

**NOTICE AND AGENDA
PARK BOARD
REGULAR MEETING
MONDAY, AUGUST 24TH, 2015
6:00 P.M.**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT NOTICE IS HEREBY GIVEN THAT THE PARK BOARD WILL MEET IN REGULAR SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME. FOR SPECIAL ACCOMMODATIONS TO ATTEND PLEASE CONTACT 918-825-0888.

BOARD MEMBERS: ** BILL KANNEGIESSER, MELINDA MARKS, PAT RICHARD, WAYNE JONES, LORI SIEVER, CHRIS GRAVES, CONNIE MELTON

1. Call meeting to order.
2. Discuss, possibly approve the minutes of July 27th, 2015 regular meeting.
3. Discuss, possibly approve a Community Fall Festival for Relay for Life awareness to be held October 24th, 2015 from 5 to 8 p.m. at Whitaker Park with access to bathrooms and trash receptacles as requested by Kelsey White.
4. Reports:
 - a. Golf (Bowman)
 - I. Status of Golf Course.
 - b. Parks (Powell)
 - I. Splash Pad progress report.
 - c. Pool (Powell)
 - I. Financial Report
 - II. Repair recommendations.
 - d. Tennis Courts (Powell)
 - I. Repair recommendations.
 - e. Ball Fields (Powell)
 - I. Winterizing Procedures for Baseball, Softball and Soccer Complexes.
 - f. Cemetery (Powell)
5. Unforeseeable business. (Any matter not reasonably foreseen prior to posting the agenda.)
6. Petitions from the audience.
7. Adjourn.

POSTED BY AUGUST 21, 2015 CITY CLERK EVA SMITH

Eva Smith



**MINUTES
PARK BOARD
REGULAR MEETING
MONDAY, JULY 27TH, 2015
6:00 P.M.**

THE PARK BOARD MET IN REGULAR SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE MENTIONED DATE AND TIME.

BOARD MEMBERS: ** BILL KANNEGIESSER, MELINDA MARKS, PAT RICHARD, WAYNE JONES, LORI SIEVER, CHRIS GRAVES, CONNIE MELTON

1. CALL MEETING TO ORDER.

Chairman Kannegiesser called the Park Board meeting to order at 6:00 p.m. Roll call was conducted by Deputy Clerk Hannah Moore. Members present included: Bill Kannegiesser, Wayne Jones, Lori Siever, Chris Graves, Connie Melton. Members absent: Melinda Marks, Pat Richard.

Others present included: Mayor Tramel, Park Superintendent Frank Powell, Golf Director Dennis Bowman, RAE Corporation Representative Jennifer Henson and The Times Reporter Cydney Baron.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF MAY 18TH, 2015 REGULAR MEETING.

Motion was made by Siever, second by Jones to approve the minutes of May 18th, 2015 regular meeting. All voted yes.

Connie Melton stepped out for a moment and returned shortly after.

3. DISCUSS, POSSIBLY APPROVE RAE CORPORATION TO USE CENTENNIAL PARK ON THE EVENING OF AUGUST 6TH, 2015 FOR A "MOVIE IN THE PARK" EVENT FOR ITS EMPLOYEES' FAMILIES.

Jennifer Henson spoke to the Board about the event. She also requested more trash cans be provided on that evening.

Motion was made by Jones, second by Melton to approve Rae Corporation to use Centennial Park on the evening of August 6th, 2015 for a "Movie in the Park" event for its employees' families. All voted yes.

Lori Siever stepped out for a moment and returned shortly after.

4. BUDGET REVIEW:

a. GOLF

- The Budget was reviewed.
- Dennis Bowman stated he would like to meet with the Golf Sub-Committee to review the budget further and to discuss possibly increasing membership dues.
- Mayor Tramel presented the Board with the Preliminary Budget and General Fund Balance Sheet for review.
- Mayor Tramel discussed:
 - Year-to-Date Revenues equaled \$370,697.24.
 - Year-to-Date Expenditures equaled \$415,853.00

- \$103,000.00 was paid out in part time salaries.
- The Golf Course has submitted a grant application to Hotel / Motel to request funds for the upcoming tournaments and golf club maintenance.
- Raising the rates for the Golf Course to bring in more revenue.
- Changing the age of when a senior discount can be applied.
- The Golf Course cannot take a loss for an extended period.
- Dennis Bowman presented the Board with more information about the Hotel / Motel Grant Application.
- Chairman Kannegiesser said the Golf Sub-Committee will meet about the up-coming year.
- Chris Graves inquired about personnel rate costs and the amount of people who are part time. Bowman stated that the Golf Course runs on a skeleton crew due to budget restraints and the lack of community service workers who do general labor.
- Graves discussed the budget further by asking what groups brought in more revenue. Bowman said he estimated it was 50% Memberships / 50% Greens Fees. Graves reviewed the budget numbers and calculated that the revenue split was actually as follows:

- Members: \$80,000.00 + Cart Stalls = \$125,000.00 estimated.
- Greens Fee (Paying Public) = \$230,000.00 estimated.

Graves asked where the rates should be raised to see better revenues. Bowman responded with the following to raise:

- Annual Membership ↑ 15%
 - Cart Stall Rental ↑ 15%
 - Cart Rental ↑ 15%
- } Estimated Increase of \$40,000.00

- Bowman stated that he has begun comparing rates with other courses. Currently Heritage Hills is \$38.00 vs. Pryor Creek at \$34.00.
- Graves asked how the members feel about the value of the memberships. Then he stated that with the given numbers, it would seem that they are getting a great value.
- Bowman stated that he would like to further the Golf Course a little better each year. He also stated that the Golf Course needs to increase revenue for capital improvements. He also stated that he believes the Golf Course needs to be able to make improvements with its own money.
- Bowman updated the Board that the Restroom Renovation is 90% complete due to volunteers and donations.
- Graves again stated that current memberships are a value proposition for people who play a lot of golf.
- Chairman Kannegiesser stated that he doesn't see a problem with the increase.
- Jones asked that Bowman compare rates against other municipal golf courses. Bowman explained his comparison with Heritage Hills. Jones said that he felt there is room to increase the rates.
- Mayor stated that the City of Pryor Creek Golf Course is the only course that does not get subsidized by the City. He also informed the Board that the finalized budget will be ready by City Council on August 18, 2015. The final must be reported by

August 22nd, 2015. The Park Board may have a special meeting after the Sub-Committee meets to review the proposed budget and plan for possible rate increases.

BUDGET REVIEW:

b. PARK

- Mayor began the Park Budget Review. He stated the Parks are funded by Sales Tax Revenue and went over the balance sheet again for the General Fund. He also went over the Park Revenue. He informed the Board there has been an average of 162 kids at the Pool.
- Frank Powell stated that during May and June when we experienced flooding the Pool experienced higher numbers possibly due to the public not being able to access creeks and lakes. Frank Powell said the high numbers in attendance, have raised the cost for salaries. He also reported there have been no leaks to repair.
- Powell stated he is content with the proposed budget.
- Kannegiesser asked what the Capital Outlay line item included. Mayor Tramel and Powell discussed:
 - The Tennis Courts must be resurfaced.
 - The Splash Pad project.

Powell stated he is not in need of any equipment.

- Mayor Tramel informed the Board that playground equipment is going to be installed at Roosevelt School. Roosevelt School will pay for the update of Grace Samuel Park. (Where the new school building was built.)
- Mayor Tramel stated to the Board the Budget must be completed by August 18, 2015 City Council for final approval and submitted by August 22, 2015.
- Mayor Tramel discussed the Salaries line item.
 - He said the City pays 100 percent of the health benefits for employees and 95 percent of health benefits for employee's families.

Graves asked Mayor Tramel about how these benefits compared with other towns. Mayor said we ranked well.

c. CEMETERY

- Mayor Tramel reviewed the Cemetery Budget and discussed:
 - Cemetery Revenue = \$40,762.52.
- Powell stated that the numbers are down for pre-purchasing lots. He said the rates haven't changed in 15 years. It costs \$400.00 per lot and an additional \$250.00 for opening and closing.
- Mayor Tramel asked the Board to consider investigating rates being raised for Cemetery Services. Powell stated he isn't certain that raising the rates would bring additional revenue.
- Kannegiesser asked if a person can sell back their lot to the City. Powell stated that he could only recall that happening once since he has worked for the City of Pryor Creek.

- Powell discussed Lineage. He explained how there has been some confusion. When purchasing lots, the lots must be purchased in the families name so they go to them. Powell doesn't agree with this or the City Attorney. He said that he has only heard by mouth that this is the law, but has not read any Ordinance or State Statue. He wants to see proof. He continued to explain, because of this law, several lots are on lock down and will remain empty. Powell went on further to say that he believes that individuals who purchased lots several years ago should be grandfathered in and the lineage law should not pertain to them and only apply to those who purchase from this point on.
- Lori Siever returned to the Budget and asked what percentage goes to the Cemetery Budget. Powell explained that the Budget is produced by what was spent the previous year.
- Mayor Tramel stated that the Budget will need to be increased the next Fiscal Year to accommodate for the new Cemetery Section. There will be a need for an additional employee and mower.
- The Board asked for clarification on how the Budget is funded. Powell and Mayor Tramel explained:
 - The Cemetery has a Cemetery Care Fund Account.
 - Current balance = \$111,777.06 (part of the General Fund)
 - The Cemetery Care Fund Account receives 25 percent of every Lot sold. These monies can be used for specific items such as the mapping software for the new section, new roads in the cemeteries and others not mentioned.
- Jones asked if Powell could provide a cost comparison on pricing with surrounding Cemeteries. Powell said that other cemeteries do price differently after certain times of the day and on weekends.
- Jones asked how the expenses compare with the revenue. He asked if we spent more than what we brought in. Graves expounded by saying the Budget is \$215,000.00 and the City takes in \$40,000.00 The Board believes we are heavily subsidized by public tax dollars. Jones stated that it would be evident to the public that the rates should be raised.
- Connie Melton spoke about when the City was in the process of rearranging the Cemetery board. She stated it was hard to gather for meetings due to the lack of quorum. During that time there were several projects that were in the works. One was Baby Land. Melton asked if Powell could work toward bringing those projects back to life. Powell stated that was on his agenda. Powell added that grave decorations and shepherd hooks are hindering the maintenance of the cemetery. He also said the public has been building items that slow down the maintenance of the cemetery. Graves said that he would like to inform the public of what they can and can't do. Powell stated that he has a brochure that needs to be updated. Graves stated that as a board we should treat all the same, be consistent and not to make exceptions. Powell stated that when there has been a loss they are very sensitive and may ask for exceptions. Kannegiesser stated that this would be the time for Powell to state that per the Park Board these are the rules to follow. Powell will bring back copies of the rules that will be given out; especially for the new section.

- Kannegiesser asked that Powell report about things needed for the Cemetery.
- Powell asked that the Board go out to the Cemetery to observe for a better understanding. Mayor Tramel asked that Powell report the following at the October meeting:
 - Pricing Comparison
 - Rules Pamphlet
 - Records and Mapping Information

It was also discussed that someone from the Historical Society should be contacted about transposing the cemetery records.

5. DISCUSS, POSSIBLY APPROVE PURCHASING A BANNER TO SAY THANK YOU TO THE TIC GROUP FOR THEIR VOLUNTEER WORK CLEANING UP THE PARK.

Motion was made by Jones, second by Kannegiesser to approve purchasing a banner to say thank you to the TIC Group for their volunteer work cleaning up the park. All voted yes.

6. REPORTS:

a. GOLF (BOWMAN)

I. STATUS OF GOLF COURSE.

II. OTHER.

Bowman spoke about the upcoming tournaments that will bring in revenue:

- Jr. Tournament
- Buzzi Unicem Corporate, USA Tournament
- Pryor Area Chamber of Commerce

He spoke again about how Pat Richard and He had turned in an application to the Hotel/Motel Tax Board for the Jr. Tournament. He also stated that the recent Lion's Club Tournament was a great success.

Bowman spoke again about the renovations at the Club House. He informed the Board that the plumbing is left to finish and they are in need of additional funding to complete.

Bowman stated that the following were donors:

- Dawson Roofing,
- Vargas Concrete
- Ables
- S&J Plumbing
- 1 member donated the cabinets
- 1 member donated the counter tops.
- Elliott Medical Plaza donated \$1,000.00.

Bowman stated the porch is complete and all of the Health requirements have been met.

Bowman reported the Greens and Fairway mowers will be paid off by September 2015. The second payment of four will be made in the 2015 -2016 fiscal year for the Golf Carts.

Bowman asked that when the Golf Sub-committee meets, he would like them to discuss the dress code at the Golf Course.

b. PARKS (POWELL)

I. AMERICAN COWBOY TRADER DAYS

Powell reported that the American Cowboy Trader Days event went well and there was a large turn-out. He added that he is thankful for that Whitaker Park had the electrical upgrade when these type of events are held.

II. WHITAKER PARK BATHROOM RENOVATION

Powell reported the sinks and countertops have been replaced and the walls have been repainted in the bathrooms at Whitaker Park. He said that the bathrooms will need replacement in the future.

III. SPLASH PAD PROGRESS REPORT.

Powell reported the Splash Pad project will start on August 15, 2015. The equipment has been ordered. Powell said that the equipment color must be chosen. The Board stated that the primary colors would be sufficient. They left the details up to Powell to decide.

Powell stated that he thought the parking lot should be the first order of business. He said that the dirt pile that is where the parking lot will go is being stolen. He stated he needs a new location for dirt that the public is not privy to.

c. POOL (POWELL)

Powell reported:

- Last day the Pool will be open is August 9th, 2015.
- There has been an average of 163 swimmers during the week and 283 on Sundays.
- The Revenue has been about \$15,000.00.
- There have been no leaks to repair.
- Powell stated he was pleased with the new management.
- There have been 20 Lifeguards this season and they are working well with new management as well.

d. TENNIS COURTS (POWELL)

Powell stated that the lights on one of the tennis courts are day only. He said that he will get with Gary Pruett in the fall about lights.

e. BALL FIELDS (POWELL)

Powell reported that at the Ball Fields, Bobby Buck Park and Centennial Park there has been mild vandalism. People have been doing donuts and tipping trash cans; otherwise the fields are doing well.

f. CEMETERY (POWELL)

All items were covered earlier and Powell will report further at the October 2015 meeting.

7. UNFORESEEABLE BUSINESS. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING THE AGENDA.)

Mayor Tramel informed the Board they can visit pryorcreek.org to view the recent retail study performed by Retail Attractions. The report shows there has been \$37 million in Sales Tax leakage. He also said that when the Budget is finalized it will be posted to the website for the public.

8. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

9. ADJOURN.

Motion was made by Jones, second by Siever to adjourn at 8:00 p.m. All voted yes.

To all City Park Board
members of the Parks
Department:

Thank you so much
for allowing R&E
Corporation the use
of Centennial Park.
Our event was a
success and without
your support this
would not have
been possible.

Just wanted to let you know
how much I appreciate
everything you've done.

It really meant a lot.

Brooke Irie


Jennifer Henson



Cassie
Harsh



From: [Kelsey Osborn](#)
To: mooreh@pryorcreek.org
Subject: Relay for Life-Park
Date: Friday, July 31, 2015 2:28:36 PM

Hannah,

Relay for Life would like to hold a fall festival for the community at Whitaker Park, October 24th from 5 PM- 8 PM. We would like to have this on the south side of the park. We would have booths set up giving out candy, having fun fall games, and getting awareness out about Relay for Life. We would get to the park mid-morning Saturday to begin setting up and would have everything put up and cleaned up by Saturday evening. If we could have access to trash cans and bathrooms that would be great!

Please let me know if and when this gets approved by the park board so I can begin advertising this event to the community.

Thank you for your help,

Kelsey White
Flock Enterprises, Inc.
918-803-3570