

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, NOVEMBER 21ST, 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 was led by Zac Doyle and the Pledge of Allegiance was led by Boy Scout Zak Franklin. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Choya Shropshire, Yolanda Thompson, Steve Smith, Evett Barham and Zac Doyle. Members absent: Roger Willcutt, Travis Noland and Jill White.

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

Others: Police Captain Kevin Tramel, Emergency Management Representative Mike Dunham and ADA Jacqueline Rhodes.

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

There were no petitions.

3. CITY ATTORNEY'S REPORT:

a. Discussion and possible action regarding approval of a Resolution calling for the Special General Election in 2018.

Motion was made by Smith, second by Shropshire to approve Resolution #2017-12 calling for the Special General Election in 2018. Voting yes: Shropshire, Thompson, Smith, Barham, Doyle. Voting no: none.

b. Discussion and possible action regarding approval of the CodeRED agreement with Mayes County. Motion was made by Barham, second by Doyle to approve the CodeRED agreement with Mayes County. Voting yes: Thompson, Barham, Doyle, Shropshire. Abstaining, counting as a no vote: Smith. Voting no: none.

4. MAYOR'S REPORT:

Mayor had no report.

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 November 7th, 2017 Council meeting.
- b. Approve payroll purchase orders through December 1st, 2017.
- c. Approve claims for purchase orders through November 21st, 2017.

| <u>FUNDS</u> | <u>PURCHASE ORDER NUMBER</u> | <u>TOTALS</u> |
|---|------------------------------|-------------------|
| GENERAL | 1720171093 - 910883B | 103,971.60 |
| STREET & DRAINAGE | 910917B - 910843B | 16,431.74 |
| CEMETERY CARE FUND | 1720171066 | 12.50 |
| GOLF | 1720171054 - 1720171053 | 8,761.59 |
| CAPITAL OUTLAY | 1720170879 | 4,887.95 |
| RECREATION CENTER | 1720171069 - 1720171069 | 8,537.03 |
| DONATIONS CASH FUND | 1720171011 | 340.62 |
| TOTAL | | 142,943.03 |
| <u>NEW BLANKET PURCHASE ORDERS</u> | | |
| 910945B | DOLESE BROS. CO. | 7,000.00 |
| 910946B | QUANTIE AUTO SUPPLY | 2,000.00 |
| 910947B | ROBERTS AUTO CENTER | 15,000.00 |
| TOTAL | | 24,000.00 |

- d. Acknowledge receipt of deficient purchase orders.
No deficient purchase orders were presented.
- e. Approve October's Appropriation Requests.
- f. Discussion and possible action regarding approval to completely close East Graham Avenue between Adair and Vann Streets to vehicle traffic and parking beginning at 2:00 p.m. on December 7th, 2017 in order to prepare for the Christmas parade.
- g. Discussion and possible action regarding approval of the 2018 City of Pryor Creek Holiday Calendar.
- h. Discussion and possible action regarding approval of the schedule for the 2018 regular City of Pryor Creek Council meetings.
- i. Discussion and possible action regarding approval of the schedule for the 2018 City of Pryor Creek Budget / Personnel Committee meetings.
- j. Discussion and possible action regarding approval of the schedule for the 2018 City of Pryor Creek Street Committee meetings.
- k. Discussion and possible action regarding approval of the schedule for the 2018 City of Pryor Creek Park / Cemetery Board meetings.
- l. Discussion and possible action regarding approval of the schedule for the 2018 City of Pryor Creek Planning and Zoning Commission meetings.
- m. Discussion and possible action regarding approval of the schedule for the 2018 City of Pryor Creek Planning and Zoning Board of Adjustments /Multi-Hazard Mitigation Committee meetings.
- n. Discussion and possible action regarding approval of the schedule for the 2018 City of Pryor Creek Recreation Center Board meetings.
- o. Discussion and possible action regarding approval of the schedule for the 2018 Library Board meetings.
- p. Discussion and possible action regarding approval of the schedule for the 2018 Ordinance / Insurance Committee meetings.
- q. Discussion and possible action regarding approval of the schedule for the 2018 Flood Plain Board meetings.
- r. Discussion and possible action regarding approval of the schedule for the 2018 Hotel / Motel Tax Allocation Board meetings.
- s. Discussion and possible action regarding approval of the schedule for the 2018 Municipal Utility Board meetings.
- t. Discussion and possible action to approve 2017-2018 Grant Application from Pryor Area Chamber of Commerce for American Cowboy Trader Days, scheduled for July 27th and 28th, 2018, in the amount of \$2,000.00.
- u. Discussion and possible action regarding typographical error on the new Cemetery pricing, as the Marker Set Fee should read \$40.00 instead of \$100.00.
- v. Discussion and possible action regarding preventative maintenance service with Murray Womble, Inc. for Pryor Creek Recreation Center's basketball goals, divider curtain and bleachers, at a rate of \$2,500.00 from Recreation Center Fitness Repair and Maintenance Account #84-848-5091.
- w. Discussion and possible action approving a leave of absence for Ryan Thompson from the City of Pryor Creek Fire Department during his attendance at Tulsa Fire Academy and completion of his probation year with Tulsa Fire Department.
- x. Discussion and possible action allowing the Pryor Creek Police Department to enter into a lease/purchase agreement with RCB Bank at 2.15% for 48 months for six (6) 2018 Ford Explorers at the state vehicle price of \$31,990.00 each through Robert's Auto Center. The lease purchase will include equipment and striping for a monthly payment of \$5,297.95. Other quotes received: Arvest Bank at 2.87%, Welch State Bank at 3.58% and First Priority Bank at 4.35%. Other quote received for vehicles: Bob Moore Ford at a price of \$32,176.00, from Account # 44-445-5418 – Police Department – Vehicles Capital Outlay.
- y. Discussion and possible action allowing the Pryor Creek Police Department to purchase a 2018 Ford Explorer from Robert's Auto Center at the state vehicle price of \$31,990.00. The unit will replace Unit 11 that was declared "totaled" by Council on November 7, 2017. OMAG paid \$17,395.00, leaving a balance owed of \$14,595.00. Other quote received: Bob Moore Ford \$32,176.00. From Account # 44-445-5418 – Police Department – Vehicles Capital Outlay.
- z. Discussion and possible action for the Pryor Creek Police Department to purchase extended warranties from Robert's Auto Center for the vehicles listed below. These costs are based on

the current mileage as of November 15th, 2017. As explained there is a \$100.00 deductible per visit. A surcharge of \$100.00 also pertains to repairs on 4-wheel/all-wheel drive components and turbo chargers. To be paid from Garage Bulk Supplies – Vehicles Account # 02-227-5102.

| VEHICLE | VIN | CURRENT MILEAGE | WARRANTY COST | COVERAGE TERMS | DEDUCTIBLE |
|--------------------|-------------------|-----------------|---------------|----------------------------|------------|
| 2013 Ford Taurus | 1FAHP2MT0DG143080 | 44,863 | \$1,928.00 | 36 months/ 36,000 miles | \$100.00 |
| 2013 Ford Taurus | 1FAHP2MT2DG143081 | 52,730 | \$2,222.00 | 36 months/ 36,000 miles | \$100.00 |
| 2014 Ford Explorer | 1FM5K8AR3EGB27332 | 40,000 | \$2,003.00 | 48 months/ 48,000 miles | \$100.00 |
| 2015 Chevy Tahoe | 1GNLC2EC3FR629394 | 24,200 | \$1,758.00 | 48 months/ 48,000 miles | \$100.00 |
| 2015 Chevy Tahoe | 1GNLC2EC4FR629520 | 20,846 | \$1,758.00 | 48 months/ 48,000 miles | \$100.00 |
| 2015 Chevy Tahoe | 1GNSK2EC5FR629976 | 22,536 | \$1,883.00 | 48 months/ 48,000 miles | \$100.00 |

- aa. Discussion and possible action regarding the Thomas J. Harrison Pryor Public Library migrating library software from Book Systems by Atrium at a cost of \$1,900.00 to Apollo by Biblionix. The annual cost of Apollo will be \$2,600.00 and will come from Account # 02-221-5031, with a one-time migration fee of \$1,100.00 to come from the Library’s Capital Outlay Account #44-445-5416.
- bb. Discussion and possible action to authorize seeking bids for the 2017-2018 Pryor Creek Golf Course Drainage and Grading Improvements Plan, per Mehlburger Brawley Engineer Steve Powell, funded by the O.D. Mayor Foundation Grant in the amount of \$13,000.00.
- cc. Discussion and possible action regarding the resignation of David Carpenter from the Pryor Creek Police Department, effective November 14th, 2017.
- dd. Discussion and possible action regarding the surplus of the following vehicles by the Pryor Creek Police Department upon placement of service of new vehicles:

- 2009 Dodge Charger, VIN: 2B3KA43T19H586561, 100,000 miles
- 2008 Dodge Charger, VIN: 2B3KA43H18H271334, 89,000 miles
- 2009 Dodge Charger, VIN: 2B3KA43T39H586562, 76,000 miles
- 2006 Dodge Charger, VIN: 2B3KA43H66H374469, 74,000 miles
- 2005 Ford Crown Victoria, VIN: 2FAFP71WX5X123725, 88,500 miles

- ee. Discussion and possible action regarding new sick leave language for the Policy and Procedure Manual to read:

13-1: ACCUMULATION OF SICK LEAVE: Regular full-time employees working a minimum of eight (8) hour shifts accrue 6.67 hours per calendar month for sick leave. Sick leave may be accrued not to exceed sixty (60) work days (480 hours).

Sick leave accrues on the first day of each month after hire date. Official sick leave time accrual records are kept in the City Clerk’s Office.

Regular full-time employees shall be entitled to use accrued sick leave commencing on the date sick leave begins to accrue to their benefit including during the employee’s probationary period of employment with the City.

- ff. Discussion and possible action regarding authorizing Mayor to sign the Memorandum of Understanding for MIPS (Mass Immunizations / Prophylaxis Strategy Point of Dispensing (POD) Locations.
- gg. Discussion and possible action regarding allowing City Attorney to cancel contracts with current collection companies, American Municipal Service and Brant and Associates.
- hh. Discussion and possible action regarding authorizing Mayor to sign a one-year Contract for Collection Services with Perdue, Brandon, Fielder, Collins & Mott, LLP, for the purpose of handling all collections for the City of Pryor Creek.

Motion was made by Thompson, second by Doyle to approve items a – hh, less items x, y, z, ee, gg, hh, with no action necessary on item s. Voting yes: Smith, Barham, Doyle, Shropshire, Thompson. Voting no: none.

x. Discussion and possible action allowing the Pryor Creek Police Department to enter into a lease/purchase agreement with RCB Bank at 2.15% for 48 months for six (6) 2018 Ford Explorers at the state vehicle price of \$31,990.00 each through Robert’s Auto Center. The lease purchase will include equipment and striping for a monthly payment of \$5,297.95. Other quotes received: Arvest Bank at 2.87%, Welch State Bank at 3.58% and First Priority Bank at 4.35%. Other quote received for vehicles: Bob Moore Ford at a price of \$32,176.00, from Account # 44-445-5418 – Police Department – Vehicles Capital Outlay.

Motion was made by Doyle, second by Smith to approve allowing the Pryor Creek Police Department to enter into a lease/purchase agreement with RCB Bank at 2.15% for 48 months for six (6) 2018 Ford Explorers at the state vehicle price of \$31,990.00 each through Robert’s Auto Center. The lease purchase will include equipment and striping for a monthly payment of \$5,297.95. Other quotes received: Arvest Bank at 2.87%, Welch State Bank at 3.58% and First Priority Bank at 4.35%. Other quote received for vehicles: Bob Moore Ford at a price of \$32,176.00, from Account # 44-445-5418 – Police Department – Vehicles Capital Outlay. Voting yes: Barham, Doyle, Shropshire, Thompson, Smith. Voting no: none.

y. Discussion and possible action allowing the Pryor Creek Police Department to purchase a 2018 Ford Explorer from Robert’s Auto Center at the state vehicle price of \$31,990.00. The unit will replace Unit 11 that was declared “totaled” by Council on November 7, 2017. OMAG paid \$17,395.00, leaving a balance owed of \$14,595.00. Other quote received: Bob Moore Ford \$32,176.00. From Account # 44-445-5418 – Police Department – Vehicles Capital Outlay.

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z. Discussion and possible action for the Pryor Creek Police Department to purchase extended warranties from Robert’s Auto Center for the vehicles listed below. These costs are based on the current mileage as of November 15th, 2017. As explained there is a \$100.00 deductible per visit. A surcharge of \$100.00 also pertains to repairs on 4-wheel/all-wheel drive components and turbo chargers. To be paid from Garage Bulk Supplies – Vehicles Account # 02-227-5102.

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Voting yes: Shropshire, Thompson, Smith, Barham, Doyle. Voting no: none.

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Voting yes: Thompson, Smith, Doyle, Shropshire. Abstaining, counting as a no vote: Barham. Voting no: none.

gg. Discussion and possible action regarding allowing City Attorney to cancel contracts with current collection companies, American Municipal Service and Brant and Associates.

Motion was made by Smith, second by Shropshire to approve allowing City Attorney to cancel contracts with current collection companies, American Municipal Service and Brant and Associates. Voting yes: Smith, Barham, Doyle, Shropshire, Thompson. Voting no: none.

hh. Discussion and possible action regarding authorizing Mayor to sign a one-year Contract for Collection Services with Perdue, Brandon, Fielder, Collins & Mott, LLP, for the purpose of handling all collections for the City of Pryor Creek.

Motion was made by Smith, second by Thompson to approve authorizing Mayor to sign a one-year Contract for Collection Services with Perdue, Brandon, Fielder, Collins & Mott, LLP, for the purpose of handling all collections for the City of Pryor Creek. Voting yes: Barham, Doyle, Shropshire, Thompson, Smith. Voting no: none.

6. DEPARTMENT HEAD REPORTS:

a. Street Department – Buddy Glenn:

Glenn reported that the salt and sand building is almost complete. They are trimming alleys and trees and working on ditches.

b. Park / Cemetery - Frank Powell

Powell reported that the park has been busy with company picnics and various church Trunk or Treats, etc. They are trimming trees, winterizing and working on getting Christmas lights up. The cemetery crew has been helping out at the park, as well as regular burial and maintenance duties of their own.

c. Library – Cari Rerat

Rerat gave a verbal report, because her copier was not working. The door count in October was 5,675 with 4,468 items being checked out. There were 5 programs for 81 people, and 177 questions answered. The Teen Night Escape Room was a big success with 18 teenagers.

d. Recreation Center – Rachel Sordahl

Sordahl handed out a statistics sheet. Elementary swim team wrapped up their fall season last week. Two meets were hosted at the Recreation Center. There are 18-20 kids on our swim team. They continue working with Pryor High School athletic teams. The Adventure Club used the Recreation Center rock wall. One of the instructors is teaching a Pound Class at Roosevelt. Special Olympics Swim Team has been practicing on Wednesday. Their championships are in January. MACO Fit ended in October. They are working on Maintain Don't Gain Challenge for the holidays. New classes will be coming in 2018. New lights are installed. New Infant Aquatics classes will start after the first of the year.

e. Golf – Dennis Bowman

Bowman reported that it is slow at the Golf Course this time of year, so they are cleaning up leaves. They will begin working on equipment soon, as well. Revenues are down about 3%, but expenses are down by about 10%.

f. Police Department – Dennis Nichols

Nichols passed out statistics sheet.

g. Fire Department – BK Young

Assistant Chief Baumert reported in Young’s absence. Last month they answered 124 calls, and this month is on the same pace. Earlier this month, they held their annual Pancake Breakfast, at which they raised quite a bit of money for the children’s scholarships and Angel Tree. They have their fingers crossed regarding wind, temperature and grass fires.

7. POSSIBLE EXECUTIVE SESSION PURSUANT TO THE OKLAHOMA OPEN MEETING ACT FOR THE PURPOSE OF DISCUSSING:

a. Approve contract with Lodge #116 Fraternal Order of Police. (25 O.S. § 307 (B) (2)).

Motion was made by Smith, second by Thompson to enter Executive Session pursuant to the Oklahoma Open Meeting Act at 6:55 p.m. for the purpose of discussing:

- a. Approve contract with Lodge #116 Fraternal Order of Police. (25 O.S. § 307 (B) (2)).

Voting yes: Doyle, Shropshire, Thompson, Smith, Barham. Voting no: none.

8. CONSIDER RESUMING REGULAR SESSION. NO ACTION TAKEN DURING EXECUTIVE SESSION.

Motion was made by Smith, second by Doyle to resume regular session at 7:05. No action taken during Executive Session. Voting yes: Shropshire, Thompson, Smith, Barham, Doyle. Voting no: none.

9. POSSIBLE ACTION BASED ON EXECUTIVE SESSION CONCERNING:

a. Approve contract with Lodge #116 Fraternal Order of Police. (25 O.S. § 307 (B) (2)).

Motion was made by Doyle, second by Smith to approve contract with Lodge #116 Fraternal Order of Police. (25 O.S. § 307 (B) (2)). Voting yes: Thompson, Smith, Doyle, Shropshire. Abstaining, counting as a no vote: Barham. Voting no: none.

10. COMMITTEE REPORTS:

- a. Budget / Personnel (Noland)

No report.

- b. Ordinance / Insurance (Thompson)

No report.

- c. Street / Maintenance Garage (Willcutt)

No report.

11. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

12. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 7:06 p.m.

2. APPROVE MINUTES OF NOVEMBER 7th, 2017 MEETING.

Motion was made by Barham, second by Thompson to approve the minutes of November 7th, 2017 meeting. Voting yes: Barham, Doyle, Shropshire, Thompson, 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 Barham, second by Doyle to adjourn the Pryor Public Works Authority meeting. Voting yes: Barham, Doyle, Shropshire, Thompson, Smith. 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 _____