

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, MARCH 7TH, 2017 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, Scott Craft, Travis Noland, Jill White and Drew Stott. Members absent: Willard Buchanan and Greg Rosamond.

Department Heads and other City Officials present: Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief BK Young, Recreation Center Director Laura Holloway and Library Director Cari Rerat.

Others: Police Captain Kevin Tramel, Courtside Benefits Representatives Kurt Schultz and Lisa Robertson, Grand Gateway Economic Development Association Representative Cary Jester and Zac Doyle.

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

No petitions were presented.

3. PURSUANT TO THE RULES, REGULATIONS AND POLICIES OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND THE OKLAHOMA DEPARTMENT OF COMMERCE/OFFICE OF COMMUNITY DEVELOPMENT, THIS PUBLIC HEARING IS BEING CONDUCTED FOR THE FOLLOWING PURPOSE:

- 1. To provide the citizens of the City of Pryor Creek an opportunity to comment on and receive information on the City's performance in implementing the Oklahoma Department of Commerce's Community Development Block Grant of \$43,178.00 (Total Cost \$71,753.00) for improvements to the CDBG Project # 15571 CDBG 13 - Sidewalk Construction.**
 - a. Discussion and possible action regarding consideration of CDBG Contract Closeout Certifications including:**
 - CDBG Engineer's Certification of Completion**
 - Section 3 Summary Report Part II**
 - Final Wage Compliance Form**
 - CDBG Certification of Final Completion**
 - Final Payment approval to Grand Gateway Economic Development Association (reimbursement of final administration payment)**
 - And any other Close-out Documents Required for CDBG Project #15571 CDBG 13 Sidewalk Construction Project**

Motion was made by Noland, second by Willcutt to enter public hearing. Voting yes: Willcutt, Thompson, Craft, Noland, White, Stott. Voting no: none.

Grand Gateway Economic Development Association Representative Cary Jester presented the final information required to close out CDBG Project # 15571 CDBG 13-Sidewalk Construction. He stated that the project cost less than quoted in the public hearing. The actual expenditure was \$68,601.00. Of that amount, \$41,281.26 was paid through the Community Development Block Grant and \$27,319.74 was spent through City funds. All of that has been spent except for \$226.04, which is the City's portion of the Grant administration fees and will be paid once all the closing documents are submitted to the State. There is only one draw request left to do, which is Grant Administration. The state will pay to the City and eventually to Grand Gateway \$2,373.96. Grand

Gateway will submit the request very shortly. There are only three (3) documents that need to be signed and approved by the Council, then Jester will need a copy of the posting of the public hearing, a copy of the agenda for tonight and draft minutes of tonight's meeting. Once he has all these items, he will submit them electronically and Mayor will physically submit them. This will complete the process.

Motion was made by Willcutt, second by Stott to exit public hearing. Voting yes: Thompson, Craft, Noland, White, Stott, Willcutt. Voting no: none.

a. Discussion and possible action regarding consideration of CDBG Contract Closeout Certifications including:

- **CDBG Engineer's Certification of Completion**
- **Section 3 Summary Report Part II**
- **Final Wage Compliance Form**
- **CDBG Certification of Final Completion**
- **Final Payment approval to Grand Gateway Economic Development Association (reimbursement of final administration payment)**
- **And any other Close-out Documents Required for CDBG Project #15571 CDBG 13 Sidewalk Construction Project**

Motion was made by Stott, second by Thompson to approve CDBG Contract Closeout Certifications including:

- CDBG Engineer's Certification of Completion
- Section 3 Summary Report Part II
- Final Wage Compliance Form
- CDBG Certification of Final Completion
- Final Payment approval to Grand Gateway Economic Development Association (reimbursement of final administration payment)
- And any other Close-out Documents Required for CDBG Project #15571 CDBG 13 Sidewalk Construction Project

Voting yes: Craft, Noland, White, Stott, Willcutt, Thompson. Voting no: none.

4. MAYOR'S REPORT:

a. Report from Kurt Schultz and / or Lisa Robertson of Courtside Benefits Group.

Courtside Benefits Representative Kurt Schultz updated the Council on the City's insurance policies.

5. CITY ATTORNEY'S REPORT:

a. Discussion and possible action regarding acceptance of donation of property described as Lot One (1) and Lots "J" and "K" in Block 39 in the W. T. Whitaker Addition to the Incorporated City of Pryor Creek, Mayes County, State of Oklahoma.

Motion was made by Noland, second by White to approve acceptance of donation of property described as Lot One (1) and Lots "J" and "K" in Block 39 in the W. T. Whitaker Addition to the Incorporated City of Pryor Creek, Mayes County, State of Oklahoma. Voting yes: Noland, White, Willcutt, Thompson, Craft. Voting no: Stott.

6. 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 February 21st, 2017 Council meeting.
- b. Approve payroll purchase orders through March 10th, 2017.
- c. Approve claims for purchase orders through March 7th, 2017.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	1620162055 - 1620162012	53,115.13
STREET & DRAINAGE	1620162013 - 910766B	8,582.19
GOLF	1620162012 - 1620162067	1,228.77
CAPITAL OUTLAY	1620162066 - 910841B	125,075.73
REAL PROPERTY ACQUISITION RES.	1620162070	1,500.00
RECREATION CENTER	1620162010 - 1620162009	55,270.01
TOTAL		244,771.83

NEW BLANKET PURCHASE ORDERS		
910851B	WALMART COMMUNITY / GEC	400.00
910852B	WALMART COMMUNITY / GEC	3,000.00
910853B	PRYOR STONE CO.	5,000.00
910854B	CHOUTEAU LIME CO. INC.	500.00
910855B	S & J PLUMBING	5,000.00
910856B	FIBER INTERACTIVE TECHNOLOGIES	6,000.00
TOTAL		19,900.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders presented.
- e. Discussion and possible action regarding closing of South Adair Street from 4:00 p.m. until 8:00 p.m. from Graham Avenue to Southeast First Street on April 20th, 2017, May 18th, 2017, June 15th, 2017, July 20th, 2017, August 17th, 2017, September 21st, 2017, and October 19th, 2017 for Main Street's Third Thursday Festival.
- f. Discussion and possible action regarding an anonymous donation in the amount of \$20,000.00 to the Rockin' G Animal Shelter for help and placement of animals. This would be deposited into Dog Pound Donations - Shelter Account #96-000-4525.
- g. Discussion and possible action regarding use of Whitaker Park by the Mayes County Amateur Radio Club on Saturday, June 24th, 2017 through Sunday, June 25th, 2017 for their 2017 Field Day event.
- h. Discussion and possible action regarding an expenditure of \$3,000.00 to John Henzel for 480 lineal feet of 9 foot high windscreen and tyrap (4,320 square feet). (The Pryor Public School System will reimburse the City 50% of total cost.)
- i. Discussion and possible action regarding the revised policy manual of the Thomas J. Harrison Pryor Public Library as approved by the Library Board On February 23rd, 2017.

Motion was made by Willcutt, second by Stott to approve items a-i less items f and i. Item h is actually a 100% reimbursement, which has already been received. Voting yes: White, Stott, Willcutt, Thompson, Craft, Noland. Voting no: none.

f. Discussion and possible action regarding an anonymous donation in the amount of \$20,000.00 to the Rockin' G Animal Shelter for help and placement of animals. This would be deposited into Dog Pound Donations - Shelter Account #96-000-4525.

Motion was made by Stott, second by Willcutt to approve an anonymous donation in the amount of \$20,000.00 to the Rockin' G Animal Shelter for help and placement of animals. This would be deposited into Dog Pound Donations - Shelter Account #96-000-4525. Voting yes: Stott, Willcutt, Thompson, Craft, Noland, White. Voting no: none.

i. Discussion and possible action regarding the revised policy manual of the Thomas J. Harrison Pryor Public Library as approved by the Library Board On February 23rd, 2017.

Item tabled until next Council meeting.

Mayor moved to Addendum Item 1.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, MARCH 7TH, 2017 AT 6:00 P.M.**

1. Discussion and possible action declaring purchase of stainless steel jail commode, valves and labor an emergency.

Motion was made by Noland, second by Stott to approve declaring purchase of stainless steel jail commode, valves and labor an emergency. Voting yes: Willcutt, Thompson, Craft, Noland, White, Stott. Voting no: none.

2. Discussion and possible action to approve expenditure not to exceed \$4,000.00 for stainless steel jail commode, valves and labor (manufactured to existing specifications) to S&J Plumbing, Account #02-215-5333.

Motion was made by Stott, second by Willcutt to approve expenditure not to exceed \$4,000.00 for stainless steel jail commode, valves and labor (manufactured to existing specifications) to S&J Plumbing, Account #02-215-5333. Voting yes: Thompson, Craft, Noland, White, Stott, Willcutt. Voting no: none.

7. COMMITTEE REPORTS:

a. BUDGET / PERSONNEL (ROSAMOND):

Noland reported that the Budget / Personnel Committee will meet on Tuesday, March 14th, 2017.

b. ORDINANCE / INSURANCE (THOMPSON):

Thompson reported the Ordinance / Insurance Committee will meet on Thursday, March 16th, 2017.

c. STREET / MAINTENANCE GARAGE (WILLCUTT):

Willcutt had no report.

8. UNFORESEEABLE BUSINESS.

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

Jill White met with the Junior City Council at the high school today. She would like to give them some motivation to attend a Council meeting. It may become a requirement that they attend a meeting a month, so once those students are elected in each ward, she asked that each Council member take the initiative to mentor them.

White also requested that the Council members receive a full copy of the PO's after the meetings.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 6:50 p.m.

2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF FEBRUARY 21ST, 2017 MEETING.

Motion was made by Stott, second by Willcutt to approve the minutes of February 21st, 2017 meeting. Voting yes: Noland, White, Stott, Willcutt, Thompson, Craft. 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: White, Stott, Willcutt, Thompson, Craft, Noland. 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
