

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, SEPTEMBER 5<sup>TH</sup>, 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](http://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, Yolanda Thompson, Evett Barham, Travis Noland, Jill White and Zac Doyle. Members absent: William Gibson and Steve Smith.

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

Others: Police Officer James Blower, Firefighters Randy Gibbs and Kenny Cooper, Chamber of Commerce President Barbara Hawkins, Mehlburger Brawley Engineer Steve Powell, Planning and Zoning Board of Adjustment/Multi-hazard Mitigation Committee and Hotel/Motel Tax Allocation Board Member Randy Chitwood, Darrell and Donna Moore

Mayor moved to Item 4.

**4. MAYOR'S REPORT:**

At the request of Jr. City Councilor Jenna Wagner, the Street Department placed 16 signs at schools to make drivers aware of "Distracted Driving".

Mayor recognized the Pryor Fire Department for sending two employees to Houston after hurricane Harvey hit. They were able to help in saving 179 people.

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

a. Discussion and possible action regarding the request submitted by Collene Dinsmore for a Community Hall and Kitchen non-profit reduction in fee in order to hold a Susan G. Komen Breast Cancer Organization Fund Raiser.

Motion was made by Noland, second by Barham to approve the request submitted by Collene Dinsmore for a Community Hall and Kitchen non-profit reduction in fee in order to hold a Susan G. Komen Breast Cancer Organization Fund Raiser. Voting yes: Willcutt, Thompson, Barham, Noland, White, Doyle. Voting no: none.

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

**a. Explanation of Open Records Act rules and regulations.**

City Attorney reported and distributed an opinion and reviewed this with Council.

**b. Explanation of Strong Mayor Charter form of government, duties and responsibilities of Mayor and City Council.**

City Attorney reviewed a handout that he presented to the Council.

**c. Legal opinion regarding comparison of City Administrator vs City Manager.**

Council reviewed the handout. No action taken.

**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 August 15<sup>th</sup>, 2017 Council meeting.
- b. Approve payroll purchase orders through September 8<sup>th</sup>, 2017.
- c. Approve claims for purchase orders through September 5<sup>th</sup>, 2017.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1720170524 – 1720170527	\$123,807.01
STREET & DRAINAGE	1720170527 – 910930B	129,759.77
CEMETERY CARE FUND	1720170565	50.00
GOLF COURSE	1720170532 – 1720170538	13,222.39
CAPITAL OUTLAY	910807B – 1720170514	2,338.66
REAL PROPERTY ACQUIS. RESERV.	1720170571 – 910925B	3,750.00
HOTEL/MOTEL TAX REV.	1720170469 – 1720170470	48,095.98
RECREATION CENTER	1720170559 – 1720170570	29,880.46
PRYOR PUBLIC WORKS AUTHORITY	1720170446	1,600.00
E-911	910866B	890.82
DONATIONS	1720170439 – 1720170508	<u>2,970.96</u>
	<b>TOTAL:</b>	<b>\$356,366.05</b>

**NEW BLANKET PURCHASE ORDERS**

910931B	MELTON'S AC & APPLIANCE	\$6,900.00
910932B	WALMART	1,000.00
910933B	RECORDED BOOKS	300.00
910934B	XEROX CORP.	3,500.00
910935B	SUNDANCE OFFICE SUPPLY	2,500.00
910936B	BAKER & TAYLOR	17,000.00
910937B	WALMART	1,000.00
910938B	S & S WORLDWIDE	<u>500.00</u>
	<b>TOTAL:</b>	<b>\$32,700.00</b>

- d. Acknowledge receipt of deficient purchase orders.

*No deficient purchase orders were presented.*

- e. Discussion and possible action regarding the 2017 – 2018 City of Pryor Creek Cemetery Care Fund Budget.
- f. Discussion and possible action to authorize the Mayor to sign the Hold Harmless Agreement for Peoplelink Staffing Solutions.
- g. Discussion and possible action regarding Resolution supporting continued participation in the Oklahoma Main Street Programs.
- h. Discussion and possible action regarding the closure of Hogan Street from East Graham to Northeast First Street from 5:30 p.m. – 7:30 p.m. on Thursday, September 7<sup>th</sup>, 2017 for a block party and pep assembly sponsored by the First Baptist Church.
- i. Discussion and possible action regarding an expenditure in the amount of \$3,204.50 to Thyssenkrupp Elevator Corporation for 12-month maintenance contract from General Fund -Repair and Maintenance Account #02-201-5091. (This amount reflects a 3% discount for payment in full.)
- j. Discussion and possible action regarding the resignation of Harriett Dunham from the Planning and Zoning Board effective immediately.
- k. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and Pelivan Transit (Grand Gateway Economic Development Association).
- l. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Pryor Main Street Program.
- m. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Disabled American Veteran's Program.
- n. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Senior Citizen Nutrition Center.
- o. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Sertoma Senior Citizen Center.
- p. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Veteran's Program / American Legion.
- q. Discussion and possible action regarding the approval of the Hotel / Motel 2016 – 2017 final expense report from the Pryor Public Schools.
- r. Discussion and possible action regarding the approval of the Hotel / Motel 2016 – 2017 final expense report from Pryor Band Day.
- s. Discussion and possible action regarding the approval of the Hotel / Motel 2016 – 2017 final expense report from Pryor Main Street.
- t. Discussion and possible action regarding the approval of the Hotel / Motel 2016 – 2017 final expense report from the Pryor Area Chamber of Commerce.

- u. Discussion and possible action regarding an expenditure in the amount of \$27,483.42 to the Pryor Area Chamber of Commerce for the 40% allocation of available Hotel / Motel grant funds for fiscal year 2017 – 2018.
- v. Discussion and possible action regarding an expenditure in the amount of \$11,241.71 to the Pryor Public Schools plus \$2,500.00 for Pryor Band Day for the 20% allocation of available Hotel / Motel grant funds for fiscal year 2017 – 2018.
- w. Discussion and possible action regarding an expenditure in the amount of \$6,870.85 to Pryor Main Street for the 10% allocation of available Hotel / Motel grant fund for fiscal year 2017 – 2018.
- x. Discussion and possible action regarding the 2017 – 2018 Grant Application in the amount of \$1,500.00 from the Pryor Area Arts and Humanities for the Missoula Children’s Theatre in June of 2018.
- y. Discussion and possible action regarding the 2017 – 2018 Grant Application in the amount of \$1,000.00 from the Pryor Area Arts and Humanities for the Northeast Area Art Show.
- z. Discussion and possible action regarding the 2017 – 2018 Grant Application in the amount of \$1,000.00 from the Hope Coalition for the Pryor Fever Run scheduled on September 23<sup>rd</sup>, 2017.
- aa. Discussion and possible action regarding the 2017 – 2018 Grant Application in the amount of \$2,500.00 from Pryor Main Street for the Chili Christmas and Car Show scheduled for November 18<sup>th</sup>, 2017.
- bb. Discussion and possible action regarding the 2017 – 2018 Grant Application in the amount of \$2,500.00 from the Pryor Area Chamber of Commerce Christmas Parade of Lights scheduled for December 7<sup>th</sup>, 2017.
- cc. Discussion and possible action regarding the 2017 – 2018 Grant Application in the amount of \$2,500.00 from the Pryor Area Chamber of Commerce for Comforts of Home Quilt Show scheduled for September 22<sup>nd</sup> and 23<sup>rd</sup>, 2017.
- dd. Discussion and possible action regarding an expenditure not to exceed \$3,500.00 to Luber Brothers as sole source for repair to Jacobson Greens King IV mower for the Golf Course.
- ee. Discussion and possible action regarding approval of job description for Heavy Equipment Mechanic.
- ff. Discussion and possible action regarding the promotion of Michael Patton to Heavy Equipment Mechanic Range E, Step 4 (annual wage \$43,240.00) effective September 9<sup>th</sup>, 2017.
- gg. Discussion and possible action regarding the promotion of Kenny Cooper from Fire Department Lieutenant, Range O, Step 4 (annual wage \$43,136.00) to Fire Department Captain, Range P, Step 4 (annual wage \$46,000.00) effective September 9<sup>th</sup>, 2017.
- hh. Discussion and possible action regarding the surplus of one 2009 Inflatable Raft (LES18036F909) City I.D. #3016 from the Fire Department. This raft is unrepairable and will be taken out of service.
- ii. Discussion and possible action regarding an expenditure of \$6,998.70 to Cardinal Tracking, Inc. for the System Annual Software License and Customer Support Renewal Package at the Pryor Police Department for fiscal year 2017 – 2018.
- jj. Discussion and possible action regarding the resignation of Christopher Perez from Dispatcher position at the Police Department effective August 25<sup>th</sup>, 2017.
- kk. Discussion and possible action regarding the resignation of Chuck Ward from Sergeant position at the Police Department effective August 31<sup>st</sup>, 2017.
- ll. Discussion and possible action regarding denial of Claim #203789-LR submitted by Roger Willcutt to the Oklahoma Municipal Assurance Group.

Motion was made by Willcutt, second by Barham to approve items b, c, d, e, h, i, n, o, p, r, s, t, x, y, z, aa, ee, ff, gg, hh, ii, jj, kk. Voting yes: Thompson, Barham, Noland, White, Doyle, Willcutt. Voting no: none.

**a. Approve minutes of August 15<sup>th</sup>, 2017 Council meeting.**

Motion was made by Thompson, second by Noland to approve the minutes of August 15<sup>th</sup>, 2017 Council meeting. Voting yes: Noland, White, Doyle, Willcutt, Thompson. Abstaining, counting as a no vote: Barham. Voting no: none.

**f. Discussion and possible action to authorize the Mayor to sign the Hold Harmless Agreement for Peoplelink Staffing Solutions.**

Motion was made by Doyle, second by Noland to approve authorizing the Mayor to sign the Hold Harmless Agreement for Peoplelink Staffing Solutions. Voting yes: Noland, White, Doyle, Willcutt, Thompson, Barham. Voting no: none.

**g. Discussion and possible action regarding Resolution supporting continued participation in the Oklahoma Main Street Programs.**

Motion was made by Doyle, second by Noland to approve Resolution #2017-10 supporting continued participation in the Oklahoma Main Street Programs. Voting yes: White, Doyle, Willcutt, Thompson, Barham, Noland. Voting no: none.

**j. Discussion and possible action regarding the resignation of Harriett Dunham from the Planning and Zoning Board effective immediately.**

Motion was made by Willcutt, second by Doyle to accept the resignation of Harriett Dunham from the Planning and Zoning Board effective immediately. Councilman Noland spoke of his and the City's appreciation for Harriett's service. Voting yes: Doyle, Willcutt, Thompson, White. Voting no: Barham, Noland.

**k. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and Pelivan Transit (Grand Gateway Economic Development Association).**

Motion was made by Doyle, second by Thompson to pull item 5 k off of the consent agenda for discussion. Voting yes: Willcutt, Thompson, Barham, Noland, White, Doyle. Voting no: none.

Motion was made by Willcutt, second by Noland to approve the Agreement for Funding and Provision of Services between the City of Pryor Creek and Pelivan Transit (Grand Gateway Economic Development Association). Voting yes: Thompson, Barham, Noland, White, Willcutt. Voting no: Doyle.

**l. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Pryor Main Street Program.**

Motion was made by Willcutt, second by Thompson to approve the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Pryor Main Street Program. Voting yes: Barham, Noland, White, Doyle, Willcutt, Thompson. Voting no: none.

**m. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Disabled American Veteran's Program.**

Motion was made by Willcutt, second by Doyle to approve the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Disabled American Veteran's Program. Voting yes: Noland, White, Doyle, Willcutt, Thompson, Barham. Voting no: none.

**q. Discussion and possible action regarding the approval of the Hotel / Motel 2016 – 2017 final expense report from the Pryor Public Schools.**

Motion was made by Doyle, second by Willcutt to approve the Hotel/Motel 2016 – 2017 final expense report from the Pryor Public Schools. Voting yes: White, Doyle, Willcutt, Thompson, Barham, Noland. Voting no: none.

**u. Discussion and possible action regarding an expenditure in the amount of \$27,483.42 to the Pryor Area Chamber of Commerce for the 40% allocation of available Hotel / Motel grant funds for fiscal year 2017 – 2018.**

Motion was made by Noland, second by Barham to approve an expenditure in the amount of \$27,483.42 to the Pryor Area Chamber of Commerce for the 40% allocation of available Hotel/Motel grant funds for fiscal year 2017 – 2018. Voting yes: Willcutt, Thompson, Barham, White. Voting no: Doyle. Noland left at 7:45 (before the vote) due to an emergency.

**v. Discussion and possible action regarding an expenditure in the amount of \$11,241.71 to the Pryor Public Schools plus \$2,500.00 for Pryor Band Day for the 20% allocation of available Hotel / Motel grant funds for fiscal year 2017 – 2018.**

Motion was made by Willcutt, second by Doyle to approve an expenditure in the amount of \$11,241.71 to the Pryor Public Schools plus \$2,500.00 for Pryor Band Day for the 20% allocation of available Hotel/Motel grant funds for fiscal year 2017 – 2018. Voting yes: Willcutt, Thompson, Barham, White, Doyle. Voting no: none.

**w. Discussion and possible action regarding an expenditure in the amount of \$6,870.85 to Pryor Main Street for the 10% allocation of available Hotel / Motel grant fund for fiscal year 2017 – 2018.**

Motion was made by Thompson, second by Barham to approve an expenditure in the amount of \$6,870.85 to Pryor Main Street for the 10% allocation of available Hotel/Motel grant fund for fiscal year 2017 – 2018. Voting yes: Thompson, Barham, White, Doyle, Willcutt. Voting no: none.

**bb. Discussion and possible action regarding the 2017 – 2018 Grant Application in the amount of \$2,500.00 from the Pryor Area Chamber of Commerce Christmas Parade of Lights scheduled for December 7<sup>th</sup>, 2017.**

Motion was made by Willcutt, second by Barham to approve the 2017 – 2018 Grant Application in the amount of \$2,500.00 from the Pryor Area Chamber of Commerce Christmas Parade of Lights scheduled for December 7, 2017. Voting yes: Barham, White, Doyle, Willcutt, Thompson. Voting no: none.

**cc. Discussion and possible action regarding the 2017 – 2018 Grant Application in the amount of \$2,500.00 from the Pryor Area Chamber of Commerce for Comforts of Home Quilt Show scheduled for September 22<sup>nd</sup> and 23<sup>rd</sup>, 2017.**

Motion was made by Doyle, second by Willcutt to approve the 2017 – 2018 Grant Application in the amount of \$2,500.00 from the Pryor Area Chamber of Commerce for the Comforts of Home Quilt Show scheduled for September 22<sup>nd</sup> and 23<sup>rd</sup>, 2017. Voting yes: White, Doyle, Willcutt, Thompson, Barham. Voting no: none.

**II. Discussion and possible action regarding denial of Claim #203789-LR submitted by Roger Willcutt to the Oklahoma Municipal Assurance Group.**

Motion was made by Thompson, second by Barham to approve the denial of Claim #203789-LR submitted by Roger Willcutt to the Oklahoma Municipal Assurance Group. Voting yes: Doyle, Willcutt, Thompson, Barham, White. Voting no: none.

**6. COMMITTEE REPORTS**

**A. Budget / Personnel (Noland)**

Mayor Tramel reported that the Budget / Personnel Committee will meet on September 12<sup>th</sup>, 2017.

**B. Ordinance / Insurance (Thompson)**

Thompson reported that there will be an Ordinance / Insurance meeting on September 7<sup>th</sup>, 2017.

**C. Street / Maintenance (Willcutt)**

Willcutt stated that there was no report.

**7. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business.

**8. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Mayor Tramel called the meeting to order at 7:50 p.m.

**2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF AUGUST 15<sup>TH</sup>, 2017 MEETING.**

Motion was made by Willcutt, second by Thompson to approve the Minutes of August 15<sup>th</sup>, 2017 Meeting. Voting yes: Thompson, White, Doyle, Willcutt. Abstaining, counting as a no vote: Barham. Voting no: none.

**3. UNFORESEEABLE BUSINESS**

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

Mayor Tramel thanked those who helped with Freedomfest.

**4. ADJOURN.**

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

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

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

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