.L. She also challenged the City Council and audience to participate. The project begins December 22nd, 2015 and ends February 27th, 2016.

Mayor Tramel commended Evett Barham for her efforts in leading the Pryor High School students.

4. CITY ATTORNEY'S REPORT:

- a. DISCUSS, POSSIBLY ACT ON APPROVAL OF A RESOLUTION OF THE CITY OF PRYOR CREEK AFFIRMING THE CITY OF PRYOR CREEK'S SUPPORT FOR FAVORABLE CONSIDERATION TO BE GIVEN FOR AN AFFORDABLE HOUSING TAX CREDIT AWARD FOR THE DEVELOPMENT OF FORTY-FOUR (44) AFFORDABLE SENIOR HOUSING UNITS BY ARZON HOUSING CORPORATION OF PRYOR, LLC.**

Motion was made by Brittain, second by Rosamond to approve Resolution # 2015 – 8 of the City of Pryor Creek affirming the City of Pryor Creek’s support for favorable consideration to be given for an affordable housing tax credit award for the development of forty-four (44) affordable senior housing units by Arzon Housing Corporation of Pryor, LLC. Voting yes: Willcutt, White, 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 December 1st, 2015 Council meeting.
- b. Approve payroll purchase orders through December 18th, 2015 and January 1, 2016.
- c. Approve claims for purchase orders through December 15th, 2015.

APPROVE PURCHASE ORDERS THROUGH DECEMBER 15th, 2015.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1520151334 - 1520151345	\$ 167,384.36
STREET & DRAINAGE	1520151345 - 1520150837	29,791.15
GOLF	1520151319 - 1520151318	5,597.40
CAPITAL OUTLAY	1520150838 - 910613B	34,406.30
REAL PROPERTY	910528B - 910723B	153,501.59
RECREATION CENTER	1520151284 - 1520151367	16,640.68
E-911	1520151371	19.99
DONATIONS	1520151326 - 1520151296	\$ 10,148.18
	TOTAL	\$ 417,489.65

NEW BLANKET PURCHASE ORDERS

910731B	PRYOR LUMBER	\$ 3,000.00
	TOTAL	\$ 3,000.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders presented.
- e. Approve November Appropriations Request.

NOVEMBER 2015

FEE IN LIEU	\$ 20.95
STREET & DRAINAGE	\$ 118,984.81
CEMETERY CARE INTEREST	\$ 33.02
CEMETERY CARE FUND	\$ 1,325.00
GOLF COURSE CASH FUND	\$ 11,728.98
CAPITAL OUTLAY FUND	\$ 46,315.87
CAPITAL OUTLAY RESERVE	\$ 715.53
REAL PROPERTY ACQUISITION	\$ 146.55
HOTEL/MOTEL TAX	\$ 7,426.30
LIBRARY BUILDING FUND	\$ 4.43
GOB 2002-RECREATION CENT	\$ -
PPWA BOND PROCEEDS (86)	\$ -
PPWA SINKING FUNDS	\$ 85,355.59
PPWA BOND PROCEEDS (88)	\$ 2,726.90
RECREATION CENTER-CASH FUND	\$ 71,466.34
E-911	\$ 2,311.73
LIBRARY SPECIAL	\$ 510.83
SEIZURES	\$ 6.00
DONATIONS	\$ 7,944.09
COMMUNITY DEVELOPMENT BLOCK GRANT	\$ 0.00
TOTAL	\$ 357,017.56

- f. Approve acceptance of Pryor Creek Financial Statements for Fiscal Year 2014-2015 as presented by Violet F. Kirkendall, CPA, PC.
- g. Approve the Municipal Utility Board’s request for an increase in the residential electric from the current rate of \$0.083 per kWh to \$0.086 per kWh which is an increase of approximately 3.6%.
- h. Approve Mayor’s appointment of Harriett Dunham to MESTA Trustee Seat #10, term expiring 1/21/2019.
- i. Approve expenditure of \$5,236.98 to the Municipal Utility Board for material only on splash pad installation from Parks Capital Outlay Account #44-445-5415. The Municipal Utility Board will supply labor at no charge.
- j. Approve expenditure of \$5,300.00 to Collins Electric for labor and material for electrical repair work at the Whitaker Park Swimming Pool from General Fund – Repair and Maintenance Account #02-201-5091. Other quotes received: Bostick Electric, LLC - \$5,390.00 and Big Electric Company, Inc. - \$5,707.10.
- k. Approve high bid of \$565.75 submitted by Dub Hargrove for the purchase of the 1979 International Tractor being sold as surplus by the City. Other bid received: \$538.78 submitted by Ronnie J. Donovan.

- l. Approve bid of \$50.00 submitted by Dennis Nichols for the purchase of the 1954 McCormick Farmall Cub Sickle Mower being sold as surplus by the City. No other bids were received.
- m. Accept resignation of Ryan Lemmings as Volunteer Firefighter effective immediately.
- n. Approve one (1) year leave of absence for Volunteer Firefighter Jordan Madole.
- o. Approve promotion of Mike Moore from Patrolman Range J, Step 4 (annual salary \$43,633.00) to Sergeant Range L, Step 4 (annual salary \$47,000.00).
- p. Approve promotion of Jack Cunningham from Patrolman Range J, Step 4 (annual salary \$43,633.00) to Corporal Range K, Step 4 (annual salary \$44,827.00).
- q. Approve expenditure of \$8,531.00 to Window World for the replacement of 22 windows at the Pryor Creek Police Department from Properties – Capital Outlay Account #44-445-5419. Other quotes received: Thermal Windows - \$13,211.52 and The Window Source - \$8,903.00.
- r. Approve expenditure of \$6,800.00 to Reiss Painting Companies for exterior painting of the Police Station from Properties – Capital Outlay Account #44-445-5419. Other quotes received: Bob Ables - \$ 48,500.00 and Bett Enterprises, Inc. - \$12,300.00.
- s. Approve expenditure of \$4,900.00 to Premier Signs and Design for the purchase and installation of one (1) 5' X 8" double-sided sign for the Rockin' G Animal Shelter from the Donations Surrender – Shelter Account #96-965-5538. Prime Elements was the lowest bid at \$4,580.00 and was approved by the Council on August 18th, 2015, but has been unable to complete the project due to overbooking and losing staff. Other quote received: Oakwood Graphics - \$7,320.00.
- t. Accept resignation of Neva George from Deputy Court Clerk position effective January 1st, 2016.

Motion was made by Brittain, second by Chitwood to approve items a – t less items a, f, g, h, l, m, n, o, p, r, t. Voting yes: White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

a. APPROVE MINUTES OF DECEMBER 1ST, 2015 COUNCIL MEETING.

Motion was made by Chitwood, second by Rosamond to approve minutes of December 1st, 2015 Council meeting. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none. Abstain (counting as a no voted): White.

f. APPROVE ACCEPTANCE OF PRYOR CREEK FINANCIAL STATEMENTS FOR FISCAL YEAR 2014-2015 AS PRESENTED BY VIOLET F. KIRKENDALL, CPA, PC.

Motion was made by Willcutt, second by Thompson to approve audit as presented by Violet F. Kirkendall, CPA, PC. Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson. Voting no: none.

g. APPROVE THE MUNICIPAL UTILITY BOARD'S REQUEST FOR AN INCREASE IN THE RESIDENTIAL ELECTRIC FROM THE CURRENT RATE OF \$0.083 PER KWH TO \$0.086 PER KWH WHICH IS AN INCREASE OF APPROXIMATELY 3.6%.

Motion was made by Rosamond, second by Chitwood to approve the Municipal Utility Board's request for an increase in the residential electric from the current rate of \$0.083 per kWh to \$0.086 per kWh which is an increase of approximately 3.6%. Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson, Brittain. Voting no: none.

h. APPROVE MAYOR'S APPOINTMENT OF HARRIETT DUNHAM TO MESTA TRUSTEE SEAT #10, TERM EXPIRING 1/21/2019.

Motion was made by Rosamond, second by Willcutt to approve Mayor's appointment of Harriett Dunham to MESTA Trustee Seat #10, term expiring 1/21/2019. Voting yes: Chitwood, Rains, Stott, Willcutt, White, Thompson, Brittain, Rosamond. Voting no: none.

l. APPROVE BID OF \$50.00 SUBMITTED BY DENNIS NICHOLS FOR THE PURCHASE OF THE 1954 MCCORMICK FARMALL CUB SICKLE MOWER BEING SOLD AS SURPLUS BY THE CITY. NO OTHER BIDS WERE RECEIVED.

Motion was made by Rosamond, second by White to approve bid of \$50.00 submitted by Dennis Nichols for the purchase of the 1954 McCormick Farmall Cub Sickle Mower being sold as

surplus by the City. No other bids were received. Voting yes: Rains, Willcutt, White, Thompson, Brittain, Rosamond, Chitwood. Voting no: Stott.

m. ACCEPT RESIGNATION OF RYAN LEMMINGS AS VOLUNTEER FIREFIGHTER EFFECTIVE IMMEDIATELY.

Motion was made by Chitwood, second by Brittain to accept resignation of Ryan Lemmings as Volunteer Firefighter effective immediately. Voting yes: Stott, Willcutt, White, Thompson, Brittain, Rosamond, Chitwood, Rains. Voting no: none.

n. APPROVE ONE (1) YEAR LEAVE OF ABSENCE FOR VOLUNTEER FIREFIGHTER JORDAN MADOLE.

Motion was made by Rosamond, second by Chitwood to approve one (1) year leave of absence for Volunteer Firefighter Jordan Madole. Voting yes: Willcutt, White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

o. APPROVE PROMOTION OF MIKE MOORE FROM PATROLMAN RANGE J, STEP 4 (ANNUAL SALARY \$43,633.00) TO SERGEANT RANGE L, STEP 4 (ANNUAL SALARY \$47,000.00).

Motion was made by Rosamond, second by Thompson to approve promotion of Mike Moore from Patrolman Range J, Step 4 (annual salary \$43,633.00) to Sergeant Range L, Step 4 (annual salary \$47,000.00) effective beginning next pay period. Voting yes: White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

p. APPROVE PROMOTION OF JACK CUNNINGHAM FROM PATROLMAN RANGE J, STEP 4 (ANNUAL SALARY \$43,633.00) TO CORPORAL RANGE K, STEP 4 (ANNUAL SALARY \$44,827.00).

Motion was made by Chitwood, second by Rosamond to approve promotion of Jack Cunningham from Patrolman Range J, Step 4 (annual salary \$43,633.00) to Corporal Range K, Step 4 (annual salary \$44,827.00) effective beginning next pay period. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, White. Voting no: none.

r. APPROVE EXPENDITURE OF \$6,800.00 TO REISS PAINTING COMPANIES FOR EXTERIOR PAINTING OF THE POLICE STATION FROM PROPERTIES – CAPITAL OUTLAY ACCOUNT #44-445-5419. OTHER QUOTES RECEIVED: BOB ABLES - \$ 48,500.00 AND BETT ENTERPRISES, INC. - \$12,300.00.

Motion was made by Chitwood, second by Rosamond to approve expenditure of \$6,800.00 to Reiss Painting Companies for exterior painting of the Police Station from Properties – Capital Outlay Account #44-445-5419. Other quotes received: Bob Ables - \$ 48,500.00 and Bett Enterprises, Inc. - \$12,300.00. Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson. Voting no: none.

t. ACCEPT RESIGNATION OF NEVA GEORGE FROM DEPUTY COURT CLERK POSITION EFFECTIVE JANUARY 1ST, 2016.

Motion was made by Willcutt, second by Stott to approve resignation of Neva George from Deputy Court Clerk position effective January 1st, 2016. Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson, Brittain. Voting no: none.

6. COMMITTEE REPORTS:

a. BUDGET / PERSONNEL (ROSAMOND)

Rosamond reported for the Budget / Personnel Committee. He stated they met last week and had a special meeting earlier this afternoon at the P.Y.O with the Architect and a report will be given.

b. ORDINANCE / INSURANCE (CHITWOOD)

Chitwood reported for the Ordinance / Insurance Committee. He stated they will be meeting within the next month.

c. STREET / MAINTENANCE GARAGE (WILLCUTT)

Mayor Tramel reported for the Street / Maintenance Garage Committee and stated there will not be a meeting in December.

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 Willcutt to adjourn. Voting yes: Chitwood, Rains, Stott, Willcutt, White, Thompson, Brittain, Rosamond. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the Pryor Public Works Authority meeting to order at 6:50 p.m.

2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF DECEMBER 1ST, 2015 MEETING.

Motion was made by Chitwood, second by Stott to approve minutes of December 1st, 2015 meeting. Voting yes: Rains, Stott, Willcutt, Thompson, Brittain, Rosamond, Chitwood. Voting no: none. Abstain (counting as a no vote): White.

3. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business presented.

4. ADJOURN.

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

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

MINUTES WRITTEN BY CITY CLERK EVA SMITH
