

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, OCTOBER 18TH, 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. Notice was also e-mailed to *The Paper* and *The Times* newspapers and e-mailed to the Council members.

1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE, ROLL CALL.

Mayor Tramel called the meeting to order at 6:00 p.m. The Prayer was conducted by Mayor Tramel and the Pledge of Allegiance was led by Trevor Samuel Crow. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Willard Buchanan, Yolanda Thompson, Scott Craft, Greg Rosamond, Travis Noland and Drew Stott. Council members absent: Jill White.

Department Heads and other City Officials present: City Attorney K. Ellis Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Library Director Cari Rerat and Recreation Center Director Laura Holloway.

Others: Police Officers Dustin Van Horn and Kevin Tramel, Firefighters Tim Bonea, Brandon Merritt and Randy Gibbs, Volunteer Firefighter Trey Larremore, Assistant Street Superintendent Buddy Glenn, Street Department employee Bobby Spurlock, Mehlburger Brawley Engineer Steve Powell, Peoplelink Representative Kelly Seaquist, Elise Gietzen and Matthew McCartney.

a. PETITIONS FROM THE AUDIENCE.

(LIMITED TO 5 MINUTES)

There were no petitions from the audience.

a. MAYOR'S REPORT:

Mayor first recognized the Pryor High School Girls Fastpitch Softball Team on their 5A State Championship.

a. Recognition of lifeguards Matthew McCartney, Elise Gietzen and Trent Bryan for responding in a team effort to stabilize a distressed swimmer at the Pryor Creek Public Pool on August 5th, 2016 and for the swift actions on first aid response.

Mayor recognized lifeguards Matthew McCartney, Elise Gietzen and Trent Bryan for responding in a team effort to stabilize a distressed swimmer at the Pryor Creek Public Pool on August 5th, 2016 and for the swift actions on first aid response. Peoplelink Representative Kelly Seaquist presented plaques to Elise and Matthew. Trent Bryan was unable to attend.

b. Recognition of Trevor Samuel Crow for integrity at Roosevelt Elementary School.

Mayor recognized Trevor Samuel Crow for integrity at Roosevelt Elementary School by presenting him with an Integrity Award.

c. Discussion, possible action to accept the retirement date of January 3rd, 2017 for Timothy J. Thompson from the position of Fire Chief of the Pryor Creek Fire Department.

Motion was made by Willcutt, second by Stott to approve accepting the retirement date of January 3rd, 2017 for Timothy J. Thompson from the position of Fire Chief of the Pryor Creek Fire Department. Voting yes: Willcutt, Buchanan, Thompson, Craft, Stott. Voting no: Rosamond and Noland.

4. CITY ATTORNEY’S REPORT:

a. First reading of an Ordinance amending Title 3 by adding Chapter 2A Sections 3-2A-1 thru 3-2A-14 to the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, regarding mobile food service establishment, purpose, definitions, permit for operation required / offense, multiple mobile food service permit requirement, conditions for issuance of permit, restrictions on location as to time, possession of valid license and tax permit required, reasonable conduct of operations, special events, use of public property and public rights-of-way, general requirements of operations, appointment of administrative officer, appeals of decisions; providing for repealer and severability.

The first reading was waived by Mayor Tramel for Ordinance amending Title 3 by adding Chapter 2A Sections 3-2A-1 thru 3-2A-14 to the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, regarding mobile food service establishment, purpose, definitions, permit for operation required / offense, multiple mobile food service permit requirement, conditions for issuance of permit, restrictions on location as to time, possession of valid license and tax permit required, reasonable conduct of operations, special events, use of public property and public rights-of-way, general requirements of operations, appointment of administrative officer, appeals of decisions; providing for repealer and severability. There was no action taken. Ordinance will be revisited at the next Council meeting.

b. First reading of an Ordinance amending Title 1 by adding Chapter 5A Sections 1-5A-1 thru 1-5A-12 to the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, regarding administrative appeals and setting forth provisions as follows; purpose, application of this chapter, definitions, filings to be made with the City Clerk, requirement for administrative decision in writing, time limit to file appeal, hearing date and notice, time period calculations, form of appeal, City Council to hear and decide appeals, rules of evidence for appeals, record of hearing; providing for repealer and severability.

The first reading was waived by Mayor Tramel for an Ordinance amending Title 1 by adding Chapter 5A Sections 1-5A-1 thru 1-5A-12 to the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, regarding administrative appeals and setting forth provisions as follows; purpose, application of this chapter, definitions, filings to be made with the City Clerk, requirement for administrative decision in writing, time limit to file appeal, hearing date and notice, time period calculations, form of appeal, City Council to hear and decide appeals, rules of evidence for appeals, record of hearing; providing for repealer and severability. There was no action taken. Ordinance will be revisited at the next Council meeting.

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 October 4th, 2016 Council meeting.
- b. Approve payroll purchase orders through October 21st, 2016.
- c. Approve claims for purchase orders through October 18th, 2016.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1620160839 – 910789B	110,093.50
STREET & DRAINAGE	1620160937 – 910765B	13,198.66
GOLF	1620160854 - 1620160881	7,437.92
CAPITAL OUTLAY	1620160680 - 1620160931	4,367.04
REAL PROPERTY ACQUISITION	910808B - 1620160894	1,839.00
RECREATION CENTER	1620160935 - 1620160875	3,379.73
E-911	1620160804 - 1620160845	1,584.81
DONATIONS	1620160886 - 1620160519	1,246.99
	<u>TOTAL</u>	143,147.65

<u>NEW BLANKET PURCHASE ORDERS</u>
NONE
<u>TOTAL</u>

- d. Acknowledge receipt of deficient purchase orders.
No deficient purchase orders were presented.

e. Approve September Appropriations Request.

SEPTEMBER 2016

FEE IN LIEU	\$	20.95
STREET & DRAINAGE	\$	115,922.20
CEMETERY CARE INTEREST	\$	27.44
CEMETERY CARE FUND	\$	1,400.00
GOLF COURSE CASH FUND	\$	31,346.41
CAPITAL OUTLAY FUND	\$	37,688.73
CAPITAL OUTLAY RESERVE	\$	931.21
REAL PROPERTY ACQUISITION	\$	243.90
HOTEL/MOTEL TAX	\$	5,289.73
LIBRARY BUILDING FUND	\$	3.62
GOB 2002-RECREATION CENT	\$	-
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	83,922.71
PPWA BOND PROCEEDS (88)	\$	2,823.81
RECREATION CENTER-CASH FUND	\$	71,187.41
E-911	\$	2,351.38
LIBRARY SPECIAL	\$	526.52
SEIZURES	\$	4.90
DONATIONS	\$	2,966.69
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
TOTAL	\$	356,649.40

- f. Discussion and possible action regarding accepting the bid from Allwine Roofing as low bid in the amount of \$176,159.00 for Police and Arts (Graham) Building Roof Repair PRY 16-01 from Capital Outlay – Properties Account #44-445-5419. Other bids received: Joplin Roofing - \$276,557.00, Exterior Solutions by Craig’s Roofing - \$231,000.00, AAA Property Restorations, LLC - \$219,575.00, Guarantee Roofing, Inc. - \$295,560.00.
- g. Discussion and possible action regarding approval of transfer of Tire Machine, ID No. 145-5-03636, Serial No. GUFOML 450, from Street Department to Cemetery.
- h. Discussion and possible action regarding approval to accept Street Superintendent Jack Downing’s request to move from Street Superintendent, Range F, Step 4 (annual wage - \$48,028.00) to A Operator, Range D, Step 4 (annual wage - \$36,221.00) effective October 22nd, 2016.
- i. Discussion and possible action regarding approval to promote Buddy Glenn from Assistant Street Superintendent, Range E, Step 4 (annual wage - \$43,240.00) to Street Superintendent, Range F, Step 4 (annual wage - \$48,028.00) effective October 22nd, 2016.
- j. Discussion and possible action regarding approval to promote Bobby Spurlock from A Operator, Range D, Step 4 (annual wage - \$36,221.00) to Assistant Street Superintendent, Range E, Step 4 (annual wage – \$43,240.00) effective October 22nd, 2016.

Motion was made by Rosamond, second by Stott to approve items a-j, less a and f. Voting yes: Buchanan, Thompson, Craft, Rosamond, Noland, Stott, Willcutt. Voting no: none.

a. Approve Minutes of October 4th, 2016 Council Meeting.

Motion was made by Rosamond, second by Stott to approve minutes of October 4th, 2016 Council meeting. Voting yes: Thompson, Craft, Rosamond, Stott, Willcutt, Buchanan. Voting no: none. Abstaining, counting as a no vote: Noland.

f. Discussion and possible action regarding accepting the bid from Allwine Roofing as low bid in the amount of \$176,159.00 for Police and Arts (Graham) Building Roof Repair PRY 16-01 from Capital Outlay – Properties Account #44-445-5419. Other bids received: Joplin Roofing - \$276,557.00, Exterior Solutions by Craig’s Roofing - \$231,000.00, AAA Property Restorations, LLC - \$219,575.00, Guarantee Roofing, Inc. - \$295,560.00.

Motion was made by Rosamond, second by Willcutt to approve accepting the bid from Allwine Roofing as low bid in the amount of \$176,159.00 for Police and Arts (Graham) Building Roof Repair PRY 16-01 from Capital Outlay – Properties Account #44-445-5419. Other bids received: Joplin Roofing - \$276,557.00, Exterior Solutions by Craig’s Roofing - \$231,000.00, AAA Property Restorations, LLC - \$219,575.00, Guarantee Roofing, Inc. - \$295,560.00. Voting yes: Craft, Rosamond, Noland, Stott, Willcutt, Buchanan, Thompson. Voting no: none.

6. COMMITTEE REPORTS:

a. BUDGET / PERSONNEL (ROSAMOND)

Rosamond reported that the Budget / Personnel Committee met last week and will meet again in November.

b. ORDINANCE / INSURANCE (THOMPSON)

Thompson had nothing to report at this time.

c. STREET / MAINTENANCE GARAGE (WILLCUTT)

Willcutt reported that the Street Committee will meet on October 25th, 2016, at which time the concrete street project will be reviewed and a “walk-through” will be conducted.

7. UNFORESEEABLE BUSINESS.

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

No unforeseeable business was presented.

8. ADJOURN.

Motion was made by Willcutt, second by Buchanan to adjourn. Voting yes: Rosamond, Noland, Stott, Willcutt, Buchanan, Thompson, Craft. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 6:30 p.m.

2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF OCTOBER 4TH, 2016 MEETING.

Motion was made by Stott, second by Rosamond to approve the minutes of October 4th, 2016 meeting. Voting yes: Stott, Willcutt, Buchanan, Thompson, Craft, Rosamond. Voting no: none. Abstaining, counting as a no vote: Noland.

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

No unforeseeable business was presented.

4. ADJOURN.

Motion was made by Stott, second by Willcutt to adjourn the Pryor Public Works Authority meeting. Voting yes: Stott, Willcutt, Buchanan, Thompson, Craft, Rosamond, Noland. Voting no: none.

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

MINUTES WRITTEN BY CITY CLERK EVA SMITH
