

**MINUTES**  
**CITY COUNCIL MEETING**  
**FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING**  
**CITY OF PRYOR CREEK, OKLAHOMA**  
**TUESDAY, FEBRUARY 2<sup>ND</sup>, 2016 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, Assistant Police Chief James Willyard, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Library Director Cari Rerat, Building Inspector/Code Enforcement Officer Doug Moore, Recreation Director Laura Holloway.

Others: Barbara Hawkins, Doug Barham, Evett Barham, Justin Couch, Michael Moore, Jessica Long, Johnny Janzen, Jeanette Anderson, Kathy LaValley, Frank Cantey and Jeff Cantey.

**2. PETITIONS FROM THE AUDIENCE.**

(LIMITED TO 5 MINUTES)

Jessica Long spoke regarding the need for the city to provide some type of health program for the young people in Pryor.

**3. MAYOR'S REPORT:**

- a. DECLARE FEBRUARY AS NATIONAL HEART HEALTH MONTH AND ANNOUNCE THAT WEDNESDAY, FEBRUARY 3<sup>RD</sup> AT 11:30 A.M. AND THURSDAY, FEBRUARY 4<sup>TH</sup> AT 5:00 P.M. SARAN D. OLIVER M.D. WILL SPEAK AT PRYOR RECREATION CENTER.**

Motion was made by Chitwood, second by White to approve to declare February as National Heart Health Month and announce that Wednesday, February 3<sup>rd</sup> at 11:30 a.m. and Thursday, February 4<sup>th</sup> at 5:00 p.m. Saran D. Oliver M.D. will speak at Pryor Recreation Center. Voting yes: Willcutt, White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

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

- a. FIRST READING OF ORDINANCE – COMPLETE STREETS.**

The first reading was waived and there was no action.

**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 January 19<sup>th</sup>, 2016 Council meeting.
- b. Approve payroll purchase orders through February 12<sup>th</sup>, 2016.
- c. Approve claims for purchase orders through February 2, 2016. (*Scrivener's error*)  
**APPROVE PURCHASE ORDERS THROUGH FEBRUARY 2<sup>ND</sup>, 2016.**

| <u>FUNDS</u>      | <u>PURCHASE ORDER NUMBER</u> | <u>TOTALS</u>      |
|-------------------|------------------------------|--------------------|
| GENERAL           | 1520151662 - 1520151330      | \$ 30,646.01       |
| STREET & DRAINAGE | 1520151707 - 1520151637      | 8,123.13           |
| GOLF              | 1520151652 - 1520151653      | 8,371.92           |
| CAPITAL OUTLAY    | 910729B                      | 52,012.50          |
| RECREATION CENTER | 1520151673 - 1520151708      | 30,809.54          |
| PPWA              | 1520151732 - 1520151734      | 2,100.00           |
| E-911             | 1520151682 - 1520151736      | 1,076.76           |
| DONATIONS         | 1520151680 - 1520151647      | <u>\$ 4,452.72</u> |
|                   | TOTAL                        | \$ 137,592.58      |

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders presented.*
- e. Approve December Appropriation Requests.

**DECEMBER 2015**

FEE IN LIEU \$ 20.95

|                                   |    |                   |
|-----------------------------------|----|-------------------|
| STREET & DRAINAGE                 | \$ | 117,547.07        |
| CEMETERY CARE INTEREST            | \$ | 31.99             |
| CEMETERY CARE FUND                | \$ | 287.50            |
| GOLF COURSE CASH FUND             | \$ | 13,125.34         |
| CAPITAL OUTLAY FUND               | \$ | 38,413.54         |
| CAPITAL OUTLAY RESERVE            | \$ | 650.96            |
| REAL PROPERTY ACQUISITION         | \$ | 119,678.98        |
| HOTEL/MOTEL TAX                   | \$ | 6,635.85          |
| LIBRARY BUILDING FUND             | \$ | 4.26              |
| GOB 2002-RECREATION CENT          | \$ | -                 |
| PPWA BOND PROCEEDS (86)           | \$ | -                 |
| PPWA SINKING FUNDS                | \$ | 85,322.03         |
| PPWA BOND PROCEEDS (88)           | \$ | 2,757.00          |
| RECREATION CENTER-CASH FUND       | \$ | 71,999.94         |
| E-911                             | \$ | 2,395.07          |
| LIBRARY SPECIAL                   | \$ | 444.65            |
| SEIZURES                          | \$ | 5.78              |
| DONATIONS                         | \$ | 8,348.55          |
| COMMUNITY DEVELOPMENT BLOCK GRANT | \$ | 0.00              |
| <b>TOTAL</b>                      | \$ | <b>467,663.52</b> |

- f. Approve reduced rate of rental fee as allowed for the Graham Community Hall for the Northeast Oklahoma Area Artists Show to be held beginning Friday, September 23<sup>rd</sup> and running through Saturday, October 1<sup>st</sup>, 2016 for the annual Art Show.
- g. Approve authorizing the City Attorney to draft an Ordinance regarding Open Records Request and Fee Schedule to include all City departments.
- h. Approve authorizing the City Attorney to draft an Ordinance regarding Drug Free Zone.
- i. Approve authorizing the City Attorney to draft an Ordinance limiting the number of canines and felines and requiring registration of felines per residence.
- j. Approve authorizing the City Attorney to draft an Ordinance regarding texting while driving.
- k. Approve authorizing the City Attorney to modify Chapter 7 – Tree Trimmers Licensing for clarification of insurance and bonding requirements.
- l. Approve authorizing the City Attorney to modify City of Pryor Creek Code 3-7-1 Tree Trimmers Licensing - Permits Required - for public safety.
- m. Approve authorizing the City Attorney to modify the City of Pryor Creek Code 3-7-2 Tree Trimmers Licensing – Residents; Exemptions regarding property owners where tree trimming or pruning is concerned.
- n. Approve authorizing Infrastructure Solutions Group, LLC, Mehlburger Brawley to create specifications and seek bids for roof replacement or repair at the Thomas J. Harrison Pryor Public Library, Pryor Police Department, Old City Hall, Whitaker Park Swimming Pool and the Graham Community Building.
- o. Approve authorizing Infrastructure Solutions Group, LLC, Mehlburger Brawley to create specifications and seek bids for Option 1 and 2, 2015 Concrete Street Repairs as defined by engineer.
- p. Approve transfer of \$72,487.74 from unspent CDBG funds on deposit at First Priority Bank of Pryor Creek to the Street Department Fund – Sales Tax (Account #14-000-4111).
- q. Approve transfer of \$3,500.00 from Pryor Public Works Authority Bond Fund 86 from unspent seven million dollar bond proposal to Street Department Fund – Sales Tax (Account #14-000-4111).
- r. Approve promotion of Eric Lee from “B” Operator, Range C, Step 2 (annual salary \$29,310.00) to “A” Operator, Range D, Step 2 (annual salary \$30,857.00).
- s. Approve expenditure in the amount of \$3,360.33 from Recreation Center Capital Outlay – Equipment (Account #84-845-5410) to Push-Pedal-Pull for one (1) 3G Cardio 6.0 Vibration Plate for Pryor Creek Recreation Center. Other quotes received: All American Fitness - \$4,319.00 and Elite Exercise Equipment - \$4,622.00.
- t. Approve reinstatement of Jordan Madole to volunteer firefighter effective immediately.
- u. Approve promotion of Kevin Tramel from Sergeant, Range L, Step 4 (annual salary \$47,000.00) to Captain, Range M, Step 4 (annual salary \$47,504.00).
- v. Approve hiring Meloni A. Brogden to fill vacant Dispatch position created by promotion of Nicholas Dobbs at Range D, Step 1 (annual salary \$28,597.00) effective after February 18<sup>th</sup>, 2016.
- w. Approve expenditure of \$3,020.00 to “The Siding Man” to remove and replace wood around new windows and seal with caulk at the Police Department from

Capital Outlay – Properties (Account #44-445-5419). Other quotes received: Panther Creek Construction - \$ 3,400.00, “James Hardie” “12” - \$4,125.00, Jerry Yoder - \$6,450.00.

- x. Approve hiring Ann Goossen to fill vacant deputy clerk position in the City Clerk’s Office at Range D, Step 1 (annual salary \$28,597.00) effective February 22<sup>nd</sup>, 2016.

Motion was made by Stott, second by Brittain to approve items a-x less item a, c, i, n, o, q, u. Voting yes: White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

**a. APPROVE MINUTES OF JANUARY 19<sup>TH</sup>, 2016 COUNCIL MEETING.**

Motion was made by Brittain, second by Rosamond to approve minutes of January 19<sup>th</sup>, 2016 Council meeting. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none. Abstain (counting as a no vote): White.

**c. APPROVE CLAIMS FOR PURCHASE ORDERS THROUGH 2016.**

Motion was made by Chitwood, second by Stott to approve claims for purchase orders through February 2, 2016. Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson. Voting no: none.

**i. APPROVE AUTHORIZING THE CITY ATTORNEY TO DRAFT AN ORDINANCE LIMITING THE NUMBER OF CANINES AND FELINES AND REQUIRING REGISTRATION OF FELINES PER RESIDENCE.**

Motion was made by Chitwood, second by White to approve authorizing the City Attorney to draft an Ordinance limiting the number of canines and felines and requiring registration of felines per residence. Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson, Brittain. Voting no: none.

**n. APPROVE AUTHORIZING INFRASTRUCTURE SOLUTIONS GROUP, LLC, MEHLBURGER BRAWLEY TO CREATE SPECIFICATIONS AND SEEK BIDS FOR ROOF REPLACEMENT OR REPAIR AT THE THOMAS J. HARRISON PRYOR PUBLIC LIBRARY, PRYOR POLICE DEPARTMENT, OLD CITY HALL, WHITAKER PARK SWIMMING POOL AND THE GRAHAM COMMUNITY BUILDING.**

Motion was made by Rosamond, second by Brittain to approve authorizing Infrastructure Solutions Group, LLC, Mehlburger Brawley to create specifications and seek bids for roof replacement or repair at the Thomas J. Harrison Pryor Public Library, Pryor Police Department, Old City Hall, Whitaker Park Swimming Pool and the Graham Community Building. Voting yes: Chitwood, Rains, Stott, Willcutt, White, Thompson, Brittain, Rosamond. Voting no: none.

**o. APPROVE AUTHORIZING INFRASTRUCTURE SOLUTIONS GROUP, LLC, MEHLBURGER BRAWLEY TO CREATE SPECIFICATIONS AND SEEK BIDS FOR OPTION 1 AND 2, 2015 CONCRETE STREET REPAIRS AS DEFINED BY ENGINEER.**

Motion was made by Brittain, second by White to approve authorizing Infrastructure Solutions Group, LLC, Mehlburger Brawley to create specifications and seek bids for Option 1 and 2, 2015 Concrete Street Repairs as defined by engineer. Voting yes: Rains, Willcutt, White, Thompson, Brittain, Rosamond, Chitwood. Voting no: Stott.

**q. APPROVE TRANSFER OF \$3,500.00 FROM PRYOR PUBLIC WORKS AUTHORITY BOND FUND 86 FROM UNSPENT SEVEN MILLION DOLLAR BOND PROPOSAL TO STREET DEPARTMENT FUND – SALES TAX (ACCOUNT #14-000-4111).**

Motion was made by Chitwood, second by Brittain to approve transfer of \$3,500.00 from Pryor Public Works Authority Bond Fund 86 from unspent seven million dollar bond proposal to Street Department Fund – Sales Tax (Account #14-000-4111). Voting yes: Stott, Willcutt, White, Thompson, Brittain, Rosamond, Chitwood, Rains. Voting no: none.

**u. APPROVE PROMOTION OF KEVIN TRAMEL FROM SERGEANT, RANGE L, STEP 4 (ANNUAL SALARY \$47,000.00) TO CAPTAIN, RANGE M, STEP 4 (ANNUAL SALARY \$47,504.00).**

Motion was made by Rosamond, second by White to approve promotion of Kevin Tramel from Sergeant, Range L, Step 4 (annual salary \$47,000.00) to Captain, Range M, Step 4 (annual salary \$47,504.00). Voting yes: Willcutt, White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

**6. COMMITTEE REPORTS:**

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

Rosamond reported for the Budget / Personnel Committee and stated the committee met last week and there will be a regular meeting in February.

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

Chitwood reported for the Ordinance / Insurance Committee and stated the committee is working on new ordinances and will schedule a meeting for later this month.

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

Willcutt reported for the Street / Maintenance Garage Committee and stated there was nothing scheduled at this time.

**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 White, second by Willcutt to adjourn. Voting yes: White, Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. 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 JANUARY 19<sup>th</sup>, 2016 MEETING.**

Motion was made by Rosamond, second by Stott to approve minutes of January 19<sup>th</sup>, 2016 meeting. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. 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: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, White, Thompson. 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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