

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, OCTOBER 17TH, 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, 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, Assistant Police Chief James Willyard, Fire Chief BK Young, Street Superintendent Buddy Glenn, Library Director Cari Rerat and Recreation Center Director Rachel Sordahl.

Others: Choya Shropshire, McClelland Engineering Branch Manager David Cross, Jon and Hollie Ketcher, Pryor Area Chamber of Commerce President Barbara Hawkins, Pryor Area Arts & Humanities Director Diana Reeves, Mehlburger Brawley Engineer Steve Powell, Fiber Interactive Technologies representative Chris Calvert, Cemetery employee Charles Bruch, Firefighter Tim Bonea, Integrated Insurance Services representative John Hawkins, John Beasley, Randy Chitwood, Houston Brittain, Nena Roberts.

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

There were no petitions.

3. CITY ATTORNEY'S REPORT:

City Attorney had no report.

4. MAYOR'S REPORT:

Mayor moved to Item 4b.

b. Discussion and possible action regarding approval of the Mayor's appointment of John Choya Shropshire to vacant City Council Seat Ward #1 created by resignation of William Gibson.

Motion was made by Willcutt, second by White to approve Mayor's appointment of John Choya Shropshire to vacant City Council Seat Ward #1 created by resignation of William Gibson. Voting yes: Willcutt, Thompson, Smith, Noland, White, Doyle. Voting no: none.

c. Swearing in of John Choya Shropshire to City Council Seat Ward #1.

City Attorney Kim Ritchie administered the Oath of Office to John Choya Shropshire.

Mayor moved back to Item 4a.

a. Mayor to present a Proclamation to Hollie Ketcher for all her years of service as a volunteer coordinator of the Veteran's Day Parade.

Mayor Tramel presented Hollie Ketcher with a Proclamation for all her years of service as a volunteer coordinator of the Veteran's Day Parade.

d. Discussion and possible action regarding approval to hire a Third Party Administrator for the City's Money Purchase Plan and the 457.

Motion was made by White, second by Doyle to approve hiring a Third Party Administrator for the City's Money Purchase Plan and the 457. John Hawkins gave overall information regarding these plans, recommending that Beasley & Associates be the Third Party Administrator for Principal Financial, in order to stay in compliance. Motion was then amended by White, second was amended by Doyle to hire Beasley &

Associates as the Third Party Administrator for the City’s Money Purchase Plan and the 457. Voting yes: Shropshire, Thompson, Smith, Noland, White, Doyle, Willcutt. Voting no: none.

e. Discussion and possible action regarding the City of Pryor Creek Bike Trail plan as presented by David Cross with McClelland Engineering.

No action. David Cross presented the Pryor Creek Bike Trail plan.

Mayor moved to Consent Agenda, Item 5.h.

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.)

h. Discussion and possible action to approve the Final Comprehensive Plan presented by The Lakota Group on September 19th, 2017.

Motion was made by Willcutt, second by Smith to approve the Final Comprehensive Plan presented by The Lakota Group on September 19th, 2017, with changes as discussed via telephone with Nick Kalogeresis and a handout presented to Council. Voting yes: Thompson, Smith, Noland, White, Doyle, Willcutt, Shropshire. 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 October 3rd, 2017 and continuation of Council meeting on October 4th, 2017.
- b. Approve payroll purchase orders through October 20th and November 3rd, 2017.
- c. Approve claims for purchase orders through October 17th, 2017.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1720170789 – 910883B	108,244.82
STREET & DRAINAGE	1720170774 – 910843B	7,726.28
CEMETERY CARE FUND	1720170784 - 1720170798	661.45
GOLF	1720170821 - 1720170827	14,013.21
CAPITAL OUTLAY	910807B - 1720170816	10,337.50
RECREATION CENTER	1720170807 - 1720170820	7,849.76
PRYOR PUBLIC WORKS AUTHORITY	1720170793 - 1720170794	3,200.00
E-911	910866B	891.62
DONATIONS CASH FUND	1720170810 – 1720170836	647.71
<u>TOTAL</u>		153,572.35
<u>NEW BLANKET PURCHASE ORDERS</u>		
910944B	EXPRESS SERVICES INC.	10,000.00
<u>TOTAL</u>		10,000.00

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

SEPTEMBER 2017

FEE IN LIEU	\$	20.95
STREET & DRAINAGE	\$	97,919.22
CEMETERY CARE INTEREST	\$	79.98
CEMETERY CARE FUND	\$	1,637.50
GOLF COURSE CASH FUND	\$	28,403.10
CAPITAL OUTLAY FUND	\$	18,492.93
CAPITAL OUTLAY RESERVE	\$	2,522.72
REAL PROPERTY ACQUISITION	\$	175.79
HOTEL/MOTEL TAX	\$	2,474.47
LIBRARY BUILDING FUND	\$	9.92
GOB 2002-RECREATION CENT	\$	-
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	74,403.38
PPWA BOND PROCEEDS (88)	\$	2,872.02
RECREATION CENTER-CASH FUND	\$	62,928.86
E-911	\$	1,702.87
LIBRARY SPECIAL	\$	520.11
SEIZURES	\$	13.45
DONATIONS	\$	2,524.31

COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	1,139.23
OUTDOOR POOL FEES AND EXPENSES	\$	6.71
TOTAL	\$	297,861.52

- f. Discussion and possible action regarding allowing the Veterans use of the Graham Community Hall at no cost on Veteran's Day each year effective immediately.
- g. Discussion and possible action regarding Pryor Area Arts and Humanities rental of Graham Community Hall on November 6th through November 10th, 2017 at a reduced rate for the Korean War Exhibit.
- h. Discussion and possible action to approve the Final Comprehensive Plan presented by The Lakota Group on September 19th, 2017.
- i. Discussion and possible action authorizing the Mayor to sign Amendment No. 2 to the Professional Services Agreement Comprehensive Plan Update – City of Pryor Creek.
- j. Discussion and possible action regarding closure of Hogan Street behind Brown Place and 1st Streets for the First Baptist Church's Annual Trunks of Treats event on Wednesday, October 25th, 2017 from 5:30 p.m. until 7:45 p.m.
- k. Discussion and possible action approving closure of East Graham Avenue from Cherokee Street to Adair Street on November 11th, 2017 for the Annual Veteran's Day Parade from 10:30 a.m. until 1:00 p.m.
- l. Discussion and possible action approving closure of East Graham Avenue from Cherokee Street to Adair Street on November 18th, 2017 for the Pryor Main Street Chili Christmas from 6:00 a.m. until 5:00 p.m.
- m. Discussion and possible action approving closure of East Graham Avenue from Cherokee Street to Adair Street on December 7th, 2017 for the Annual Christmas Parade from 5:00 p.m. until 10:00 p.m.
- n. Discussion and possible action approving an expenditure of \$29,176.09 to H & G Paving Contractors, Muskogee, OK for Change Order No. 2 of the Street Asphalt Overlay project on West 49th Street West of Highway 69 from Street Asphalt Overlay Account #14-145-5425.
- o. Discussion and possible action approving an expenditure in the amount of \$2,737.50 to Exterior Solutions by Craig's Roofing, Inc. for retainage fee for repair of Library roof from Properties – Capital Outlay Account #44-445-5419.
- p. Discussion and possible action approving new phone service for the City of Pryor Creek through Fiber Interactive Technologies at a cost of \$1,650.00 per month with ongoing service fee of \$25.00 per month for SIM for Cradlepoint router for voice failover to be divided between each department according to number of phones, with clarification in contract of 30-day termination notice. Other quotes received: Cox Business - \$1,712.16 per month with first two months free plus a one-time activation and setup fee of \$1,350.00 and Cytracom - \$1,678.17 with \$1,973.17 due at signing.
- q. Discussion and possible action regarding authorizing the Mayor to notify Southwestern Bell Telephone Company of termination of current contract.
- r. Discussion and possible action regarding expenditure to City Attorney for drafting of ordinance regarding guidelines for Council Committee assignments.
- s. Discussion and possible action regarding promotion of Tim Bonea from Firefighter Range N, Step 4 to Lieutenant Range O, Step 4 (Annual wage \$43,136.00).
- t. Discussion and possible action regarding an expenditure of \$4,887.95 to Physio-Control for the purchase of 2 AED's to replace out-of-service AED's per state contract price including a trade-in of two out-of-service AED's.
- u. Discussion and possible action regarding a reimbursement to Vipul Patel for overpayment of building permit fees in the amount of \$5,400.00.

Motion was made by Doyle, second by Smith to approve items a-u, less items a, i, n, p, q, u. Voting yes: Smith, Noland, White, Doyle, Willcutt, Shropshire, Thompson. Voting no: none.

a. Approve minutes of October 3rd, 2017 and continuation of Council meeting on October 4th, 2017.

Motion was made by Noland, second by Willcutt to approve minutes of October 3rd, 2017 and continuation of Council meeting on October 4th, 2017. Voting yes: Noland, White, Doyle, Willcutt, Thompson, Smith. Abstaining, counting as a no vote: Shropshire. Voting no: none.

i. Discussion and possible action authorizing the Mayor to sign Amendment No. 2 to the Professional Services Agreement Comprehensive Plan Update – City of Pryor Creek.

Motion was made by Noland, second by Willcutt to approve authorizing the Mayor to sign Amendment No. 2 to the Professional Services Agreement Comprehensive Plan Update – City of Pryor Creek, which gave an extension of time. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith, Noland. Voting no: none.

n. Discussion and possible action approving an expenditure of \$29,176.09 to H & G Paving Contractors, Muskogee, OK for Change Order No. 2 of the Street Asphalt Overlay project on West 49th Street West of Highway 69 from Street Asphalt Overlay Account #14-145-5425.

Motion was made by Willcutt, second by Smith to approve an expenditure of \$29,176.09 to H & G Paving Contractors, Muskogee, OK for Change Order No. 2 of the Street Asphalt Overlay project on West 49th Street West of Highway 69 from Street Asphalt Overlay Account #14-145-5425. Voting yes: Willcutt, Shropshire, Smith. Voting no: Doyle, Thompson, Noland, White. Motion failed.

p. Discussion and possible action approving new phone service for the City of Pryor Creek through Fiber Interactive Technologies at a cost of \$1,650.00 per month with ongoing service fee of \$25.00 per month for SIM for Cradlepoint router for voice failover to be divided between each department according to number of phones, with clarification in contract of 30-day termination notice. Other quotes received: Cox Business - \$1,712.16 per month with first two months free plus a one-time activation and setup fee of \$1,350.00 and Cytracom - \$1,678.17 with \$1,973.17 due at signing.

Motion was made by Willcutt, second by Noland to approve new phone service for the City of Pryor Creek through Fiber Interactive Technologies at a cost of \$1,650.00 per month with ongoing service fee of \$25.00 per month for SIM for Cradlepoint router for voice failover to be divided between each department according to number of phones, with clarification in contract of 30-day termination notice. Other quotes received: Cox Business - \$1,712.16 per month with first two months free plus a one-time activation and setup fee of \$1,350.00 and Cytracom - \$1,678.17 with \$1,973.17 due at signing. All bids included 59 phones. Voting yes: Willcutt, Shropshire, Thompson, Smith, Noland, White, Doyle. Voting no: none.

q. Discussion and possible action regarding authorizing the Mayor to notify Southwestern Bell Telephone Company of termination of current contract.

Motion was made by Noland, second by Willcutt to approve authorizing the Mayor to notify Southwestern Bell Telephone Company of termination of current contract. Voting yes: Shropshire, Thompson, Smith, Noland, White, Doyle, Willcutt. Voting no: none.

u. Discussion and possible action regarding a reimbursement to Vipul Patel for overpayment of building permit fees in the amount of \$5,400.00.

Motion was made by Noland, second by Doyle to approve a reimbursement to Vipul Patel for overpayment of building permit fees in the amount of \$5,400.00. Council was made aware that the amount increased to a total of \$5,954.00. Voting yes: Thompson, Smith, Noland, White, Doyle, Willcutt, Shropshire. Voting no: none.

6. COMMITTEE REPORTS:

a. Budget / Personnel (Noland)

Noland reported that the Budget / Personnel Committee items were addressed earlier in the meeting.

b. Ordinance / Insurance (Thompson)

Thompson had no report.

c. Street / Maintenance Garage (Willcutt)

Willcutt had 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 Noland to adjourn. Voting yes: Smith, Noland, White, Doyle, Willcutt, Shropshire, Thompson. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

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

2. APPROVE MINUTES OF OCTOBER 3RD, 2017 AND CONTINUATION OF COUNCIL MEETING ON OCTOBER 4TH, 2017.

Motion was made by Noland, second by Doyle to approve the minutes of October 3rd, 2017 and continuation of Council meeting on October 4th, 2017. Voting yes: Noland, White, Doyle, Willcutt, Thompson, Smith. Abstaining, counting as a no vote: Shropshire. 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 Smith, second by Willcutt to adjourn the Pryor Public Works Authority meeting. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith, 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 _____