

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, JUNE 20TH, 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* newspaper 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, William Gibson, Yolanda Thompson, Steve Smith, Travis Noland, Jill White and Zac Doyle. Members absent: Evett Barham.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief BK Young, Assistant Fire Chief James Baumert, Park Superintendent Frank Powell, Street Superintendent Buddy Glenn, Golf Superintendent Dennis Bowman, Library Director Cari Rerat, Recreation Center Director Laura Holloway and Assistant Recreation Center Director Rachel Sordahl.

Others: Police Captain Kevin Tramel, Police Officers Dustin Vanhorn and Mitchel Phillips, Firefighters Kenny Cooper, Tim Bonea, Randy Gibbs and John Ballew, Recreation Board Chairman Steve Wyneken, Chamber of Commerce President Barbara Hawkins, Library Employee Jacinda Ramsey, Library Board Chairman Jeanette Anderson, Mehlburger Brawley Engineer Steve Powell, Cemetery Employee Lucas Hoover, and Taylor Armontrout.

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

No petitions were presented.

3. MAYOR'S REPORT:

a. Recognition of Jacinda Ramsey for Level IV Public Librarian Certification.

Library Director Cari Rerat presented Jacinda Ramsey her Level IV Public Librarian Certification.

4. CITY ATTORNEY'S REPORT:

a. Second and final reading, discussion and possible action of an ordinance for New Commercial Construction that requires Fire Alarm or Sprinklers.

Motion was made by Willcutt, second by Gibson to approve and waive reading of Ordinance #2017-7 regarding New Commercial Construction that requires Fire Alarm or Sprinklers. Voting yes: Willcutt, Gibson, Thompson, Smith, Noland, White, Doyle. Voting no: none.

b. Discussion and possible action regarding Resolution 92-10 REDUCTION IN FORCE in compliance with Chapter 6-6 of the Policy and Procedure Manual, FOP Contract, Article 13 and FFO Contract, Article 9 for the 2017 – 2018 fiscal year.

Motion was made by Noland, second by Gibson to approve Resolution 92-10 REDUCTION IN FORCE in compliance with Chapter 6-6 of the Policy and Procedure Manual, FOP Contract, Article 13 and FFO Contract, Article 9 for the 2017 – 2018 fiscal year. Noland asked some questions regarding the timeline and the process, which were answered and explained by Mayor Tramel and Attorney Ritchie regarding the August 8th, 2017 sales tax vote. Voting yes: Gibson, Thompson, Smith, Noland, White, Doyle, 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 June 6th, 2017 Council meeting.
- b. Approve payroll purchase orders through June 30th, 2017.
- c. Approve claims for purchase orders through June 20th, 2017.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1620162958 – 1620162931	117,087.68
STREET & DRAINAGE	910760B – 910843B	33,484.65
GOLF	1620162872 - 1620162829	31,081.75
CAPITAL OUTLAY	1620162511 - 1620162841	61,250.00
OUTDOOR SWIMMING POOL	1620162911 - 1620162908	5,816.68
RECREATION CENTER	1620162842 - 1620162910	17,726.53
E-911 CASH FUND	910783B	893.66
COMMUNITY DEV. BLOCK GRANT	1620162926	2,368.66
DONATIONS CASH FUND	1620162943 - 1620162892	524.07
	TOTAL	270,233.68
	NEW BLANKET PURCHASE ORDERS	
	NO NEW BLANKETS	
	TOTAL	

- d. Acknowledge receipt of deficient purchase orders.
No deficient purchase orders were presented.
- e. Approve May Appropriation Requests.

MAY 2017

FEE IN LIEU	\$	20.95
STREET & DRAINAGE	\$	105,875.19
CEMETERY CARE INTEREST	\$	24.70
CEMETERY CARE FUND	\$	412.50
GOLF COURSE CASH FUND	\$	80,469.67
CAPITAL OUTLAY FUND	\$	19,009.47
CAPITAL OUTLAY RESERVE	\$	1,315.11
REAL PROPERTY ACQUISITION	\$	874.30
HOTEL/MOTEL TAX	\$	3,415.45
LIBRARY BUILDING FUND	\$	3.10
GOB 2002-RECREATION CENT	\$	-
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	76,097.66
PPWA BOND PROCEEDS (88)	\$	2,835.51
RECREATION CENTER-CASH FUND	\$	74,572.34
E-911	\$	1,789.00
LIBRARY SPECIAL	\$	293.21
SEIZURES	\$	4.20
DONATIONS	\$	12,013.11
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	1,821.36
TOTAL	\$	380,836.79

- f. Discussion and possible action regarding the closure of Graham Avenue from Cherokee Street to Adair Street on October 12th, 2017 for the Pryor High School Football Homecoming Parade with time to be determined at a later date.
- g. Discussion and possible action regarding the closure of the unit block of South Adair on October 12th, 2017 for a Pryor High School Football Homecoming Block Party from 3:00 p.m. until 8:00 p.m.
- h. Discussion and possible action regarding the closure of East Graham Avenue from Highway 69 East to Rowe Street from 6:00 a.m. until 5:00 p.m. November 4th, 2017 for Pryor Main Street's 5th Annual Christmas Chili Cook-off and Car Show.
- i. Discussion and possible action to approve the reappointment of Mr. Garry Harris to the Municipal Utility Board for a new five (5) year term beginning July 1st, 2017.
- j. Discussion and possible action regarding acceptance of the resignation of Kathy LaValley from the Thomas J. Harrison Pryor Public Library Board effective June 30th, 2017.

- k. Discussion and possible action regarding an expenditure of \$4,290.00 to iSolved/HMC for ESA Annual Renewal of Software Contract for TimeForce II as follows:

DEPARTMENT	NUMBER OF EMPLOYEES	AMOUNT PER EMPLOYEE	TOTALS	ACCOUNT NUMBER
Street	9	\$32.25	\$290.25	14-145-5342
Managerial	4	32.25	\$129.00	02-207-5091
Clerk	4	32.25	\$129.00	02-209-5091
Police	28	32.25	\$903.00	02-215-5091
Animal Control	4	32.25	\$129.00	02-216-5091
Fire	11	32.25	\$354.75	02-217-5091
Park	4	32.25	\$129.00	02-221-5091 <i>(Scrivener's error: should be 02-219-5091)</i>
Library	9	32.25	\$290.25	02-221-5091
Cemetery	5	32.25	\$161.25	02-223-5091
Court	2	32.25	\$64.50	02-231-5091
Golf	5	32.25	\$161.25	41-415-5092
Recreation Center	48	32.25	\$1,548.00	84-845-5091
General Fund		(Rounding difference)	\$0.75	02-201-5091
		TOTAL	\$4,290.00	

- l. Discussion and possible action regarding a change order in the amount of \$6,800.00 to Exterior Solutions by Craig's Roofing for Library from Capital Outlay – Properties Account #44-445-5419.
- m. Discussion and possible action regarding an expenditure of \$5,715.00 to WatchGuard for a 4RE/VISTA camera system for the new 2017 Ford Explorer at the Pryor Creek Police Department as sole-source with \$5,000.00 to come from Donations – Police Vehicle Account #95-965-5510 and \$713.00 to come from Donations – Fingerprint – Police Training Account #96-965-5544. The Cherokee Nation donated \$5,000.00 to the Police Department for vehicle equipment. *(Scrivener's error: Donations – Police Vehicle Account # is 96-965-5510.)*
- n. Discussion and possible action regarding hiring Jeffery Frazier to fill vacant Patrolman position at the Pryor Creek Police Department at Range J, Step 1 (annual wage \$32,295).
- o. Discussion and possible action regarding the resignation of Sheri Upshaw from the Thomas J. Harrison Pryor Public Library effective June 30th, 2017.
- p. Discussion and possible action regarding seeking applications to fill the vacant part-time City position at the Thomas J. Harrison Pryor Public Library created by resignation of Sheri Upshaw.
- q. Discussion and possible action regarding the 2017 – 2018 contract between the City and the International Association of Fire Fighters AFL – CIO / CLC Local 3567 with the following modifications:
 - Increase the Employee Insurance Coverage from \$635.00 to a maximum of \$653.38.
 - Article 14: One additional holiday shall be granted for the contract year 2017 – 2018.
 - Add new article: Article 20: Section 5. The City agrees to pay \$100.00 per month for EMS Records Director to maintain all records as required provided the City provides First Responder assistance per Code of Ordinances Title 4 Fire Duties, Section 4 – 1a – 2.
- r. Discussion and possible action regarding year-end budget transfers recommended by Certified Public Accountant Ron Kolker as needed for fiscal year end 2016 – 2017.

Motion was made by Thompson, second by Smith to approve a-r, less l, n, p, r. Voting yes: Thompson, Smith, Noland, White, Doyle, Willcutt, Gibson. Voting no: none.

l. Discussion and possible action regarding a change order in the amount of \$6,800.00 to Exterior Solutions by Craig's Roofing for Library from Capital Outlay – Properties Account #44-445-5419.

Motion was made by Noland, second by Thompson to approve a change order in the amount of \$6,800.00 to Exterior Solutions by Craig's Roofing for Library from Capital Outlay – Properties Account #44-445-5419. Voting yes: Smith, Noland, White, Doyle, Willcutt, Gibson, Thompson. Voting no: none.

n. Discussion and possible action regarding hiring Jeffery Frazier to fill vacant Patrolman position at the Pryor Creek Police Department at Range J, Step 1 (annual wage \$32,295).

Motion was made by Noland, second by Gibson to table hiring Jeffery Frazier to fill vacant Patrolman position at the Pryor Creek Police Department at Range J, Step 1 (annual wage \$32,295). Voting yes: Noland, White, Doyle, Willcutt, Gibson, Thompson, Smith. Voting no: none.

p. Discussion and possible action regarding seeking applications to fill the vacant part-time City position at the Thomas J. Harrison Pryor Public Library created by resignation of Sheri Upshaw.

Motion was made by Noland, second by Smith to table seeking applications to fill the vacant part-time City position at the Thomas J. Harrison Pryor Public Library created by resignation of Sheri Upshaw. Voting yes: White, Doyle, Willcutt, Gibson, Thompson, Smith, Noland. Voting no: none.

r. Discussion and possible action regarding year-end budget transfers recommended by Certified Public Accountant Ron Kolker as needed for fiscal year end 2016 – 2017.

Motion was made by Willcutt, second by Noland to approve as amended, Discussion and possible action regarding authorizing Certified Public Accountant Ron Kolker to make recommendations for year-end budget transfers as needed for fiscal year-end 2016 – 2017. Voting yes: Doyle, Willcutt, Gibson, Thompson, Smith, Noland, White. Voting no: none.

Moved to Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, JUNE 20TH, 2017 AT 6:00 P.M.**

1. Discussion and possible action regarding follow-up on report of City contracts.

Motion was made by White, second by Doyle to discuss follow-up report of City contracts. No action was taken.

2. Discussion and possible action regarding the Street Department rights-of-way mowing consolidation plan from Mayor Tramel following up the June 6th, 2017 meeting.

Motion was made by Noland, second by Smith to discuss Street Department rights-of-way mowing consolidation plan from Mayor Tramel following up the June 6th, 2017 meeting. Street Superintendent Buddy Glenn explained the expenses of having the Street Department handle the rights-of-way mowing. No action was taken.

3. Discussion and possible action regarding the appraisal of the Pryor Youth Organization that was to be presented to Council.

Mayor has not received the appraisal back from OMAG. No action was taken.

4. Discussion and possible action regarding seeking requirements for City Administrator.

Motion was made by White, second by Gibson to discuss seeking requirements for City Administrator. No action was taken.

5. Discussion on election / ballot item deadlines.

Motion was made by Doyle, second by Smith to discuss election / ballot item deadlines. No action was taken.

Moved back to Regular Agenda.

6. DEPARTMENT HEAD REPORTS:

a. Street Department – Buddy Glenn

Glenn reported that they have completed work at SE 14th and Elliott and NE 5th and Elliott. They are now working on SE 15th and Elliott. They have completed three high water gates, and they continue trimming and mowing.

b. Park / Cemetery – Frank Powell

Powell reported that Memorial Day went very well at the cemeteries and received no complaints. They are trying to keep up with the mowing and spraying of weeds and grass. He mentioned that interest has been shown in using one of the tennis courts as a Pickle Ball Court.

c. Library – Cari Rerat

Rerat handed out a statistics sheet (attached). She reported that the summer reading program is going great. They are working on saving as much money as they can in regards to the budgeting process. They are looking for other ways to cut costs, as well.

d. Recreation Center – Laura Holloway

Holloway handed out a report (attached). She reported that from May 2015 to May 2016 to May 2017 the Recreation Center has continued to show an increase. Rachel has been teaching swim lessons at the outdoor pool, and lessons have been going on at the indoor pool, as well. Ethan Markle has been working with the swim team, and Holloway would like to groom him to be a high school swim coach and a young children's swim coach, and even possibly an aquatics supervisor, in the future. He has come through the Cherokee Nation, so he is not costing the Recreation Center. Kim Heins is getting ready to start working out with the high school football team at the outdoor pool. The Alzheimers class is getting ready to wrap up. The Recreation Center had a lightning strike last week, which caused issues with the swimming pool, a treadmill, air conditioning and a copier. That has caused quite a bit of expense. Rachel Sordahl reported on the outdoor pool numbers. The busiest day, they had 205 swimmers and the slowest day there were 85. They have averaged 132 per day. They have had to close a couple of days because of weather. They have sold 35 season passes. As of June 16th, they have shown a revenue of \$7,420.00+\$600 from banner sales.

e. Golf – Dennis Bowman

Bowman reported that this is a very busy time at the Golf Course. They have been mowing and holding tournaments. They just held the Brown and Brown Special Olympics Tournament, which was a great success. A wind storm blew three large trees down and rain has hurt the attendance. The Lions Club will be hosting the 7th Annual Night Golf Tournament on July 21st. The Salina Wrestling Club will be holding their tournament on July 29th. Junior Golfers program is wrapping up tomorrow. Junior Golf is for ages 8-17. The golf course has received its new mower to replace the stolen mower, and it is a great mower. CourseTrends is developing a new website for the golf course.

f. Police Department – Dennis Nichols

Nichols handed out a statistics report (attached). He reported that there is a youth group from Texas working on some nuisance properties that the owners were unable to clean by themselves. Officer Humphrey coordinated these properties with the group.

g. Fire Department – B. K. Young

Young reported that May is the first month that they had the EMD (Emergency Medical Dispatch) protocols. Rocklahoma went well. They are checking hydrants right now and working on SOP's and SOG's. Fire subscriptions are going well, and Eva's office is doing a great job keeping up with them.

7. COMMITTEE REPORTS:

a. BUDGET / PERSONNEL (NOLAND):

Noland reported that the Budget / Personnel Committee will have a meeting the first of July.

b. ORDINANCE / INSURANCE (THOMPSON):

Thompson reported that the Ordinance / Insurance Committee will schedule a meeting next week.

c. STREET / MAINTENANCE GARAGE (WILLCUTT):

Willcutt reported that the Street / Maintenance Garage Committee will meet next week.

8. UNFORESEEABLE BUSINESS.

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

No unforeseeable business was presented.

9. ADJOURN.

Motion was made by Noland, second by Willcutt to adjourn. Voting yes: Willcutt, Gibson, Thompson, Smith, Noland, White, Doyle. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 7:30 p.m.

2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF JUNE 6TH, 2017 MEETING.

Motion was made by Willcutt, second by Noland to approve the minutes of June 6th, 2017 meeting. Voting yes: Gibson, Thompson, Smith, Noland, White, Doyle, Willcutt. 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 Willcutt, second by Smith to adjourn the Pryor Public Works Authority meeting. Voting yes: Thompson, Smith, Barham, Noland, White, Doyle, Willcutt, Gibson. 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 _____