

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, SEPTEMBER 19<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, Steve Smith, Evett Barham, Travis Noland, Jill White and Zac Doyle. Members absent: William Gibson.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief BK Young, Park Superintendent Frank Powell, Street Superintendent Buddy Glenn and Assistant Street Superintendent Bobby Spurlock.

Others: Police Officer Dustin Van Horn, Firefighters Brandon Merritt and Tim Bonea, Street Department employees Travis Pathkiller and Michael Patton, Cemetery employees Lucas Hoover, Charles Bruch and Joel Keith, Park employee Donald Ducummon, Integrated Insurance Services Representative John Hawkins, Lakota Group Vice President Nick Kalogeresis, Express Personnel representatives Daryl Sword and Curtis Witt, Courtside Benefits Group representatives Kurt Schultz and Lisa Robertson, Brown & Brown representatives Bill Evans, Jennifer Brittain and Jimmie Gentry, Nena Roberts, Drew Stott, Bill Dinsmore, Houston Brittain and Dennis Cook.

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

- a. Discussion and possible action regarding the request submitted by the Friends of the Pryor Creek Library Board of Directors for a Community Hall and Kitchen non-profit reduction in fee in order to hold the Book Exchange's annual Booklahoma event with the Friends of the Pryor Creek Library receiving 70% of the money received from sales.**

Motion was made by Noland, second by Doyle to approve the request submitted by the Friends of the Pryor Creek Library Board of Directors for a Community Hall and Kitchen non-profit reduction in fee in order to hold the Book Exchange's annual Booklahoma event with the Friends of the Pryor Creek Library receiving 70% of the money received from sales. Voting yes: Willcutt, Thompson, Smith, Barham, Noland, White, Doyle. Voting no: none.

Derek Voth, Leadership and American Government teacher with Pryor Junior High thanked Mayor Tramel for allowing him to bring his students to tour City Hall.

- b. Presentation of report of the Comprehensive Plan by the Lakota Group.**

Lakota Group Vice President Nick Kalogeresis reviewed the Comprehensive Plan (copy attached).

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

- a. Report on RFP process for Agent of Record on City of Pryor Creek Medical and Ancillary benefits.**

City Attorney Kim Ritchie explained the difference between a construction project that follows the Competitive Bidding Act and our RFP process that follows the Professional Services Act. There are many factors involved besides cost. It is not a competitive bid process and bidding is not required.

- b. Discussion and possible action regarding a special use request from applicant Stacey Barker on a recommendation from the Planning and Zoning Commission to allow a residential childcare center to be located at the following property described as: SEC 8-21-19, BEG SW COR OF E2E2SWNW-150' W FOR POB – N 185' – E 126.288' – S 184.12' – W 125.995' TO POB aka 901 NE 5<sup>th</sup> St., Pryor Creek, OK, Mayes County.**

Motion was made by Doyle, second by Barham to approve a special use request from applicant Stacey Barker on a recommendation from the Planning and Zoning Commission to allow a residential childcare center to be located at the following property described as: SEC 8-21-19, BEG SW COR OF E2E2SWNW-150' W FOR POB – N 185' – E 126.288' – S 184.12' – W 125.995' TO POB aka 901 NE 5<sup>th</sup> St., Pryor Creek, OK, Mayes County. Voting yes: Thompson, Smith, Barham, Noland, White, Doyle, Willcutt. Voting no: none.

**4. PUBLIC COMMENTS ON THE SELECTION OF AGENT OF RECORD AND RFP PROCESS:**

**The following people provided comments regarding their past experiences with the two insurance companies that submitted RFP's for the agent of record:**

- a. Dennis Nichols
- b. Charles Bruch
- c. Nena Roberts – declined to comment
- d. Eva Smith
- e. Buddy Glenn
- f. Houston Brittain

**5. MAYOR'S REPORT:**

Mayor Tramel read the resignation of William H. Gibson from City Council Ward 1.

Mayor Tramel stated that he would like to revisit the Comprehensive Plan in a couple of weeks. He will also review the Bike Trail Plan.

**a. Mayor's proclamation as presented by the Union Mission Chapter of the Daughters of the American Revolution, Pryor Creek, Oklahoma, designating September 17<sup>th</sup> through September 23<sup>rd</sup>, 2017 as Constitution Week.**

Motion was made by Willcutt, second by Thompson to approve proclamation as presented by the Union Mission Chapter of the Daughters of the American Revolution, Pryor Creek, Oklahoma, designating September 17<sup>th</sup> through September 23<sup>rd</sup>, 2017 as Constitution Week. Voting yes: Smith, Barham, Noland, White, Doyle, Willcutt, Thompson. Voting no: none.

**b. Discussion and possible action regarding a \$5,000.00 expenditure to the Pryor Area Chamber of Commerce for the FreedomFest Sponsorship 2017.**

Motion was made by Noland, second by Willcutt to approve a \$5,000.00 expenditure to the Pryor Area Chamber of Commerce for the FreedomFest Sponsorship 2017 from the P.P.W.A. Fund. Voting yes: Barham, Noland, White, Doyle, Willcutt, Thompson, Smith. Voting no: none.

**c. Discussion and possible action regarding authorizing the City Attorney to notify Peoplelink Staffing Solutions of cancellation of services.**

Motion was made by Noland, second by Doyle to approve authorizing the City Attorney to notify Peoplelink Staffing Solutions of cancellation of services. Voting yes: Noland, White, Doyle, Willcutt, Thompson, Smith, Barham. Voting no: none.

**d. Discussion and possible action regarding contractual approval of Express Personnel for temporary staffing for the City of Pryor Creek at rates provided. (See attached)**

Motion made by Noland, second by Doyle to approve contractual approval of Express Personnel for temporary staffing for the City of Pryor Creek at rates provided. (See attached) Voting yes: White, Doyle, Willcutt, Thompson, Smith, Barham, Noland. Voting no: none.

**e. Discussion and possible action regarding selection of Agent of Record from RFP proposals for employee benefit insurance broker services.**

Motion was made by Thompson, second by White to select Brown & Brown as Agent of Record from RFP proposals for employee benefit insurance broker services. White read her reason for her motion, after which much discussion ensued. Voting yes: Doyle, Thompson, Barham, White. Voting no: Willcutt, Smith, Noland.

**f. Discussion and possible action regarding authorizing the City Attorney to provide a cost estimate to develop a Council handbook for budget approval.**

Motion was made by White, second by Doyle to authorize the City Attorney to provide a cost estimate to develop a Council handbook for budget approval. Voting yes: Willcutt, Noland, White, Doyle. Voting no: Thompson, Smith, Barham.

Mayor Tramel called for a 5-minute recess. Motion was made by Roger Willcutt, second by Steve Smith. Voting yes: Thompson, Smith, Barham, Noland, White, Doyle, Willcutt. Voting no: none.

Motion was made by Willcutt, second by Smith to return to regular session after a 10-minute recess. City Attorney did not discuss any issue with any Council member during the break. Voting yes: Smith, Barham, Noland, White, Doyle, Willcutt, Thompson. Voting no: none.

**g. Discussion and possible action regarding authorizing the City Attorney to provide a cost estimate for City Administrator / Manager Implementation based on timeline as established by Council.**

Motion was made by Noland, second by Doyle to approve authorizing the City Attorney to provide a cost estimate for City Administrator / Manager Implementation based on timeline as established by Council. Voting yes: Barham, Noland, White, Doyle, Willcutt, Thompson, Smith. Voting no: none.

**h. Discussion and possible action to appoint an Ad Hoc Committee to explore optional forms of government.**

Motion was made by Barham, second by Smith to appoint an Ad Hoc Committee to explore optional forms of government. Voting yes: Noland, White, Doyle, Willcutt, Thompson, Smith, Barham. Voting no: none.

**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 September 5<sup>th</sup>, 2017 Council meeting.
- b. Approve payroll purchase orders through September 22<sup>nd</sup>, 2017.
- c. Approve claims for purchase orders through September 19<sup>th</sup>, 2017.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1720170662 - 910883B	98,060.99
STREET & DRAINAGE	910917B - 910843B	8,952.78
CEMETERY CARE FUND	1720170577 - 1720170653	606.11
GOLF	1720170631 - 1720170626	5,289.92
RECREATION CENTER	1720170605 - 1720170590	7,925.34
PRYOR PUBLIC WORKS AUTHORITY	1720170584 - 1720170600	7,069.90
DONATIONS CASH FUND	1720170405	450.00
<b>TOTAL</b>		<b>128,355.04</b>
<b>NEW BLANKET PURCHASE ORDERS</b>		
910939B	CSI SOFTWARE	12,000.00
910940B	CSI SOFTWARE	1,000.00
910941B	GALLS	2,000.00
910942B	GALLS	5,000.00
<b>TOTAL</b>		<b>20,000.00</b>

- d. Acknowledge receipt of deficient purchase orders.  
*No deficient purchase orders were presented.*
- e. Approve August Appropriations Request.

**AUGUST 2017**

FEE IN LIEU	\$	20.95
STREET & DRAINAGE	\$	116,225.95
CEMETERY CARE INTEREST	\$	76.58
CEMETERY CARE FUND	\$	1,100.00
GOLF COURSE CASH FUND	\$	31,831.18
CAPITAL OUTLAY FUND	\$	20,907.86
CAPITAL OUTLAY RESERVE	\$	4,649.90
REAL PROPERTY ACQUISITION	\$	169.97
HOTEL/MOTEL TAX	\$	3,675.31
LIBRARY BUILDING FUND	\$	9.57
GOB 2002-RECREATION CENT	\$	-
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	84,030.65
PPWA BOND PROCEEDS (88)	\$	2,899.35
RECREATION CENTER-CASH FUND	\$	69,271.24
E-911	\$	1,710.42
LIBRARY SPECIAL	\$	129.47
SEIZURES	\$	12.97
DONATIONS	\$	4,645.77
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-

FUND 47	\$	1,657.81
OUTDOOR POOL FEES AND EXPENSES	\$	9.19
<b>TOTAL</b>	\$	<b>343,046.89</b>

- f. Discussion and possible action regarding amending Section 11-2 of the City of Pryor Creek Policy and Procedure Manual to add President’s Day as an additional holiday.
- g. Discussion and possible action regarding approval to hire Aiden VanBeber as a Laborer at the Street Department at Range A, Step 1 (annual wage \$24,079.00) effective September 20<sup>th</sup>, 2017.
- h. Discussion and possible action regarding approval to hire Travis Hocutt as a B-Operator at the Street Department at Range C, Step 1 (annual wage \$27,102.00) effective September 20<sup>th</sup>, 2017.
- i. Discussion and possible action regarding approval of an expenditure of a \$350.00 clothing allowance for each full-time Street Department employee.
- j. Discussion and possible action regarding approval of an expenditure of \$34,000.00 to Electrical Services for LED lighting project in the pool area from the following quotes: Collins’ Electric - \$40,100.00, Big Electric - \$47,100.00 and Electrical Services - \$34,000.00.
- k. Discussion and possible action regarding approval of an expenditure of a \$2,500.00 stipend to Recreation Center Director Rachel Sordahl for management of the outdoor swimming pool for the 2017 season from Outdoor Swimming Pool Fund Account #81-815-5017.
- l. Discussion and possible action regarding approval to hire Kyler Ng as Assistant Director at the Recreation Center at Range E, Step 1 (annual wage \$34,118.00) effective September 23<sup>rd</sup>, 2017.
- m. Discussion and possible action regarding hiring John Ashton Gann to fill vacant Patrolman position at the Police Department at Range J, Step 1 (annual wage - \$32,295.00) effective October 4th, 2017.
- n. Discussion and possible action regarding hiring Lucas Raith to fill vacant Dispatcher position at the Police Department at Range D, Step 1 (annual wage \$28,597.00) effective October 2<sup>nd</sup>, 2017.
- o. Discussion and possible action regarding the re-instatement of David Shives, Jr. as a reserve for the Police Department.

Motion was made by Noland, second by White to approve items a – o, less items j, k, m, n. Voting yes: White, Doyle, Willcutt, Thompson, Smith, Barham, Noland. Voting no: none.

*Item j. contains a Scrivner’s error: Big Electric’s quote was \$37,100.00.*

**j. Discussion and possible action regarding approval of an expenditure of \$34,000.00 to Electrical Services for LED lighting project in the pool area from the following quotes: Collins’ Electric - \$40,100.00, Big Electric - \$47,100.00 and Electrical Services - \$34,000.00.**

Motion was made by Noland, second by Willcutt to approve an expenditure of \$34,000.00 to Electrical Services for LED lighting project in the pool area from the following quotes: Collins’ Electric - \$40,100.00, Big Electric - \$47,100.00 and Electrical Services - \$34,000.00. Voting yes: Doyle, Willcutt, Thompson, Smith, Barham, Noland, White. Voting no: none.

**k. Discussion and possible action regarding approval of an expenditure of a \$2,500.00 stipend to Recreation Center Director Rachel Sordahl for management of the outdoor swimming pool for the 2017 season from Outdoor Swimming Pool Fund Account #81-815-5017.**

Motion was made by Noland, second by White to approve an expenditure of a \$2,500.00 stipend to Recreation Center Director Rachel Sordahl for management of the outdoor swimming pool for the 2017 season from Outdoor Swimming Pool Fund Account #81-815-5017. Voting yes: Willcutt, Thompson, Smith, Barham, Noland, White, Doyle. Voting no: none.

**m. Discussion and possible action regarding hiring John Ashton Gann to fill vacant Patrolman position at the Police Department at Range J, Step 1 (annual wage - \$32,295.00) effective October 4th, 2017.**

Motion was made by Noland, second by Doyle to approve hiring John Ashton Gann to fill vacant Patrolman position at the Police Department at Range J, Step 1 (annual wage - \$32,295.00) effective October 4th, 2017. Motion and second were then amended to read “Pending Pension Board approval.” Voting yes: Thompson, Smith, Barham, Noland, White, Doyle, Willcutt. Voting no: none.

**n. Discussion and possible action regarding hiring Lucas Raith to fill vacant Dispatcher position at the Police Department at Range D, Step 1 (annual wage \$28,597.00) effective October 2<sup>nd</sup>, 2017.**

Motion was made by Noland, second by Thompson to approve hiring Lucas Raith to fill vacant Dispatcher position at the Police Department at Range D, Step 1 (annual wage \$28,597.00) effective October 2<sup>nd</sup>, 2017. Voting yes: Smith, Barham, Noland, White, Doyle, Willcutt, Thompson. Voting no: none.

**7. Committee Reports:**

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

Noland stated he had no report.

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

Thompson stated she had no report.

**c. Street / Maintenance Garage (Willcutt)**

Willcutt stated he had no report.

**8. UNFORESEEABLE BUSINESS.**

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

White stated that the RFP was not in The Paper. It was only on the website. She also stated that redistricting needs to be addressed at the next Council meeting.

**9. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Mayor Tramel called the meeting to order at 9:05 p.m.

**2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF SEPTEMBER 5<sup>TH</sup>, 2017 MEETING.**

Motion was made by Willcutt, second by Doyle to approve the minutes of September 5<sup>th</sup>, 2017 meeting. Voting yes: Noland, White, Doyle, Willcutt, Thompson, Barham. Abstaining, counting as a no vote: Steve Smith. 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 Noland, second by White to adjourn the Pryor Public Works Authority meeting. Voting yes: White, Doyle, Willcutt, Thompson, Smith, Barham, Noland. 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 \_\_\_\_\_