

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, APRIL 17TH, 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 Kim Ritchie. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Choya Shropshire, Yolanda Thompson, Steve Smith, Randy Chitwood, Jill White and Zac Doyle. Members absent: Beth Moore.

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 Superintendent Dennis Bowman, Library Director Cari Rerat and Cemetery employee Charles Bruch.

Others: Police Captain Kevin Tramel, Police officers Scott Garrett and Dustin Van Horn, Library Board Chairman Jeanette Anderson, Kemmie Shropshire and Nena Roberts.

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

No petitions were presented.

**3. MAYOR'S REPORT:
a. Presentation of After School Proclamation.**

Yolanda Thompson read the After School Proclamation.

4. CITY ATTORNEY'S REPORT:

No report was presented.

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, APRIL 17TH, 2018 AT 6:00 P.M.**

1. Discussion and possible action regarding authorization for the Recreation Center to manage the outdoor pool for the 2018 summer season with funding to come first from Fund 81 until balance is zero, then funding will be from unallocated reserve except for budgeted park pool expenses.

Motion was made by White, second by Doyle to approve authorizing the Recreation Center to manage the outdoor pool for the 2018 summer season with funding to come first from Fund 81 until balance is zero, then funding will be from unallocated reserve except for budgeted park pool expenses. Voting yes: Willcutt, Shropshire, Thompson, Smith, Chitwood, White, Doyle. Voting no: none.

Mayor moved back to the Regular Agenda.

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 April 3rd, 2018 Council meeting.
- b. Approve payroll purchase orders through April 20th, 2018.
- c. Approve claims for purchase orders through April 17th, 2018.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1720172158 - 910947B	121,090.95
STREET & DRAINAGE	910917B - 1720171910	5,583.15
CEMETERY CARE FUND	1720172061 - 1720172068	488.96
GOLF	1720172110 - 1720172111	5,216.47
CAPITAL OUTLAY	910807B - 910955B	11,525.02

RECREATION CENTER	1720172057 - 1720172059	11,045.01
E-911 CASH FUND	910866B	958.54
LIBRARY SPECIAL	1720171857	3,182.00
DONATIONS CASH FUND	1720172056 - 1720171709	3,283.02
TOTAL		162,373.12
NO NEW BLANKETS		
TOTAL		

d. Approve March Appropriation Requests.

MARCH 2018		
FEE IN LIEU	\$	46.02
STREET & DRAINAGE	\$	100,737.25
CEMETERY CARE INTEREST	\$	100.82
CEMETERY CARE FUND	\$	-
GOLF COURSE CASH FUND	\$	91,357.94
CAPITAL OUTLAY FUND	\$	18,144.24
CAPITAL OUTLAY RESERVE	\$	3,703.12
REAL PROPERTY ACQUISITION	\$	261.04
HOTEL/MOTEL TAX	\$	2,715.42
LIBRARY BUILDING FUND	\$	12.03
GOB 2002-RECREATION CENT	\$	-
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	72,945.68
PPWA BOND PROCEEDS (88)	\$	2,874.08
RECREATION CENTER-CASH FUND	\$	70,307.99
E-911	\$	1,432.15
LIBRARY SPECIAL	\$	827.29
SEIZURES	\$	16.30
DONATIONS	\$	2,884.40
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	14.78
OUTDOOR POOL FEES AND EXPENSES	\$	3.14
TOTAL	\$	368,383.69

- e. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- f. Discussion and possible action regarding authorizing the Mayor to sign an agreement for services between the City of Pryor Creek and Pryor Creek Music Festivals, Inc. (“PCMF”) for the 2018 annual live music festival known as Rocklahoma to be held Friday, May 25th through Sunday, May 27th, 2018.
- g. Discussion and possible action regarding the Mayor’s appointment of Melissa Daniels to the Hotel / Motel Tax Allocation Board Seat #1, term expiring 4/30/20.
- h. Discussion and possible action regarding the Mayor’s appointment of Scott Craft to the Hotel / Motel Tax Allocation Board Seat #2, term expiring 4/30/19.
- i. Discussion and possible action regarding an expenditure not to exceed \$5,500.00 for new Christmas decorations from General – Unallocated Reserve and Excess Funds Account #02-201-5041.
- j. Discussion and possible action regarding an expenditure in the amount of \$7,504.45 to Xerox Corporation for the Thomas J. Harrison Pryor Public Library copier agreement. Refund of \$7,078.98 was received from Lakeland Office Systems, which leaves a remaining balance of \$425.47.
- k. Discussion and possible action regarding approval to use funds from Real Property Acquisition Account #46-465-5450 nuisance abatement for cleanup / removal process of dilapidated properties.
- l. Discussion and possible action regarding approval to incorporate a \$50.00 fee in the Cemetery Fee Schedule when someone wishes to add cremains to cremation benches at the Cemetery for record keeping purposes.
- m. Discussion and possible action regarding hiring Dylan Wright to backfill vacant dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage \$28,597.00).

- n. Discussion and possible action regarding hiring Billy Frazier, as a CLEET certified police officer to fill vacant Patrolman position at the Pryor Creek Police Department at Range J, Step 2 (annual wage \$37,174.00), pending approval from the Oklahoma Police Pension and Retirement Board. This will fill the position created by the retirement of James Blower.
- o. Discussion and possible action to promote Jack Cunningham from Police Corporal Range K, Step 4 (\$44,827.00) to Sergeant Range L, Step 4 (annual wage \$47,000.00). This Sergeant position was created by the resignation of Chuck Ward.
- p. Discussion and possible action to promote Scott Garrett from Police Corporal Range K, Step 4 (\$44,827.00) to Sergeant Range L, Step 4 (annual wage \$47,000.00).
- q. Discussion and possible action to promote Dustin Van Horn from Police Patrolman, Range J, Step 4 (\$43,633.00) to Corporal Range K, Step 4 (annual wage \$44,827.00). This Corporal position was created by the resignation of David Carpenter.
- r. Discussion and possible action to promote Trent Humphrey from Police Patrolman Range J, Step 3 (\$39,278.00) to Corporal Range K, Step 3 (annual wage \$40,378.00). This Corporal position was created by the promotion of Jack Cunningham.
- s. Discussion and possible action to promote Tommy Parker from Police Patrolman Range J, Step 4 (\$43,633.00) to Corporal Range K, Step 4 (annual wage \$44,827.00).
- t. Discussion and possible action to approve the 2018 – 2019 contract between the City and the International Association of Fire Fighters AFL – CIO / CLC Local 3567 with the following modifications:
 - Article 10: Insurance. Section 2. Employer Contributions to Insurance Fund. a. For Employee Coverage: Strike “\$653.39” and insert “\$685.00.”
 - Article 18: Wages and Longevity Pay. Section 1. “All members shall receive 8.5% pay increase according to the revised pay plan attached hereto. (Exhibit A)”
 - Article 20: Miscellaneous. Section 4. Strike “\$350.00,” and insert “\$425.00.”
- u. Discussion and possible action to approve the 2018 – 2019 contract between the City and Lodge #116 Fraternal Order of Police.
 - Article 12: Seniority. Section 4.b. Correct typographical error. Should read, “As specified in Article 25,” not 27.
 - Article 24: Insurance. Section 2. B (2). Strike 95% and replace with “100% of the Dependent(s) portion of the premium for coverage of dependent(s) health insurance”.
 - Article 27: Special Assignments: “Special Qualification Pay for the herein below listed special qualification shall be compensated at a rate:” strike “\$90.00 per month,” and replace with “\$100.00 per special qualification. Any officer who holds more than one of the special qualifications listed shall not receive more than,” strike (3) and replace with “(4) monthly rates for special qualifications.”
 - Article 33: Compensation. Section 1. “The rate of compensation for those employees subject to this agreement shall be as set on Exhibit A attached hereto and incorporated herein by reference as if fully set forth: All members shall receive 8.5% pay increase according to the revised pay plan attached hereto.”

Motion was made by Chitwood, second by Shropshire to approve items a-u, less a, f and u. Voting yes: Shropshire, Thompson, Smith, Chitwood, White, Doyle, Willcutt. Voting no: none.

a. Approve minutes of the April 3rd, 2018 Council meeting.

Motion was made by Doyle, second by Chitwood to approve minutes of the April 3rd, 2018 Council meeting. Voting yes: Thompson, Smith, Chitwood, White, Doyle, Willcutt. Abstaining, counting as a no vote: Shropshire. Voting no: none.

f. Discussion and possible action regarding authorizing the Mayor to sign an agreement for services between the City of Pryor Creek and Pryor Creek Music Festivals, Inc. (“PCMF”) for the 2018 annual live music festival known as Rocklahoma to be held Friday, May 25th through Sunday, May 27th, 2018.

Motion was made by Chitwood, second by Smith to approve authorizing the Mayor to sign an agreement for services between the City of Pryor Creek and Pryor Creek Music Festivals, Inc. (“PCMF”) for the 2018 annual live music festival known as Rocklahoma to be held Friday, May 25th through Sunday, May 27th, 2018. Voting yes: Smith, Chitwood, White, Doyle, Willcutt, Shropshire, Thompson. Voting no: none.

u. Discussion and possible action to approve the 2018 – 2019 contract between the City and Lodge #116 Fraternal Order of Police.

- **Article 12: Seniority. Section 4.b.** Correct typographical error. Should read, “As specified in Article 25,” not 27.
- **Article 24: Insurance. Section 2. B (2).** Strike 95% and replace with “100% of the Dependent(s) portion of the premium for coverage of dependent(s) health insurance”.

- **Article 27: Special Assignments:** “Special Qualification Pay for the herein below listed special qualification shall be compensated at a rate:” strike “\$90.00 per month,” and replace with “\$100.00 per special qualification. Any officer who holds more than one of the special qualifications listed shall not receive more than,” strike (3) and replace with “(4) monthly rates for special qualifications.”
- **Article 33: Compensation. Section 1.** “The rate of compensation for those employees subject to this agreement shall be as set on Exhibit A attached hereto and incorporated herein by reference as if fully set forth: All members shall receive 8.5% pay increase according to the revised pay plan attached hereto.”

Motion was made by Shropshire, second by Smith to approve the 2018 – 2019 contract between the City and Lodge #116 Fraternal Order of Police, with noted changes and adding to Article 27 Special Qualifications: Firearms Instructor and Accident Reconstructionalist. It was also noted that some errors were found in the Table of Contents that will need to be fixed. Voting yes: Chitwood, White, Doyle, Willcutt, Shropshire, Thompson, Smith. Voting no: none.

6. DISCUSSION AND POSSIBLE ACTION REGARDING ALLOWING CITY ATTORNEY TO REVIEW AND MAYOR TO SIGN A NEW MEMORANDUM OF UNDERSTANDING BETWEEN PRYOR PUBLIC SCHOOLS AND THE CITY OF PRYOR CREEK FOR THE FUNDING OF TWO NEW POLICE OFFICERS AS SCHOOL RESOURCE OFFICERS.

Motion was made by Chitwood, second by Doyle to approve allowing City Attorney to review and Mayor to sign a new Memorandum of Understanding between Pryor Public Schools and the City of Pryor Creek for the funding of two new police officers as School Resource Officers, with the following amendments:

1. Paragraph 5: Striking language, “Monday through Friday from 7:30 a.m. to 4:00 p.m. with one half hour for lunch,” leaving it to read, “A 40-hour week,” allowing the Chief to coordinate schedules and avoid any overtime.
2. Paragraph 10: Strike “Errors and omissions,” and leave in, “General Liability Insurance.”

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

7. DEPARTMENT HEAD REPORTS:

a. Street Department – Buddy Glenn

No report. Glenn was absent due to a family issue.

b. Park / Cemetery – Frank Powell

Charles Bruch reported in Powell’s absence. He reported that there has been some vandalism at the park. Donald Ducummon is working on the public pool. The cemetery is getting ready for Memorial Day. Bruch also reported that from January 1st through April 16th, 2017, they held 28 funerals with a revenue of \$9,950.00. From January 1st through April 16th, 2018, they have held 27 funerals with a revenue of \$11,025.00. The new pricing is helping.

c. Library – Cari Rerat

Rerat handed out a written report to the Council (see attached). The library is working on strategies and long-term planning. April 30th – May 4th is Children’s Week.

d. Recreation Center – Rachel Sordahl

No report. Sordahl was absent.

e. Golf – Dennis Bowman

Bowman reported that the cold weather has been affecting play, but they have been busy on nice days. They hosted the 13th Annual Brown & Brown Tournament on April 13th, and it was their biggest one yet. Collins Electric donated some time to fix a few issues and Dawson Roofing fixed a leaky roof at the Pro Shop. Billy Payne’s Roofing completely reroofed one of the cart buildings. The Junior High tournament was last week, and the Girls’ tournament is this week.

f. Police Department – Dennis Nichols

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

g. Fire Department – B. K. Young

Young reported 150 emergency calls. They are wrapping up spring maintenance and will be checking fire hydrants. He also reported that they sent a crew to Western Oklahoma to assist with the wildfires, which FEMA will reimburse.

8. COMMITTEE REPORTS:

a. Budget and Personnel (Doyle)

Doyle reported that the next Budget and Personnel meeting will be May 8th, 2018.

b. Ordinance and Insurance (Thompson)

Thompson reported that the Ordinance and Insurance Committee is waiting on new insurance rates before scheduling the next meeting.

c. Street (Willcutt)

Willcutt reported that the Street Committee will meet next Tuesday, April 24th, 2018.

9. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

10. ADJOURN.

Motion was made by Doyle, second by Smith to adjourn. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, Chitwood, White. 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 APRIL 3RD, 2018 MEETING.

Motion was made by Willcutt, second by Smith to approve the minutes of April 3rd, 2018 meeting. Voting yes: Willcutt, Thompson, Smith, Chitwood, White, Doyle. Abstaining, counting as a no vote: Shropshire. 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 Shropshire to adjourn. Voting yes: Shropshire, Thompson, Smith, Chitwood, White, Doyle, Willcutt. 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