

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, FEBRUARY 20TH, 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 Zac Doyle. 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.

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

Others: Police Captain Kevin Tramel, Cemetery employee Charles Bruch, Library Board Chairman Jeanette Anderson, Mehlburger Brawley Engineer Steve Powell, Pelivan Transit Director Kendra McGeady, Grand Gateway Assistant CFO Misty Wheeler, Beth Moore, Randy Chitwood, Kemmie Shropshire.

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

No petitions were presented.

Mayor moved to Item 4.b.

4. MAYOR'S REPORT:

- b. Discussion and possible action regarding appointment of Randy Chitwood to Council Seat, Ward 3, term expiring May 2018 to fill vacant position created by resignation of Travis Noland. (Randy Chitwood was voted into this seat at the election held Tuesday, February 13th, 2018 for a term beginning May 2018 and ending in May 2020.)**

Motion was made by Shropshire, second by Doyle to approve appointment of Randy Chitwood to Council Seat, Ward 3, term expiring May 2018 to fill vacant position created by resignation of Travis Noland. (Randy Chitwood was voted into this seat at the election held Tuesday, February 13th, 2018 for a term beginning May 2018 and ending in May 2020.)

City Attorney Ritchie administered Oaths of Office to Chitwood.

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

Mayor moved to Item 4.a.

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

Pelivan Transit Director Kendra McGeady and Grand Gateway Assistant CFO presented a mid-year report on Pelivan Transit in Pryor Creek, for our information only. No action.

Mayor moved back to Item 3.

3. CITY ATTORNEY'S REPORT:

- a. Second and final reading, discussion and possible action regarding 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.**

Motion was made by Thompson, second by Willcutt to approve Ordinance #2018-9 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. Voting yes: Shropshire, Thompson, Smith, Chitwood, White, Doyle, Willcutt. Voting no: none.

b. First reading of an Ordinance Amending Title 5, Chapter 4D by Adding a New Section to Be Codified as Section 5-4D-23 regarding Possession of Controlled Dangerous Substance as an Offense and Providing for repealer and severability section.

No action was taken.

c. First reading of an Ordinance Amending Title 5, Chapter 2 by Adding a New Section to be Codified as Section 5-2-24 Regarding Reporting of Precursor or Methamphetamine Convictions to the Oklahoma State Bureau of Narcotics and Dangerous Drugs Control; Specifying the Duties and Procedure to be Followed by the Court Clerk in Reporting; and providing for repealer and severability.

No action was taken.

d. Discussion and possible action regarding an Ordinance Amending Title 9, Chapter 1A, Section 11 providing for On-Site Stormwater Management; Building Permit Requirements Concerning Stormwater Management; Application and Review Process for Fee in Lieu of On-site Stormwater Management; Payment of Application Fee; Payment of Fee in Lieu; Appeals of Decisions on Application for Fee in Lieu; providing for repealer and severability; and declaring an Emergency for Immediate Enactment and Immediate Effectiveness of Ordinance.

Motion was made by White, second by Doyle to discuss an ordinance Amending Title 9, Chapter 1A, Section 11 providing for On-Site Stormwater Management; Building Permit Requirements Concerning Stormwater Management; Application and Review Process for Fee in Lieu of On-site Stormwater Management; Payment of Application Fee; Payment of Fee in Lieu; Appeals of Decisions on Application for Fee in Lieu; providing for repealer and severability; and declaring an Emergency for Immediate Enactment and Immediate Effectiveness of Ordinance.

City Attorney Ritchie gave an overview of the ordinance and its purpose, as well as the reason to declare it an emergency.

Motion was made by Smith, second by Thompson to declare an emergency an ordinance Amending Title 9, Chapter 1A, Section 11 providing for On-Site Stormwater Management; Building Permit Requirements Concerning Stormwater Management; Application and Review Process for Fee in Lieu of On-site Stormwater Management; Payment of Application Fee; Payment of Fee in Lieu; Appeals of Decisions on Application for Fee in Lieu; providing for repealer and severability. Voting yes: Thompson, Smith, Chitwood, White, Doyle, Willcutt, Shropshire. Voting no: none.

Motion was then made by White, second by Willcutt to approve Ordinance #2018-10 Amending Title 9, Chapter 1A, Section 11 providing for On-Site Stormwater Management; Building Permit Requirements Concerning Stormwater Management; Application and Review Process for Fee in Lieu of On-site Stormwater Management; Payment of Application Fee; Payment of Fee in Lieu; Appeals of Decisions on Application for Fee in Lieu; providing for repealer and severability. Voting yes: Smith, Chitwood, White, Doyle, Willcutt, Shropshire, Thompson. Voting no: none.

e. Discussion and possible action regarding approval of a Resolution creating a council committee to be known as the “Budget and Personnel Committee” specifying its creation; the number of persons to be appointed to the committee, the period of time for which said committee shall exist, and the purpose, scope and function of the committee.

Motion was made by White, second by Doyle to approve Resolution #2018-1 creating a council committee to be known as the “Budget and Personnel Committee” specifying its creation; the number of persons to be appointed to the committee, the period of time for which said committee shall exist, and the purpose, scope and function of the committee. Voting yes: Chitwood, White, Doyle, Willcutt, Shropshire, Thompson, Smith. Voting no: none.

f. Discussion and possible action regarding nominations and approval to fill “Budget and Personnel Committee” seats according to Resolution.

Motion was made by White, second by Doyle to open discussion for nominations of committee members. Those nominated for the Budget and Personnel Committee were: Zac Doyle, Choya Shropshire, open seat for Ward 3, and Randy Chitwood as alternate. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith, Chitwood. Voting no: none.

g. Discussion and possible action regarding approval of a Resolution creating a council committee to be known as the “Ordinance and Insurance Committee” specifying its creation; the number of persons to be appointed to the committee, the period of time for which said committee shall exist, and the purpose, scope and function of the committee.

Motion was made by Thompson, second by Shropshire to approve Resolution #2018-2 creating a council committee to be known as the “Ordinance and Insurance Committee” specifying its creation; the number of

persons to be appointed to the committee, the period of time for which said committee shall exist, and the purpose, scope and function of the committee. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, Chitwood, White. Voting no: none.

h. Discussion and possible action regarding nominations and approval to fill “Ordinance and Insurance Committee” seats according to Resolution.

Motion was made by Doyle, second by Thompson to keep the same members on the Committee who are currently serving, as: Thompson, White, Shropshire, and Smith as alternate. Voting yes: Willcutt, Shropshire, Thompson, Smith, Chitwood, White, Doyle. Voting no: none.

i. Discussion and possible action regarding approval of a Resolution creating a council committee to be known as the “Street Committee” specifying its creation; the number of persons to be appointed to the committee, the period of time for which said committee shall exist, and the purpose, scope and function of the committee.

Motion was made by Doyle, second by Smith to approve Resolution #2018-3 creating a council committee to be known as the “Street Committee” specifying its creation; the number of persons to be appointed to the committee, the period of time for which said committee shall exist, and the purpose, scope and function of the committee. Voting yes: Shropshire, Thompson, Smith, Chitwood, White, Doyle, Willcutt. Voting no: none.

j. Discussion and possible action regarding nominations and approval to fill “Street Committee” seats according to Resolution.

Motion was made by Doyle, second by Thompson to approve the nominations as: Roger Willcutt, Steve Smith, Randy Chitwood, and Zac Doyle as alternate. Voting yes: Thompson, Smith, Chitwood, 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 the February 6th, 2018 Council meeting.
- b. Approve payroll purchase orders through February 23rd, 2018.
- c. Approve claims for purchase orders through February 20th, 2018.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1720171698 – 910947B	110,409.41
STREET & DRAINAGE	910917B – 910950B	4,979.67
CEMETERY CARE FUND	1720171622 - 1720171701	661.93
GOLF	1720171659 - 1720171652	2,151.90
CAPITAL OUTLAY	1720171634 - 1720171528	5,774.10
HOTEL MOTEL TAX REVENUE ACC.	1720170472 - 1720170476	6,000.00
RECREATION CENTER	1720171633 - 1720171639	5,455.00
E-911 CASH FUND	1720171653	481.33
<u>TOTAL</u>		135,913.34
<u>NO NEW BLANKETS</u>		
<u>TOTAL</u>		

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Approve January Appropriation Requests.

JANUARY 2018

FEE IN LIEU	\$	3,807.93
STREET & DRAINAGE	\$	119,346.55
CEMETERY CARE INTEREST	\$	82.83
CEMETERY CARE FUND	\$	2,231.25
GOLF COURSE CASH FUND	\$	8,708.73
CAPITAL OUTLAY FUND	\$	21,586.57
CAPITAL OUTLAY RESERVE	\$	732.67
REAL PROPERTY ACQUISITION	\$	225.35
HOTEL/MOTEL TAX	\$	3,043.91
LIBRARY BUILDING FUND	\$	10.02
GOB 2002-RECREATION CENT	\$	-
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	86,613.23
PPWA BOND PROCEEDS (88)	\$	2,844.77

RECREATION CENTER-CASH FUND	\$	74,841.18
E-911	\$	1,702.27
LIBRARY SPECIAL	\$	47.89
SEIZURES	\$	13.58
DONATIONS	\$	1,994.89
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	12.32
OUTDOOR POOL FEES AND EXPENSES	\$	2.62
TOTAL	\$	327,848.56

- f. 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.
- g. Discussion and possible action approving contract with The Lakota Group for yearly implementation process of the City of Pryor Creek Comprehensive Plan.
- h. Discussion and possible action regarding Donovan Aylward holding an event at the Graham Community Building on May 5th. This is a not for profit event, but donations may be accepted.
- i. Discussion and possible action to approve Hotel / Motel Tax Grant Expense Report for the Pryor Fever Run, held on September 23rd, 2017, for reimbursement of \$1,000.00.
- j. Discussion and possible action to approve Hotel / Motel Tax Grant Expense Report for the Pryor Area Chamber of Commerce/Pryor Area Foundation Comforts of Home Quilt Show, held September 22-23rd, 2017, for reimbursement of \$2,500.00.
- k. Discussion and possible action to approve Hotel / Motel Tax Grant Expense Report for the Pryor Main Street Chili Christmas and Car Show, held November 18th, 2017, for reimbursement of \$2,500.00.
- l. Discussion and possible action authorizing Mayor to sign agreement with GovSpend for the City of Pryor Creek.
- m. Discussion and possible action to approve as low quote John Deere 2032R Compact Utility Tractor (25 PTO hp) with John Deere 60D AutoConnect 7-Iron Mid-Mount Side Discharge Mower for a total cost of \$24,880.90, with a trade-in of 2007 John Deere 2320 – LV2320H202957, trade-in value of \$12,300.00, out-of-pocket cost totaling \$12,580.90 from P & K Equipment, Inc. Other quotes received: Kubota Center Pryor for \$12,932.05 after trade-in, and Chupp Implement Co. for \$15,789.54 after trade-in. \$10,000.00 to come from Cemetery Capital Outlay Account #44-445-5413 and the remaining \$2,580.90 to come from Cemetery Care Fund Miscellaneous Account #19-195-5341.
- n. Discussion and possible action regarding approval to add a \$50.00 fee to the Cemetery fee schedule for the addition of cremains added to cremation benches at the Cemetery for record-keeping purposes.
- o. Discussion and possible action regarding an expenditure not to exceed \$4,000.00 to lowest bidder per OMAG recommendations after reviewing the following bids which did not include total damage and part repair to the vehicle. The following bids were received prior to OMAG's inspection of vehicle. Bids received were: Clark's - \$2,706.16, Champion Collision - \$2,792.99 and Morgan's Collision for \$3,183.67. Unit 8 (VIN #3080) was involved in a single car accident on February 10th, 2018.

Motion was made by Smith, second by Willcutt to approve items a-o, less a, f, g, j, k, l, n, o with no action on h. Voting yes: Shropshire, Thompson, Smith, Chitwood, White, Doyle, Willcutt. Voting no: none.

a. Approve minutes of the February 6th, 2018 Council meeting.

Motion was made by Willcutt, second by Shropshire to approve minutes of the February 6th, 2018 Council meeting. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith. Abstaining, counting as a no vote: Chitwood. Voting no: none.

f. 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 Thompson, second by Willcutt to approve an expenditure in the amount of \$2,500.00 to The Lakota Group for implementation process of the City of Pryor Creek Comprehensive Plan. Voting yes: Chitwood, White, Doyle, Willcutt, Shropshire, Thompson, Smith. Voting no: none.

g. 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 Willcutt to approve contract with The Lakota Group for yearly implementation process of the City of Pryor Creek Comprehensive Plan. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith, Chitwood. Voting no: none.

j. Discussion and possible action to approve Hotel / Motel Tax Grant Expense Report for the Pryor Area Chamber of Commerce/Pryor Area Foundation Comforts of Home Quilt Show, held September 22-23rd, 2017, for reimbursement of \$2,500.00.

Motion was made by Smith, second by Willcutt to approve Hotel / Motel Tax Grant Expense Report for the Pryor Area Chamber of Commerce/Pryor Area Foundation Comforts of Home Quilt Show, held September 22-23rd, 2017, for reimbursement of \$2,500.00. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, White. Abstaining, counting as a no vote: Chitwood. Voting no: none.

k. Discussion and possible action to approve Hotel / Motel Tax Grant Expense Report for the Pryor Main Street Chili Christmas and Car Show, held November 18th, 2017, for reimbursement of \$2,500.00.

Motion was made by Shropshire, second by Smith to approve Hotel / Motel Tax Grant Expense Report for the Pryor Main Street Chili Christmas and Car Show, held November 18th, 2017, for reimbursement of \$2,500.00. Voting yes: Willcutt, Shropshire, Thompson, Smith, White, Doyle. Abstaining, counting as a no vote: Chitwood. Voting no: none.

l. Discussion and possible action authorizing Mayor to sign agreement with GovSpend for the City of Pryor Creek.

Motion was made by Willcutt, second by Shropshire to approve authorizing Mayor to sign agreement with GovSpend for the City of Pryor Creek. Voting yes: Shropshire, Thompson, Smith, Chitwood, White, Doyle, Willcutt. Voting no: none.

n. Discussion and possible action regarding approval to add a \$50.00 fee to the Cemetery fee schedule for the addition of cremains added to cremation benches at the Cemetery for record-keeping purposes.

Motion was made by Thompson, second by Smith to approve adding a \$50.00 fee to the Cemetery fee schedule for the addition of cremains added to cremation benches at the Cemetery for record-keeping purposes.

Park Superintendent Frank Powell explained the need for the fee and answered questions. It was determined that it has not yet gone to the Park Board, so a motion was made by Doyle, second by White to table until it has gone before the Park Board at their meeting on February 26th, 2018. Voting yes: Thompson, Smith, Chitwood, White, Doyle, Willcutt, Shropshire. Voting no: none.

o. Discussion and possible action regarding an expenditure not to exceed \$4,000.00 to lowest bidder per OMAG recommendations after reviewing the following bids which did not include total damage and part repair to the vehicle. The following bids were received prior to OMAG's inspection of vehicle. Bids received were: Clark's - \$2,706.16, Champion Collision - \$2,792.99 and Morgan's Collision for \$3,183.67. Unit 8 (VIN #3080) was involved in a single car accident on February 10th, 2018.

Motion was made by Chitwood, second by Willcutt to table an expenditure not to exceed \$4,000.00 to lowest bidder per OMAG recommendations after reviewing the following bids which did not include total damage and part repair to the vehicle. The following bids were received prior to OMAG's inspection of vehicle. Bids received were: Clark's - \$2,706.16, Champion Collision - \$2,792.99 and Morgan's Collision for \$3,183.67. Unit 8 (VIN #3080) was involved in a single car accident on February 10th, 2018.

Willyard explained that after this item was submitted for Council, the adjustor stated that items had been left off each of the bids. Willyard asked the Council to approve now, so that they do not have to wait until next Council meeting to get approval to repair the vehicle. Mayor Tramel and City Attorney Ritchie agreed this could not be approved without firm numbers.

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

6. DEPARTMENT HEAD REPORTS:

a. Street Department – Buddy Glenn:

Glenn reported that the Street Department continues to trim trees. They used approximately 5 tons of salt and 11 tons of salt/sand mixture during the bad weather the weekend of February 10th and 11th. Four crosswalks have been completed, and lights have been added to some crosswalks, as well. Glenn is working with Steve Powell regarding a list of streets for the next street repair project. Some work needs to be done to the crosswalk at Bedwell from the high school to the Recreation Center. There are several current crosswalks that have been deemed illegal. This will be addressed after school lets out for the summer.

b. Park / Cemetery – Frank Powell:

Powell reported that they are working on the lawnmower, and doing maintenance on other equipment, benches, swings, etc. They are also working on parking areas. He reported that they have had 13 funerals this year and have collected over \$8,000.

c. Library – Cari Rerat:

Rerat was unable to attend, so she sent a written report (see attached).

d. Recreation Center – Rachel Sordahl:

Sordahl handed out a report to the Council (see attached). In January, they had 1,518 active members. Today they have 1,573.

e. Golf – Dennis Bowman:

Bowman reported that the weather has been rough on the Golf Course. Revenue is down about 6%, but spending is down, as well. They have been working on equipment repair, in order to be ready to mow. They are working on marketing. They are also working on the irrigation project. March 15th will begin the Thursday Night Scrambles. Bowman will be meeting with The Honor Flight organization next week about holding a tournament in May. He expects it to be a very good tournament.

f. Police Department – Dennis Nichols:

Nichols handed out a statistics sheet to the Council (see attached).

g. Fire Department – B. K. Young:

Young reported that they handled 147 emergency calls last month. They have had a large number of grass fires, due to the drought conditions.

7. COMMITTEE REPORTS:

a. Budget / Personnel

Mayor reported that the Budget / Personnel Committee will meet next month for their regular meeting.

b. Ordinance / Insurance (Thompson)

Thompson reported that the Ordinance / Insurance Committee will meet March 8th.

c. Street (Willcutt)

Willcutt reported that the Street Committee will meet next Tuesday.

8. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 7:25 p.m.

2. APPROVE MINUTES OF FEBRUARY 6TH, 2018 MEETING.

Motion was made by Willcutt, second by Shropshire to approve the minutes of February 6th, 2018 meeting. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith. Abstaining, counting as a no vote: Chitwood. 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 Chitwood to adjourn. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, Chitwood, White. 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 _____