

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, DECEMBER 19TH, 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 Pledge of Allegiance were led by Roger Willcutt. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Choya Shropshire, Yolanda Thompson, Steve Smith, Jill White and Zac Doyle. Members absent: Evett Barham and Travis Noland.

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

Others: Police Officer Dustin Van Horn, Recreation Board Chairman Steve Wyneken, Planning and Zoning Commission member Darrell Moore, Beth Moore, Tanya Goings.

Mayor moved to Item 4a.

4. MAYOR'S REPORT:

a. Discussion and possible action regarding approval to accept the 2016 – 2017 Audit Report as prepared by Kolker and Kolker, Inc. and reviewed by Violet Kirkendall of Hood and Associates, CPAS, PC.

Motion was made by Smith, second by Shropshire to approve to accept the 2016 – 2017 Audit Report as prepared by Kolker and Kolker, Inc. and reviewed by Violet Kirkendall of Hood and Associates, CPAS, PC. Ms. Kirkendall explained the overall audit.

Evett Barham arrived at 6:05 p.m.

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

Mayor moved back to Item 2.

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

There were no petitions.

3. CITY ATTORNEY'S REPORT:

a. Second reading, discussion and possible action regarding approval of an Ordinance closing that portion of a tract of land being a part of Hogan Street lying East of and adjacent to Lot 13, Block 46 of the Original Town of Pryor Creek, Mayes County, Oklahoma.

Motion was made by Barham, second by Willcutt to approve and waive reading of Ordinance #2017-9 regarding closing that portion of a tract of land being a part of Hogan Street lying East of and adjacent to Lot 13, Block 46 of the Original Town of Pryor Creek, Mayes County, Oklahoma. Voting yes: Shropshire, Thompson, Smith, Barham, White, Doyle, Willcutt. Voting no: none.

b. Second reading, discussion and possible action regarding an Ordinance closing that portion of Northeast Second Street lying West of the West right-of-way line of Highway 69 and East of the East right-of-way line of the Union Pacific Railroad.

Motion was made by Smith, second by Barham to approve and waive reading of Ordinance #2017-10 regarding closing that portion of Northeast Second Street lying West of the West right-of-way line of Highway 69 and East of the East right-of-way line of the Union Pacific Railroad. Voting yes: Thompson, Smith, Barham, White, Doyle, Willcutt, Shropshire. Voting no: none.

c. Discussion and possible action regarding approval of Resolution establishing fee schedule per 9-1A-11 creating a fee in lieu of detention rate at \$.35 per square foot of increased impervious area added to the property.

Motion was made by Thompson, second by White to approve Resolution #2017-14 establishing fee schedule per 9-1A-11 creating a fee in lieu of detention rate at \$.35 per square foot of increased impervious area added to the property. Voting yes: Smith, Barham, White, Doyle, Willcutt, Shropshire, Thompson. 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 the December 1st, 2017 Special Council meeting.
- b. Approve minutes of the December 5th, 2017 Regular Council meeting.
- c. Approve payroll purchase orders through December 29th, 2017.
- d. Approve claims for purchase orders through December 19th, 2017.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1720171298 - 1720171227	98,383.43
STREET & DRAINAGE	1720171276 - 910930B	25,345.23
CEMETERY CARE FUND	1720171214 - 1720171263	211.97
GOLF	1720171237 - 1720171238	6,380.14
CAPITAL OUTLAY	1720171213	999.99
HOTEL/MOTEL TAX	1720170477	1,000.00
RECREATION CENTER	1720171244 - 1720171270	10,326.59
E-911 CASH FUND	910866B	891.46
DONATIONS CASH FUND	1720171271 - 1720171136	953.00
TOTAL		144,491.81
NEW BLANKET PURCHASE ORDERS		
910948B	PRYOR VETERINARY HOSPITAL	10,000.00
TOTAL		10,000.00

- e. Acknowledge receipt of deficient purchase orders.
No deficient purchase orders were presented.
- f. Approve November Appropriations Request.
- g. Discussion and possible action regarding retirement of Herbie Schultz from Planning and Zoning Seat #2, term expiring 9/30/2018 due to health issues.
- h. Discussion and possible action regarding the Mayor's appointment of Danny Ragsdale to Planning and Zoning Seat #2, term expiring 9/30/2018.
- i. Discussion and possible action regarding the Mayor's reappointment of Shryle Glancy to Planning and Zoning Seat #3, term expiring 9/30/2020.
- j. Discussion and possible action regarding the Mayor's reappointment of Gina Alvis Watts to Planning and Zoning Commission, Seat #4, term expiring 9/30/2020.
- k. Discussion and possible action regarding the Mayor's reappointment of Darrell Moore to Planning and Zoning Commission, Seat #5, term expiring 9/30/2020.
- l. Discussion and possible action regarding approval of Hotel / Motel Tax Grant Expense report for the NEOK Art Show (September 29th – October 6th, 2017) for reimbursement of \$1,000.00.
- m. Discussion and possible action regarding an expenditure not to exceed \$3,000.00 to Homeland for the purchase of 75 gift cards in order to show appreciation to full-time City employees from General Unallocated Reserve and Excess Account #02-201-5041.
- n. Discussion and possible action regarding an expenditure in order for Ron Kolker to prepare a mid-year review and outline the financial impact of reallocating 1/10 of 1% from sales tax revenue to Capital Outlay.
- o. Discussion and possible action regarding an expenditure to Big Electric in the amount of \$2,500.00 as low quote for the replacement of lighting with LED fixtures at the Pryor Creek Fire Department, from Fire Department Capital Outlay Account #44-445-5422. Other quotes received: Collins Electric - \$4,000.00 and Bostick Electric, LLC - \$4,558.19.

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

a. Approve minutes of the December 1st, 2017 Special Council meeting.

Motion was made by Willcutt, second by Shropshire to approve minutes of the December 1st, 2017 Special Council meeting. Voting yes: White, Willcutt, Shropshire, Thompson, Smith. Abstaining, counting as a no vote: Barham and Doyle. Voting no: none.

b. Approve minutes of the December 5th, 2017 Regular Council meeting.

Motion was made by Willcutt, second by Smith to approve minutes of the December 5th, 2017 Regular Council meeting. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, White. Abstaining, counting as a no vote: Barham. Voting no: none.

k. Discussion and possible action regarding the Mayor’s reappointment of Darrell Moore to Planning and Zoning Commission, Seat #5, term expiring 9/30/2020.

Motion was made by White, second by Doyle to approve the Mayor’s reappointment of Darrell Moore to Planning and Zoning Commission, Seat #5, term expiring 9/30/2020. Mayor stated that Moore has already turned in his resignation to the Board of Adjustment, since it was determined that it is a conflict of interest to serve on both boards. Voting yes: Willcutt, Shropshire, Thompson, Smith, Barham, White, Doyle. Voting no: none.

6. DEPARTMENT HEAD REPORTS:

a. Street Department – Buddy Glenn

Glenn reported that the department has been trimming trees and clearing ditches of leaves. He stated that they are having trouble with people blowing their leaves back into the streets after the Street Department has all the leaves picked up. He also reported that the new salt and sand building is complete.

b. Park / Cemetery – Frank Powell

Powell reported that the cemetery crew has been straightening stones, and vehicle maintenance will begin soon. He also reported that numbers are down at the cemetery.

c. Library – Cari Rerat

Rerat handed out a statistics report. She reported that some changes have been made. The computer lab has been rearranged, and the new library software has been installed. The software seems to be working well.

d. Recreation Center – Rachel Sordahl

Sordahl handed out a report.

e. Golf – Dennis Bowman

Bowman reported that things at the golf course are going fairly well. He stated that they are behind about \$4,400.00 from last year, but their spending is down considerably. They are working towards breaking even this year. They are working on their marketing through the website, Facebook, Twitter, Instagram, etc. to reach as many people as possible.

f. Police Department – Dennis Nichols

Willyard reported in Nichols’ absence, by handing out a statistics sheet.

g. Fire Department – B. K. Young

Young reported that they answered 120 calls last month. He stated that a couple of trucks are down and they are working on getting them back up and running.

7. COMMITTEE REPORTS:

a. Budget / Personnel (Noland)

No report.

b. Ordinance / Insurance (Thompson)

Thompson reported that the Ordinance / Insurance Committee will meet on January 4th, 2018.

c. Street / Maintenance Garage (Willcutt)

Willcutt reported that the Street / Maintenance Committee will wait until January to meet.

8. UNFORESEEABLE BUSINESS.

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

Evet Barham spoke regarding technology training that is being offered to all City employees through NTC. A survey was sent out to department heads to complete and distribute to all employees. Barham thanked Mayor Tramel for allowing this survey to be distributed, and she hopes as many employees as possible will take it.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 6:55 p.m.

2. APPROVE MINUTES OF DECEMBER 5TH, 2017 MEETING.

Motion was made by Willcutt, second by Shropshire to approve the minutes of December 5th, 2017 meeting. Voting yes: Thompson, Smith, White, Willcutt, Shropshire. Abstaining, counting as a no vote: Barham and Doyle. 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 Doyle to adjourn. Voting yes: Smith, Barham, White, Doyle, Willcutt, Shropshire, Thompson. 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 _____