

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, JANUARY 16TH, 2018 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 Evett Barham. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Choya Shropshire, Yolanda Thompson, Steve Smith, Evett Barham, Travis Noland, Jill White and Zac Doyle. Members absent: none.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief BK Young, Golf Course Director Dennis Bowman, Library Director Cari Rerat and Recreation Center Director Rachel Sordahl.

Others: Police Captain Kevin Tramel, Pryor Area Chamber of Commerce President Barbara Hawkins, Pryor Area Chamber of Commerce representative Sarah Wallace, Municipal Utility Board General Manager Gary Pruett, Municipal Utility Board Assistant General Manager Jared Crisp, Municipal Utility Board representative Ryan Stout, Mehlburger Brawley Engineer Steve Powell, Library Board Chairman Jeanette Anderson, Library employee Jacinda Ramsey, Recreation Center Board Chairman Steve Wyneken, Drew Stott.

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

Billy Alcorn spoke in favor of "One City."

3. CITY ATTORNEY'S REPORT:

- a. First reading of an ordinance amending Title 1, Chapter 5 by adding new sections to be codified as Sections 1-5-6 through 1-5-10 to the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, regarding creation of committees to perform investigatory and recommendation tasks as determined to be in the best interest of the City by the Mayor and City Council; contents of resolution to form committees: setting forth eligibility requirements to serve on committees, providing for the manner of nominations to serve on committees, providing for compensation for committee members and providing for repealer and severability.**

First reading was waived. No action.

- b. First reading of an ordinance amending Title 1, Chapter 5, Section 5(E) providing for posting of agendas for City Council Meetings and for placement of items on the agenda of the City Council by Council members and providing for repealer and severability.**

First reading was waived. No action.

- c. First reading of an ordinance amending Title 5, Chapter 5, Section 1 regarding the addition of "Vapor Product" to the terms defined therein and providing for a definition of the term and providing for repealer and severability section.**

First reading was waived. No action.

- d. First reading of an ordinance amending Title 5, Chapter 5, Section 2 regarding police enforcement by including the term "Vapor Product" and providing for repealer and severability section.**

First reading was waived. No action.

- e. First reading of an ordinance amending Title 5, Chapter 5, Section 8 regarding distribution of samples by including the term "Vapor Product" and providing for repealer and severability section.**

First reading was waived. No action.

- f. First reading of an ordinance amending Title 5, Chapter 5, Section 3 regarding furnishing to minors by including the term “Vapor Product” and providing for repealer and severability section.**

First reading was waived. No action.

- g. First reading of an ordinance amending Title 5, Chapter 5, Section 10 regarding refusal of minor to disclose information by including the term “Vapor Product” and providing for repealer and severability section.**

First reading was waived. No action.

- h. First reading of an ordinance amending Title 5, Chapter 5, Section 4 regarding purchase, receipt or possession; falsifying age: by including the term “Vapor Product” and providing for repealer and severability section.**

First reading was waived. No action.

4. MAYOR’S REPORT:

- a. Recognition of the City of Pryor Creek 2017-2018 National Incident Management System (NIMS) Certification by the Oklahoma Office of Homeland Security and FEMA.**

Mike Dunham spoke regarding training according to federal regulations to allow us to obtain federally funded grants.

Mayor moved to Item 4.e.

- e. Discussion and possible action regarding approval of the City of Pryor Creek, Oklahoma Capitalization Policy establishing the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in the City of Pryor Creek’s annual financial statements.**

Motion was made by Thompson, second by Smith to approve the City of Pryor Creek, Oklahoma Capitalization Policy establishing the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in the City of Pryor Creek’s annual financial statements. Voting yes: Willcutt, Shropshire, Thompson, Smith, Barham, Noland, White, Doyle. Voting no: none.

- f. Discussion and possible action approving the Agreement for Administration of the Sales and Use Tax Ordinances as required by the Oklahoma Tax Commission.**

Motion was made by Willcutt, second by Barham to approve the Agreement for Administration of the Sales and Use Tax Ordinances as required by the Oklahoma Tax Commission. Voting yes: Shropshire, Thompson, Smith, Barham, Noland, White, Doyle, Willcutt. Voting no: none.

- g. Discussion and possible action regarding acceptance of grant fund for the Thomas J. Harrison Pryor Public Library in the amount of \$11,381.00 from the State of Oklahoma 2018 Oklahoma Department of Libraries State Aid.**

Motion was made by Noland, second by Doyle to approve acceptance of grant fund for the Thomas J. Harrison Pryor Public Library in the amount of \$11,381.00 from the State of Oklahoma 2018 Oklahoma Department of Libraries State Aid. Voting yes: Thompson, Smith, Barham, Noland, White, Doyle, Willcutt, Shropshire. Voting no: none.

Mayor moved to Consent Agenda Item 5.1.

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.)

- 1. Discuss the lease for the city owned property located at 100 E. Graham currently occupied by the Pryor Area Chamber of Commerce.**

Motion was made by Thompson, second by Barham to discuss the lease for the city owned property located at 100 E. Graham currently occupied by the Pryor Area Chamber of Commerce. Discussion followed. No action was taken.

Mayor moved back to Mayor’s Report, Item 4.c.

4. MAYOR’S REPORT:

c. Presentation from Mayes County DROP Task Force.

Assistant Police Chief James Willyard gave a PowerPoint presentation from Mayes County DROP Task Force. No action was taken.

Mayor moved back to Item 4.b.

b. Discussion and possible action regarding declaring January 21st – January 27th, 2018 as DROP THE NUMBERS Week in the City of Pryor Creek.

Motion was made by Thompson, second by Shropshire to declare January 21st – January 27th, 2018 as DROP THE NUMBERS Week in the City of Pryor Creek. Voting yes: Barham, Noland, White, Doyle, Willcutt, Shropshire, Thompson, Smith. Voting no: none.

d. Discussion and possible action regarding allowing the Mayes County DROP Task Force to put up signs on East and West Graham and North and South Mill for DROP THE NUMBERS Week.

Motion was made by Noland, second by Doyle to approve allowing the Mayes County DROP Task Force to put up signs on East and West Graham and North and South Mill for DROP THE NUMBERS Week. Voting yes: Noland, White, Doyle, Willcutt, Shropshire, Thompson, Smith, Barham. 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 January 2nd, 2018 Council meeting.
- b. Approve payroll purchase orders through January 26th, 2018.
- c. Approve claims for purchase orders through January 16th, 2018.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1720171441 - 1720171293	134,619.95
STREET & DRAINAGE	1720171377 - 910921B	6,567.61
CEMETERY CARE FUND	1720171439 - 1720171445	203.45
GOLF	1720171452 - 1720171457	5,168.49
RECREATION CENTER	1720171399 - 1720171377	7,817.54
PRYOR PUBLIC WORKS AUTHORITY	1720171357	1,950.00
DONATIONS CASH FUND	1720171381 - 1720171385	203.00
<u>TOTAL</u>		156,530.04
<u>NEW BLANKET PURCHASE ORDERS</u>		
NO NEW BLANKETS		
<u>TOTAL</u>		

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Approve December Appropriation Requests.
- f. Discussion and possible action regarding an increase in the residential water rates inside the corporate city limits of Pryor Creek from \$4.25 per 1,000 gallons to \$4.39 per 1,000 gallons effective on the February 2018 billing.
- g. Discussion and possible action regarding the reappointment of Mayor Tramel as Representative to the Board of Directors for Grand Gateway Economic Development Association for 2018 on behalf of Pryor Creek.
- h. Discussion and possible action regarding the appointment of Jared Crisp as Representative to the Board of Directors for Grand Gateway Economic Development Association for 2018 on behalf of Pryor Creek.
- i. Discussion and possible action regarding the approval of Darrell Moore’s resignation from the Planning and Zoning Board of Adjustment effective December 19th, 2017.
- j. Discussion and possible action regarding an expenditure in the amount of \$3,198.00 to Peak UpTime to upgrade to a 48-port powered network switch for the City of Pryor Creek, cost of which will be shared equally with the Municipal Utility Board. (City’s portion will be approximately \$1,599.00.)
- k. Discussion and possible action regarding hosting the OMAG Recognition Program.
- l. Discuss the lease for the city owned property located at 100 E. Graham currently occupied by the Pryor Area Chamber of Commerce.

- m. Discussion and possible action regarding forming a Comprehensive Plan Implementation Task Force.
- n. Discussion and possible action regarding authorizing the Thomas J. Harrison Pryor Public Library to enter into a new 60-month contract with Lakeland Office Systems for new library copiers with a savings of approximately \$45.00 per month.
- o. Discussion and possible action regarding acceptance of an award in the amount of \$1,500.00 from the America Walks Community Change Grant.
- p. Discussion and possible action regarding an expenditure in the amount of \$11,430.00 to Watchguard for (2) 4RE/VISTA camera systems for the new 2018 Ford Explorers for the Police Department. This is a sole source system that will integrate with what the department is currently using with \$10,000.00 to be paid from the JAG-LLE 2017 Pryor Creek CI-00110 Grant with the remainder to come from Police Equipment Capital Outlay Account #44-445-5424.

Motion was made by Smith, second by Barham to approve items a-p, less f, k, m. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith, Barham, Noland. Voting no: none.

f. Discussion and possible action regarding an increase in the residential water rates inside the corporate city limits of Pryor Creek from \$4.25 per 1,000 gallons to \$4.39 per 1,000 gallons effective on the February 2018 billing.

Motion was made by Thompson, second by Shropshire to approve an increase in the residential water rates inside the corporate city limits of Pryor Creek from \$4.25 per 1,000 gallons to \$4.39 per 1,000 gallons effective on the February 2018 billing. Municipal Utility Board Assistant General Manager Jared Crisp explained that they have experienced three increases in the last twelve months at a cost of \$.14 per 1,000 gallons. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, Barham, Noland, White. Voting no: none.

k. Discussion and possible action regarding hosting the OMAG Recognition Program.

Motion was made by Barham, second by Willcutt to approve hosting the OMAG Recognition Program. Voting yes: Willcutt, Shropshire, Thompson, Smith, Barham, Noland, White, Doyle. Voting no: none.

m. Discussion and possible action regarding forming a Comprehensive Plan Implementation Task Force.

Motion was made by Thompson, second by Doyle to approve forming a Comprehensive Plan Implementation Task Force. Motion to table was then made by Noland, second by White until next Council meeting. Voting yes: Shropshire, Thompson, Smith, Barham, Noland, White, Doyle, Willcutt. Voting no: none.

6. DEPARTMENT HEAD REPORTS:

a. Street Department – Buddy Glenn

No report. Glenn unable to attend.

b. Park / Cemetery – Frank Powell

No report. Powell unable to attend.

c. Library – Cari Rerat

Rerat handed out a statistics report for the library.

d. Recreation Center – Rachel Sordahl

Sordahl handed out a report on the recreation center.

e. Golf – Dennis Bowman

Bowman reported that they are working on equipment maintenance. They are also working on increasing memberships. Monday, there will be a bid opening for the drainage project being paid for with grant funds from the O.D. Mayor Foundation.

f. Police Department – Dennis Nichols

Nichols handed out a statistics report for the Police Department.

g. Fire Department – B. K. Young

Young handed out a statistics report for the Fire Department.

7. COMMITTEE REPORTS:

a. Budget / Personnel (Noland)

Noland reported that the Budget / Personnel Committee will meet Thursday.

b. Ordinance / Insurance (Thompson)

Thompson reported that the Ordinance / Insurance Committee will meet on February 8th, 2018.

c. Street / Maintenance Garage (Willcutt)

Willcutt reported that the Street / Maintenance Committee will wait and see if there are enough items for a meeting this month.

8. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 7:30 p.m.

2. APPROVE MINUTES OF JANUARY 2ND, 2018 MEETING.

Motion was made by Doyle, second by Smith to approve the minutes of January 2nd, 2018 meeting. Voting yes: Smith, Barham, Noland, White, Doyle, Willcutt, Shropshire, Thompson. 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 Noland to adjourn. Voting yes: Barham, Noland, White, Doyle, Willcutt, 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 _____