

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, MAY 15TH, 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 Mayor Tramel. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Choya Shropshire, Steve Smith, Randy Chitwood, Beth Moore, Jill White and Zac Doyle. Members absent: Yolanda Thompson.

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, Library Director Cari Rerat and Recreation Center Director Rachel Sordahl.

Others: Police Captain Kevin Tramel, Cemetery employee Charles Bruch, Brown & Brown representatives Jennifer Brittain and Jimmie Gentry, Pryor Area Chamber of Commerce President Barbara Hawkins, Library Board Chairman Jeanette Anderson, Recreation Board Chairman Steve Wyneken, Recreation Board member Houston Brittain, Dr. and Mrs. Jason Joice, Ryan Kelley and Kimmie Shropshire.

Mayor moved to Mayor's Report.

3. MAYOR'S REPORT:

Oaths of Office were administered to Ward 3 Councilman Randy Chitwood.

a. Discussion and possible action to approve reduced non-profit rate for use of the Community Hall by Riders United for Children on the following dates: June 17th, July 15th, August 19th, September 16th, October 21st, and November 18th, 2018.

Motion was made by Chitwood, second by Shropshire to approve reduced non-profit rate for use of the Community Hall by Riders United for Children on the following dates: June 17th, July 15th, August 19th, September 16th, October 21st, and November 18th, 2018. Voting yes: Willcutt, Shropshire, Smith, Chitwood, Moore, White, Doyle. Voting no: none.

4. CITY ATTORNEY'S REPORT:

a. Second reading, discussion and possible action of an Ordinance Amending Title 10, Chapter 1, Section 1 Amending Section 10-1-1 of the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, Regarding Creation; Composition of the City's Planning Commission Providing for the Number of Members to Serve, Compensation of Members, Manner of Appointment of Members, Terms of Members, and Ex Officio Membership of the City's Building Official of the Planning Commission, and providing for repealer and severability.

Motion was made by Shropshire, second by Doyle to approve Ordinance #2018-13 Amending Title 10, Chapter 1, Section 1 Amending Section 10-1-1 of the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, Regarding Creation; Composition of the City's Planning Commission Providing for the Number of Members to Serve, Compensation of Members, Manner of Appointment of Members, Terms of Members, and Ex Officio Membership of the City's Building Official of the Planning Commission, and providing for repealer and severability. Voting yes: Shropshire, Smith, Chitwood, Moore, White, Doyle, Willcutt. Voting no: none.

b. Second reading, discussion and possible action of an Ordinance Amending Title 10, Chapter 2, Section 1 Amending Section 10-2-1 of the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, Regarding Creation; Composition of the City's Board of Adjustment Providing for the Number of Members to Serve, Manner of Appointment of Members, Terms of Members, and Ex Officio Membership of the City's Building Official, and providing for repealer and severability.

Motion was made by Chitwood, second by Doyle to approve Ordinance #2018-14 Amending Title 10, Chapter 2, Section 1 Amending Section 10-2-1 of the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, Regarding Creation; Composition of the City's Board of Adjustment Providing for the Number of Members to Serve, Manner of Appointment of Members, Terms of Members, and Ex Officio

Membership of the City’s Building Official, and providing for repealer and severability. Voting yes: Smith, Chitwood, Moore, White, Doyle, Willcutt, Shropshire. Voting no: none.

Mayor moved back to Petitions from the Audience.

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

Ryan Kelley spoke regarding the building process.

Jason Joice spoke regarding the building process, or the lack thereof.

Mayor moved back to the Consent 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 May 1st, 2018 Council meeting.
- b. Approve payroll purchase orders through May 18th and June 1st, 2018.
- c. Approve claims for purchase orders through May 15th, 2018.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1720172409 - 1720172369	134,539.58
STREET & DRAINAGE	910917B – 910950B	15,698.96
CEMETERY CARE FUND	1720172292 - 1720172318	183.62
GOLF	1720172374 - 1720172322	34,759.06
CAPITAL OUTLAY	910807B - 1720172343	11,720.93
POLICE TRAINING FEES	1720172331	1,800.00
OUTDOOR POOL	1720172404 - 1720172412	1,670.00
RECREATION CENTER	1720172301 - 1720172299	8,327.99
E-911 CASH FUND	1720172345	25.00
DONATIONS AND EARMARKED	1720172328 - 1720172346	1,362.45
TOTAL		210,087.59
BLANKETS		
910961B	PRYOR STONE CO.	3,000.00
910962B	DOLESE BROS. CO.	5,000.00
910963B	EXPRESS SERVICES INC.	3,077.43
TOTAL		11,077.43

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

APRIL 2018

FEE IN LIEU	\$	52.54
STREET & DRAINAGE	\$	110,132.38
CEMETERY CARE INTEREST	\$	112.07
CEMETERY CARE FUND	\$	550.00
GOLF COURSE CASH FUND	\$	80,755.73
CAPITAL OUTLAY FUND	\$	20,044.70
CAPITAL OUTLAY RESERVE	\$	889.01
REAL PROPERTY ACQUISITION	\$	282.50
HOTEL/MOTEL TAX	\$	4,551.86
LIBRARY BUILDING FUND	\$	13.43
GOB 2002-RECREATION CENT	\$	-
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	80,784.13
PPWA BOND PROCEEDS (88)	\$	2,899.23
RECREATION CENTER-CASH FUND	\$	70,011.07
E-911	\$	1,819.07
LIBRARY SPECIAL	\$	839.03
SEIZURES	\$	18.20
DONATIONS	\$	6,297.84
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	16.51
OUTDOOR POOL FEES AND EXPENSES	\$	3.51
TOTAL	\$	380,072.81

- f. Discussion and possible action regarding Mayor's reappointment of Tracey Dean to Hotel / Motel Tax Allocation Board Seat #4, term expiring 4/30/2022.
- g. Discussion and possible action regarding Brown and Brown's revised healthcare package proposal through United Healthcare for the City of Pryor Creek effective July 1st, 2018 through June 30th, 2019.
- h. Review short-term disability and life long-term plans.
- i. Discussion and possible action to approve Haley Hughes as part-time Local History Research Assistant at the Thomas J. Harrison Pryor Public Library at \$8.50 per hour effective May 22nd, 2018.
- j. Discussion and possible action regarding promotion of Kimberly Heins from Pryor Creek Recreation Center Fitness Coordinator (Range B, Step 2, annual wage \$27,628.00) to fill vacant Recreation Center Office Manager position (Range D, Step 2, annual wage \$30,857.00).

Motion was made by Smith, second by Shropshire to approve items a - j, less g and h. Voting yes: Chitwood, Moore, White, Doyle, Willcutt, Shropshire, Smith. Voting no: none.

g. Discussion and possible action regarding Brown and Brown's revised healthcare package proposal through United Healthcare for the City of Pryor Creek effective July 1st, 2018 through June 30th, 2019.

Motion was made by White, second by Shropshire to approve Brown and Brown's revised healthcare package proposal through United Healthcare for the City of Pryor Creek effective July 1st, 2018 through June 30th, 2019. Jennifer Brittain spoke regarding the new plan. Voting yes: Moore, White, Doyle, Willcutt, Shropshire, Smith, Chitwood. Voting no: none.

h. Review short-term disability and life long-term plans.

No action. Brittain reviewed these options for employee participation.

Mayor moved to Department Head Reports.

6. DEPARTMENT HEAD REPORTS:

a. Street Department – Buddy Glenn

No report. Buddy Glenn is on vacation.

b. Park / Cemetery – Frank Powell

Powell reported that the public pool is getting ready to open. The cemetery is in great shape for Memorial Day. Through the beginning of May they have had only 30 funerals and have brought in a revenue of \$12,460.00. Splash Pad is up and running after one small issue. They have taken on additional mowing which is keeping them busy.

Yolanda Thompson arrived at 6:25 p.m.

c. Library – Cari Rerat

Rerat handed out her report and a summer reading program brochure.

d. Recreation Center – Rachel Sordahl

Sordahl thanked the Council for passing Kim Heins' promotion. Things are super busy at the Recreation Center, so she doesn't have a formal report. She had someone call in two hours before their shift to say they were quitting because they found a higher paying job. She is dealing with a lot of people calling in, because they don't care about showing up for \$7.69 per hour.

e. Golf – Dennis Bowman

Dennis Bowman was unable to be at the meeting.

f. Police Department – Dennis Nichols

Nichols handed out a statistics sheet.

g. Fire Department – B. K. Young

Young reported they answered 118 emergency calls last month. School is winding down and the department is preparing for Rocklahoma.

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, MAY 15TH, 2018 AT 6:00 P.M.**

1. Discussion and possible action regarding an expenditure of \$4,248.90 to Upcurve Cloud for the G Suite Basic Annual License subscription from May 12th, 2018 to May 11th, 2019.

Motion was made by Chitwood, second by Thompson to approve an expenditure of \$4,248.90 to Upcurve Cloud for the G Suite Basic Annual License subscription from May 12th, 2018 to May 11th, 2019. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith, Chitwood, Moore. Voting no: none.

Mayor moved back to Item 7 of the regular Agenda.

7. Possible Executive Session pursuant to the Oklahoma Open Meeting Act for the purpose of discussing confidential communications between the Council and the City Attorney concerning a pending investigation of alleged improper action of City Personnel in the City permitting process. (25 O.S. 307 (B) (4)).

Motion was made by Doyle, second by Smith to enter into Executive Session at 6:45 p.m. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, Chitwood, Moore, White. Voting no: none.

8. Consider resuming regular session. No action taken during Executive Session.

Motion was made by Smith, second by Willcutt to resume regular session at 7:25 p.m. No action taken during Executive Session. Beth Moore is a property owner of the property involved and will not be included in the Executive Session. Voting yes: Willcutt, Shropshire, Smith, Chitwood, White, Doyle. Abstaining, counting as a no vote: Moore. Thompson was out of the room. Voting no: none.

9. Possible action based on Executive Session pursuant to the Oklahoma Open Meeting Act for the purpose of discussing confidential communications between the Council and the City Attorney concerning a pending investigation of alleged improper action of City Personnel in the City permitting process. (25 O.S. 307 (B) (4)).

Motion was made by Doyle, second by Smith to authorize City Attorney to review Policy and Procedure Manual regarding adding a Conflict of Interest Clause by resolution. Voting yes: Shropshire, Thompson, Smith, Chitwood, White, Doyle, Willcutt. Abstaining, counting as a no vote: Moore. Voting no: none.

Mayor moved back to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, MAY 15TH, 2018 AT 6:00 P.M.**

2. Possible Executive Session pursuant to the Oklahoma Open Meeting Act for the purpose of discussion with City Attorney to advise Council of possible legal action concerning the State Fire Marshal regarding the Mayes County Fairgrounds project. (25 O.S. 307 (B) (4)).

Motion was made by Willcutt, second by Shropshire to enter into Executive session at 7:30 p.m. Voting yes: Thompson, Smith, Chitwood, Moore, White, Doyle, Willcutt, Shropshire. Voting no: none.

3. Consider resuming regular session. No action taken during Executive Session.

Motion was made by Chitwood, second by Smith to resume regular session at 7:50 p.m. No action taken during Executive Session. Voting yes: Smith, Chitwood, Moore, White, Doyle, Willcutt, Shropshire, Thompson. Voting no: none.

4. Possible action based on Executive Session pursuant to the Oklahoma Open Meeting Act for the purpose of discussion with City Attorney to advise Council of possible legal action concerning the State Fire Marshal regarding the Mayes County Fairgrounds project. (25 O.S. 307 (B) (4)).

Motion was made by Shropshire, second by Chitwood to authorize City Attorney to join in with the County in the event of a suit of the fairgrounds. Voting yes: Chitwood, Moore, White, Doyle, Willcutt, Shropshire, Smith. Voting no: Thompson.

Mayor moved back to regular Agenda.

10. COMMITTEE REPORTS:

a. Budget and Personnel (Doyle)

Doyle reported that the Budget and Personnel Committee may meet next week.

b. Ordinance and Insurance (Thompson)

Thompson reported that the Ordinance and Insurance Committee has a meeting scheduled on June 4th, 2018.

c. Street (Willcutt)

Willcutt reported that the Street Committee will meet next week.

11. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

12. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Mayor Tramel called the meeting to order at 7:55 p.m.

2. APPROVE MINUTES OF MAY 1ST, 2018 MEETING.

Motion was made by Chitwood, second by Smith to approve the minutes of May 1st, 2018 meeting. Voting yes: White, Doyle, Willcutt, Shropshire, Thompson, Smith, Chitwood, Moore. 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 Shropshire, second by Willcutt to adjourn. Voting yes: Doyle, Willcutt, Shropshire, Thompson, Smith, Chitwood, Moore, 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 _____