

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, DECEMBER 6TH, 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 and the Pledge of Allegiance were led by Mayor Tramel. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Yolanda Thompson, Greg Rosamond, Travis Noland, Jill White and Drew Stott. Members absent: Willard Buchanan and Scott Craft.

Department Heads and other City Officials present: City Attorney K. Ellis Ritchie, Police Chief Dennis Nichols, Fire Chief Tim Thompson, Street Superintendent Buddy Glenn, Assistant Street Superintendent Bobby Spurlock, Assistant Recreation Center Director Rachel Sordahl and Library Director Cari Rerat.

Others: Police Captain Kevin Tramel, Police Officer Doug Barham, Park Employee Donald Ducummon, Volunteer Firefighter Trey Larremore, Mehlburger Brawley Engineer Steve Powell, Courtside Benefits Group Representative Lisa Robertson, Ryan Hylton and Olivia Rains.

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

Olivia Rains represented the Hope Coalition and requested the use of the Community Building for half the rental fee for "Hope for Youth."

3. MAYOR'S REPORT:

Mayor moved to 3c.

c. Discussion and possible action regarding a Resolution of Council Establishing Fees for Permitting of Mobile Food Service Establishments.

Motion was made by Rosamond, second by Thompson to waive the reading and approve Resolution #2016-11 Establishing Fees for Permitting of Mobile Food Service Establishments. Voting yes: Willcutt, Thompson, Rosamond, Noland, White, Stott. Voting no: none.

a. Discussion and possible action regarding revision to Policy and Procedure Manual, Section 22-3 to read:

GROUP HEALTH AND LIFE INSURANCE PLAN: The City participates in a group health, dental and life insurance plan in compliance with applicable law and for the benefit of its employees. Membership in the plan is mandatory unless approved by Mayor for all permanent and probationary employees after completion of a full month of employment with the exception of employees to whom the terms of a Collective Bargaining Agreement (CBA) applies.

The City will pay a specified percentage of the employee's premium as set by Council from year to year for single coverage (employee only) under a selected option. Membership in the family insurance plan is voluntary and available to all City employees; the City will pay specified percent as set by Council, from year to year of the family premium. Subject to change based on yearly renewal rates and Council approval.

The City may offer a "Base Plan" and "Buy Up Plan" of insurance to its employees. The premiums paid by the City under this Section shall be limited to the premiums applicable to the "Base Plan". The payment of additional premiums incurred, over and above those of the "Base Plan" shall be paid by the employee.

The maximum, total dollar amount the City may pay of insurance premiums of an employee, including any dependent of the employee, shall be \$1,500.00.

City Employees who participate in the group health insurance plans offered by the City to its employees are obligated to participate in the application process, and provide all information necessary to the City which is required for participation in the "Insure Oklahoma" program administered by the Oklahoma Health Care Authority.

Motion was made by Rosamond, second by Noland to approve revision to Policy and Procedure Manual, Section 22-3 to read:

GROUP HEALTH AND LIFE INSURANCE PLAN: The City participates in a group health, dental and life insurance plan in compliance with applicable law and for the benefit of its employees. Membership in the plan is mandatory unless approved by Mayor for all permanent and probationary employees after completion of a full month of employment with the exception of employees to whom the terms of a Collective Bargaining Agreement (CBA) applies.

The City will pay a specified percentage of the employee's premium as set by Council from year to year for single coverage (employee only) under a selected option. Membership in the family insurance plan is voluntary and available to all City employees; the City will pay specified percent as set by Council, from year to year of the family premium. Subject to change based on yearly renewal rates and Council approval.

The City may offer a "Base Plan" and "Buy Up Plan" of insurance to its employees. The premiums paid by the City under this Section shall be limited to the premiums applicable to the "Base Plan". The payment of additional premiums incurred, over and above those of the "Base Plan" shall be paid by the employee.

The maximum, total dollar amount the City may pay of insurance premiums of an employee, including any dependent of the employee, shall be \$1,500.00.

City Employees who participate in the group health insurance plans offered by the City to its employees are obligated to participate in the application process, and provide all information necessary to the City which is required for participation in the "Insure Oklahoma" program administered by the Oklahoma Health Care Authority.

Rosamond amended the motion, Noland amended his second to approve with the exception of removing, "Membership in the plan is mandatory unless approved by Mayor for all permanent and probationary employees after completion of a full month of employment with the exception of employees to whom the terms of a Collective Bargaining Agreement (CBA) applies." Sentence should state, "Benefits are available for all permanent and probationary employees after the first full month of employment." Voting yes: Thompson, Rosamond, Noland, White, Stott, Willcutt. Voting no: none.

b. Discussion and possible action regarding City of Pryor Creek 2017 Employee Base Health Plan from United Healthcare, Option 10 AG-VG (HMO) RX Plan: 2V (Navigate HMO Single Option).

Motion was made by Thompson, second by White to approve City of Pryor Creek 2017 Employee Base Health Plan from United Healthcare, Option 10 AG-VG (HMO) RX Plan: 2V (Navigate HMO Single Option). Voting yes: Rosamond, Noland, White, Stott, Willcutt, Thompson. Voting no: none.

d. Discussion and possible action regarding City of Pryor Creek 2017 Employee 'Buy-Up' Health Plan from United Healthcare Option 3 AG-VF (HMO) RX Plan: 2V (Navigate HMO Single Option).

Motion was made by Rosamond, second by Noland to approve City of Pryor Creek 2017 Employee 'Buy-Up' Health Plan from United Healthcare Option 3 AG-VF (HMO) RX Plan: 2V (Navigate HMO Single Option). Voting yes: Stott, Willcutt, Rosamond, Noland. Voting no: White and Thompson.

4. CITY ATTORNEY'S REPORT:

a. Discussion and possible action regarding formal acceptance by Council of easement dedication to the City made March 28, 1979 by Curtis W. Rizley of the North 25 feet of the South 143 feet of the West 422 feet of the Southwest Quarter of the Northwest Quarter of the Southeast Quarter of Section 18, T 21 N, R 19E, of the I.B.&M., Mayes County, State of Oklahoma.

Motion was made by Willcutt, second by Rosamond to approve formal acceptance by Council of easement dedication to the City made March 28, 1979 by Curtis W. Rizley of the North 25 feet of the South 143 feet of the West 422 feet of the Southwest Quarter of the Northwest Quarter of the Southeast Quarter of Section 18, T 21 N, R 19E, of the I.B.&M., Mayes County, State of Oklahoma. Voting yes: Stott, Willcutt, Thompson, Rosamond, Noland, White. Voting no: none.

b. Discussion and possible action regarding formal acceptance by Council of easement dedication to the City made March 3, 1979 by W. R. Gifford of the North 25 feet of the South 118 feet of the West 417 feet of the South Half of the Northwest Quarter of the Southeast Quarter of Section 18, T 21 N, R 19E, of the I.B.&M., Mayes County, State of Oklahoma.

Motion was made by Rosamond, second by Thompson to approve formal acceptance by Council of easement dedication to the City made March 3, 1979 by W. R. Gifford of the North 25 feet of the South 118 feet of the West 417 feet of the South Half of the Northwest Quarter of the Southeast Quarter of Section 18, T 21 N, R

19E, of the I.B.&M., Mayes County, State of Oklahoma. Voting yes: Willcutt, Thompson, Rosamond, Noland, White, Stott. Voting no: none.

c. Discussion and possible action to approve a Resolution for Food Truck Fee Schedule.

No action was taken on this item.

d. Discussion and possible action regarding authorizing the City Attorney to seek enforcement of Settlement Agreement through legal court action of Agreement dated May 12th, 2016 and approved by Council on June 7th, 2016 with Larry Lee on damage to City property claim.

Motion was made by Willcutt, second by Rosamond to approve authorizing the City Attorney to seek enforcement of Settlement Agreement through legal court action of Agreement dated May 12th, 2016 and approved by Council on June 7th, 2016 with Larry Lee on damage to City property claim. Voting yes: Thompson, Rosamond, Noland, White, Stott, Willcutt. 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 November 15th, 2016 Council meeting.
- b. Approve minutes of November 21st, 2016 Special Council meeting.
- c. Approve payroll purchase orders through December 16th, 2016.
- d. Approve claims for purchase orders through December 6th, 2016.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1620161288 - 1620160722	52,308.63
STREET & DRAINAGE	1620161296 – 910766B	5,241.23
CEMETERY CARE FUND	1620161304	286.00
GOLF	1620161296 - 1620161283	1,406.40
CAPITAL OUTLAY	1620160696 - 1620160751	31,266.96
RECREATION CENTER	1620161217 - 1620161294	19,545.33
E-911	910783B	865.70
DONATIONS	1620161203	4,268.05
	TOTAL	115,188.30
NEW BLANKET PURCHASE ORDERS		
	NONE	
	TOTAL	

- e. Acknowledge receipt of deficient purchase orders.
No deficient purchase orders were presented.
- f. Discussion and possible action regarding the Deed / Donation of property owned by Michael and Denise Drywater, described as: The Southerly Eighty (80) feet of Lot Eleven (11) in Block Fifty-seven (57) in the LANDRUM ADDITION to the Incorporated Town of Pryor Creek, Mayes County, State of Oklahoma, according to the Official Survey and Plat thereof.
- g. Discussion and possible action regarding approval of quote for new Wifi service for City Hall. Quotes received: Vyve: 100 Megs = \$2,250.00 per month; Fiber Interactive Technologies: 100 Megs = \$1,500.00 per month; Cox did not meet specifications of a one-year agreement and AT&T would not offer a quote.
- h. Discussion and possible action regarding hiring Benjamin Ryan Hylton, to fill vacant Street Department position as a B Operator (Range C, Step 1 – annual wage \$27,102.00) effective December 7, 2016.
- i. Discussion and possible action regarding the purchase of 300 ‘Turn Around Don’t Drown’ signs to be reimbursed by Oklahoma Flood Plain Managers Association from Real Property Acquisitions – Nuisance Abatement Account (#46-465-5450) at \$34.50 each from Barco Municipal Products, Inc., with no shipping fees on 100 or more, total cost: \$10,350.00. Other quotes received: SA-SO at \$38.95 each, total cost: \$11,685, and Road Traffic Signs at \$47.15 each, total cost \$14,145.00.
- j. Discussion and possible action regarding the expenditure of \$6,683.10 to Champion Collision for repair of the Animal Control truck, a 2010 Ford F250 VIN 1FDSW2A50AEA28328, that was wrecked on October 31, 2016. Other bids received: Quality Collision \$9,969.41 and Clark’s

Body Shop \$7,039.37. OMAG's appraisal was \$7,293.77. (Insurance settlement check will be in the amount of \$6,793.77.)

- k. Discussion and possible action regarding accepting Exterior Solutions by Craig's Roofing, Inc. of Muskogee, OK, as contractor for Library and Swimming Pool Office Building Roof Repairs, as low bid at \$54,750.00. Other bids received: AAA Restorations, Inc. \$83,000.00, Allwine Roofing \$98,152.00 and Joplin Roofing \$129,130.00.

Motion was made by Willcutt, second by Thompson to approve items a – k less items f, g, i, k. Voting yes: Rosamond, Noland, White, Stott, Willcutt, Thompson. Voting no: none.

f. Discussion and possible action regarding the Deed / Donation of property owned by Michael and Denise Drywater, described as: The Southerly Eighty (80) feet of Lot Eleven (11) in Block Fifty-seven (57) in the LANDRUM ADDITION to the Incorporated Town of Pryor Creek, Mayes County, State of Oklahoma, according to the Official Survey and Plat thereof.

Motion was made by Rosamond, second by Willcutt to approve the Deed / Donation of property owned by Michael and Denise Drywater, described as: The Southerly Eighty (80) feet of Lot Eleven (11) in Block Fifty-seven (57) in the LANDRUM ADDITION to the Incorporated Town of Pryor Creek, Mayes County, State of Oklahoma, according to the Official Survey and Plat thereof. Voting yes: Noland, Willcutt, Thompson, Rosamond. Voting no: White and Stott.

g. Discussion and possible action regarding approval of quote for new Wifi service for City Hall. Quotes received: Vyve: 100 Megs = \$2,250.00 per month; Fiber Interactive Technologies: 100 Megs = \$1,500.00 per month; Cox did not meet specifications of a one-year agreement and AT&T would not offer a quote.

Motion was made by Willcutt, second by Rosamond to approve Fiber Interactive Technologies for new Wifi service for City Hall. Quotes received: Vyve: 100 Megs = \$2,250.00 per month; Fiber Interactive Technologies: 100 Megs = \$1,500.00 per month; Cox did not meet specifications of a one-year agreement and AT&T would not offer a quote. Voting yes: White, Stott, Willcutt, Thompson, Rosamond, Noland. Voting no: none.

i. Discussion and possible action regarding the purchase of 300 'Turn Around Don't Drown' signs to be reimbursed by Oklahoma Flood Plain Managers Association from Real Property Acquisitions – Nuisance Abatement Account (#46-465-5450) at \$34.50 each from Barco Municipal Products, Inc., with no shipping fees on 100 or more, total cost: \$10,350.00. Other quotes received: SA-SO at \$38.95 each, total cost: \$11,685, and Road Traffic Signs at \$47.15 each, total cost \$14,145.00.

Motion was made by Rosamond, second by Willcutt to approve the purchase of 300 'Turn Around Don't Drown' signs to be reimbursed by Oklahoma Flood Plain Managers Association from Real Property Acquisitions – Nuisance Abatement Account (#46-465-5450) at \$34.50 each from Barco Municipal Products, Inc., with no shipping fees on 100 or more, total cost: \$10,350.00. Other quotes received: SA-SO at \$38.95 each, total cost: \$11,685, and Road Traffic Signs at \$47.15 each, total cost \$14,145.00. Voting yes: Stott, Willcutt, Thompson, Rosamond, Noland, White. Voting no: none.

k. Discussion and possible action regarding accepting Exterior Solutions by Craig's Roofing, Inc. of Muskogee, OK, as contractor for Library and Swimming Pool Office Building Roof Repairs, as low bid at \$54,750.00. Other bids received: AAA Restorations, Inc. \$83,000.00, Allwine Roofing \$98,152.00 and Joplin Roofing \$129,130.00.

Motion was made by Willcutt, second by Thompson to approve accepting Exterior Solutions by Craig's Roofing, Inc. of Muskogee, OK, as contractor for Library and Swimming Pool Office Building Roof Repairs, as low bid at \$54,750.00. Other bids received: AAA Restorations, Inc. \$83,000.00, Allwine Roofing \$98,152.00 and Joplin Roofing \$129,130.00. Voting yes: Willcutt, Thompson, Rosamond, Noland, White, Stott. Voting no: none.

6. COMMITTEE REPORTS:

a. BUDGET / PERSONNEL (ROSAMOND):

Rosamond stated the Budget / Personnel will meet next week; may try to reschedule to Wednesday.

b. ORDINANCE / INSURANCE (THOMPSON):

Thompson reported they will be scheduling a meeting.

c. STREET / MAINTENANCE GARAGE (WILLCUTT):

Willcutt stated he had no report.

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 Stott to adjourn. Voting yes: Thompson, Rosamond, Noland, White, Stott, Willcutt. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 7:00 p.m.

2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF NOVEMBER 15TH, 2016 MEETING.

Motion was made by Willcutt, second by Thompson to approve the minutes of November 15th, 2016 meeting. Voting yes: Rosamond, Noland, White, Stott, Willcutt, Thompson. Voting no: none.

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: Noland, White, Stott, Willcutt, Thompson, Rosamond. Voting no: none.

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

MINUTES WRITTEN BY CITY CLERK/ P.P.W.A SECRETARY EVA SMITH
