

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, FEBRUARY 6TH, 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 Roger Willcutt. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Choya Shropshire, Yolanda Thompson, Steve Smith, Evett Barham, Jill White and Zac Doyle. Members absent: Travis Noland.

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

Others: Firefighters Randy Gibbs and Tim Bonea, Recreation Center Board Chairman Steve Wyneken, Emergency Management Representative Mike Dunham, Beth Moore, Noah McKnight, Blake Matlock, Zach Lenon and Zac Baumert.

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

No petitions were presented.

3. CITY ATTORNEY'S REPORT:

a. Second and final reading, discussion and possible action on approval 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.

Motion was made by Thompson, second by Barham to approve and waive reading of Ordinance #2018-1 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. Voting yes: Willcutt, Shropshire, Thompson, Smith, Barham, White, Doyle. Voting no: none.

b. Second and final reading, discussion and possible action on approval 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.

Motion was made by Thompson, second by Shropshire to approve and waive reading of Ordinance #2018-2 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. Voting yes: Shropshire, Thompson, Smith, Barham, White, Doyle, Willcutt. Voting no: none.

c. Second and final reading, discussion and possible action on approval 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.

Motion was made by White, second by Doyle to approve and waive reading of Ordinance #2018-3 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. Voting yes: Thompson, Smith, Barham, White, Doyle, Willcutt, Shropshire. Voting no: none.

d. Second and final reading, discussion and possible action on approval 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.

Motion was made by Thompson, second by Barham to approve and waive reading of Ordinance #2018-4 amending Title 5, Chapter 5, Section 2 regarding police enforcement by including the term “Vapor Product” and providing for repealer and severability section. Voting yes: Smith, Barham, White, Doyle, Willcutt, Shropshire, Thompson. Voting no: none.

e. Second and final reading, discussion and possible action on approval 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.

Motion was made by Barham, second by Doyle to approve and waive reading of Ordinance #2018-5 amending Title 5, Chapter 5, Section 8 regarding distribution of samples by including the term “Vapor Product” and providing for repealer and severability section. Voting yes: Barham, White, Doyle, Willcutt, Shropshire, Thompson, Smith. Voting no: none.

f. Second and final reading, discussion and possible action on approval 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.

Motion was made by Barham, second by Shropshire to approve and waive reading of Ordinance #2018-6 amending Title 5, Chapter 5, Section 3 regarding furnishing to minors by including the term “Vapor Product” and providing for repealer and severability section. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith, Barham. Voting no: none.

g. Second and final reading, discussion and possible action on approval 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.

Motion was made by Shropshire, second by Doyle to approve and waive reading of Ordinance #2018-7 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. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, Barham, White. Voting no: none.

h. Second and final reading, discussion and possible action on approval 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.

Motion was made by Barham, second by Doyle to approve and waive reading of Ordinance #2018-8 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. Voting yes: Willcutt, Shropshire, Thompson, Smith, Barham, White, Doyle. Voting no: none.

i. First reading of an ordinance amending Title 5, Chapter 5, Section 6 Regarding Retail Employees; Notice and Acknowledgement by including the term “Vapor Product” and providing for repealer and severability section.

No action was taken.

4. MAYOR’S REPORT:

a. Grand Gateway to give mid-year report on Pelivan Transit.

Grand Gateway postponed. 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 the January 16th, 2018 Council meeting.
- b. Approve payroll purchase orders through February 9th, 2018.
- c. Approve claims for purchase orders through February 6th, 2018.

| <u>FUNDS</u> | <u>PURCHASE ORDER NUMBER</u> | <u>TOTALS</u> |
|--------------------|------------------------------|---------------|
| GENERAL | 1720171606 - 1720171529 | 53,408.67 |
| STREET & DRAINAGE | 1720171566 - 1720171469 | 9,823.71 |
| CEMETERY CARE FUND | 1720171582 - 1720171605 | 669.47 |
| GOLF | 1720171551 - 1720171555 | 5,364.23 |
| CAPITAL OUTLAY | 910807B - 1620162180 | 40,819.03 |

| | | |
|------------------------------------|--------------------------|-------------------|
| REAL PROPERTY ACQUISITION RES. | 910925B | 1,500.00 |
| HOTEL MOTEL TAX REVENUE ACC. | 1720171565 | 2,500.00 |
| RECREATION CENTER | 1720171478 - 1720171600 | 24,284.26 |
| E-911 CASH FUND | 1720171542 - 910866B | 931.78 |
| DONATIONS CASH FUND | 1720171534 - 1720171499 | 457.87 |
| TOTAL | | 139,759.02 |
| NEW BLANKET PURCHASE ORDERS | | |
| 910950B | INFRASTRUCTURE SOLUTIONS | 52,750.00 |
| 910951B | XEROX FINANCIAL SERVICES | 600.00 |
| 910952B | BARCO MUNICIPAL PRODUCTS | 3,000.00 |
| 910953B | EXPRESS SERVICES INC. | 10,000.00 |
| 910954B | MUSKOGEE COMMUNICATION | 10,000.00 |
| TOTAL | | 76,350.00 |

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding Notice of Intent for the Hazard Mitigation Grant Program through Oklahoma Emergency Management in the amount of \$75,000.00.
- f. Discussion and possible action regarding hiring Taylan Hester to fill B Operator position at the Street Department at Range C, Step 1, annual wage \$27,102.00, starting February 7th, 2018.
- g. Discussion and possible action authorizing Mayor to sign the annual renewal contract with United Engines.
- h. Discussion and possible action regarding approval of Noah McKnight to fill one vacant Volunteer Firefighter position effective February 7th, 2018.
- i. Discussion and possible action regarding approval of Zach Lenon to fill one vacant Volunteer Firefighter position effective February 7th, 2018.
- j. Discussion and possible action regarding approval of Zac Baumert to fill one vacant Volunteer Firefighter position effective February 7th, 2018.
- k. Discussion and possible action regarding approval of Blake Matlock to fill one vacant Volunteer Firefighter position effective February 7th, 2018.
- l. Discussion and possible action regarding appointing a Hearing Officer for code enforcement issues.
- m. Discussion and possible action regarding an expenditure in the amount of \$2,500.00 to The Lakota Group for implementation process of the City of Pryor Creek Comprehensive Plan.
- n. Discussion and possible action approving contract with The Lakota Group for yearly implementation process of the City of Pryor Creek Comprehensive Plan.

Motion was made by Barham, second by White to approve items a-n, less e, l, m and n. Voting yes: Shropshire, Thompson, Smith, Barham, White, Doyle, Willcutt. Voting no: none.

e. Discussion and possible action regarding Notice of Intent for the Hazard Mitigation Grant Program through Oklahoma Emergency Management in the amount of \$75,000.00.

Motion was made by Doyle, second by Barham to approve Notice of Intent for the Hazard Mitigation Grant Program through Oklahoma Emergency Management in the amount of \$75,000.00. Emergency Management representative Mike Dunham gave explanation of the program. Voting yes: Thompson, Barham, White, Doyle, Willcutt, Shropshire. Abstaining, counting as a no vote: Smith. Voting no: none.

l. Discussion and possible action regarding appointing a Hearing Officer for code enforcement issues.

Motion was made by Barham, second by White to nominate Zac Doyle as Hearing Officer for code enforcement issues. Voting yes: Smith, Barham, White, Doyle, Willcutt, Shropshire, Thompson. Voting no: none.

m. Discussion and possible action regarding an expenditure in the amount of \$2,500.00 to The Lakota Group for implementation process of the City of Pryor Creek Comprehensive Plan.

Motion was made by Doyle, second by Barham to table an expenditure in the amount of \$2,500.00 to The Lakota Group for implementation process of the City of Pryor Creek Comprehensive Plan until next Council meeting. Voting yes: Barham, White, Doyle, Willcutt, Shropshire, Thompson, Smith. Voting no: none.

n. Discussion and possible action approving contract with The Lakota Group for yearly implementation process of the City of Pryor Creek Comprehensive Plan.

Motion was made by Doyle, second by Barham to table contract with The Lakota Group for yearly implementation process of the City of Pryor Creek Comprehensive Plan until the next Council meeting. Voting yes: Barham, White, Doyle, Willcutt, Shropshire, Thompson, Smith. Voting no: none.

6. COMMITTEE REPORTS:

a. Budget / Personnel (Noland)

Mayor reported that the Budget / Personnel Committee will meet next Tuesday, February 13th.

b. Ordinance / Insurance (Thompson)

Thompson reported that the Ordinance / Insurance Committee will meet Thursday.

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.

Mayor moved to the Addendum.

ADDENDUM

CITY COUNCIL MEETING

TUESDAY, FEBRUARY 6TH, 2018 AT 6:00 P.M.

1. Acknowledge resignation of City Council Member Travis Noland from Ward 3.

Motion was made by Barham, second by Thompson to approve resignation of City Council Member Travis Noland from Ward 3. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith, Barham. Voting no: none.

2. Discussion and possible action regarding approval of an expenditure of \$2,799.00 to Absolute Technologies for the purchase of one Microsoft SQL Server 2016 Standard – Box Pack from General Software Account #02-201-5260. Other quotes received: CDW -\$2,878.99 and TigerDirect.com - \$2,989.99.

Motion was made by Barham, second by Doyle to approve an expenditure of \$2,799.00 to Absolute Technologies for the purchase of one Microsoft SQL Server 2016 Standard – Box Pack from General Software Account #02-201-5260. Other quotes received: CDW -\$2,878.99 and TigerDirect.com - \$2,989.99. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, Barham, White. Voting no: none.

Mayor moved back to regular Agenda.

8. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 6:35 p.m.

2. APPROVE MINUTES OF JANUARY 16TH, 2018 MEETING.

Motion was made by Willcutt, second by Doyle to approve the minutes of January 16th, 2018 meeting. Voting yes: Shropshire, Thompson, Smith, Barham, White, Doyle, Willcutt. 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 Doyle, second by Willcutt to adjourn. Voting yes: Thompson, Smith, Barham, White, Doyle, Willcutt, Shropshire. 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