

**NOTICE AND AGENDA  
PARK BOARD  
REGULAR MEETING  
MONDAY, JANUARY 25<sup>TH</sup>, 2016  
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 November 23<sup>rd</sup>, 2015 regular meeting.
3. Reports:
  - a) Golf (Bowman)
  - b) Parks (Powell)
    - i. Splash Pad progress report.
    - ii. Whitaker Park Pond Project status.
  - c) Pool (Powell)
    - i. Electrical progress report.
    - ii. Other.
  - d) Tennis Courts (Powell)
  - e) Ball Fields (Powell)
  - f) Cemetery (Powell)
4. Discuss, possibly approve placing a guard rail around the basketball court at Whitaker Park.
5. Discuss, possibly recommend modifications to the Rules and Regulations for Fairview and Graham Memorial Cemetery to ensure compliance with Pryor Creek City Code.
6. Discuss, possibly recommend modifications to the Pryor Creek Golf Course Rules.
  - a. Rule No. 5 – Appropriate Dress
7. Discuss, possibly recommend Council action to approve the Pryor Creek Bicycle/ Pedestrian Master Plan.
8. Discuss, possibly recommend Council action to approve Complete Streets Ordinance.
9. Unforeseeable business. (Any matter not reasonably foreseen prior to posting the agenda.)
10. Petitions from the audience.
11. Adjourn.

POSTED ON JANUARY 21<sup>ST</sup>, 2016 BY CITY CLERK EVA SMITH.

*Eva Smith*



**MINUTES  
PARK BOARD  
REGULAR MEETING  
MONDAY, NOVEMBER 23<sup>RD</sup>, 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. Members present included: Bill Kannegiesser, Melinda Marks, Pat Richard, Wayne Jones, Lori Siever, Chris Graves, Connie Melton.

Others present included: Mayor Tramel, Park Superintendent Frank Powell, Cemetery Employee Joel Keith, Councilor Cheryl White, Councilor Drew Stott, "The Paper" reporter Terry Aylward, "The Times" reporter Cydney Baron.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF OCTOBER 26<sup>TH</sup>, 2015 REGULAR MEETING.**

Motion was made by Richard, second by Jones to approve the minutes of October 26<sup>th</sup>, 2015 regular meeting. All voted yes. (The Agenda stated special meeting; that was a scrivener's error.)

Golf Director Dennis Bowman entered at 6:01 p.m.

Chairman Kannegiesser announced that Frank Powell recently won medals for weight lifting.

Chairman Kannegiesser moved to item 4.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO DEMOLISH THE BATHROOM AT BOBBY BUCK PARK.**

Motion was made by Richard, second by Melton to recommend Council action to demolish the bathroom at Bobby Buck Park. Voting yes: Kannegiesser, Marks, Richard, Jones, Siever, Graves, Melton. Voting no: none.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO MAKE MODIFICATIONS TO THE GOLF COURSE DRESS CODE POLICY.**

There was no action on this item. Chairman Kannegiesser stated this item would be revisited at the next meeting in December.

**6. REPORTS:**

**a) GOLF (BOWMAN)**

**i. PUMP STATION STATUS.**

Dennis Bowman reported the pumps were removed and tested. He stated that they will need to be replaced this spring at an estimated cost of \$12,000.00. He will seek bids to replace the motors.

**ii. OTHER.**

- Dennis Bowman gave a financial report for the Golf Course. He stated they were up \$7,000.00 from last year due to the rate increase and membership dues received. He added the expenses are down \$26,000.00 compared to last year.
- The recent OJGT Tournament brought in ninety boys and girls from three states.

- The Hotel / Motel Grant funds paid for the sod and tee box repairs.
- Currently working to repair the cart pass in places.
- The bathroom is almost complete; there is only need of partitions.
- The golf course and bathrooms have been winterized.

**b) PARKS (POWELL)**

**i. SPLASH PAD PROGRESS REPORT.**

Powell reported the utility lines will be run December 1<sup>st</sup> and the construction will begin December 14<sup>th</sup>.

Lori Siever asked about the completion date. Powell stated it would be at least 60 days. Mayor Tramel stated the Splash Pad will open on or before May 1<sup>st</sup>, 2016. Mayor stated that the used asphalt that is kept at the soccer fields will be crushed to use for the parking lot to be installed at the Splash Pad.

**ii. WHITAKER PARK POND PROJECT STATUS.**

The Whitaker Park Pond Spillway Project bids were received and the lowest bid submitted was from Jaybelle Construction for \$71,000.00.

Mayor stated the park walking trail will be shut down in areas when the above projects are in progress.

**c) POOL (POWELL)**

**i. ELECTRICAL PROGRESS REPORT.**

- Frank Powell stated that he met with three electricians to bid on the electric project at the Pryor Public Pool. There were issues about code interpretation. Powell stated that it may need to be inspected. This issue is still in the works.

**ii. OTHER.**

- Powell stated the ladders have been installed and the new pump will be installed once the electric is taken care of.

**d) TENNIS COURTS (POWELL)**

**i. RESURFACE PROGRESS REPORT.**

Frank Powell stated that due to a death in the family, Henzel will not begin the resurface project until spring.

**ii. OTHER.**

There was no other report from for the Tennis Courts.

**e) BALL FIELDS (POWELL)**

**i. WINTERIZATION STATUS.**

Powell stated that all winterization had been completed.

**ii. OTHER.**

There was no other report for the Ball Fields.

**f) CEMETERY (POWELL)**

There was no report for the Cemetery. There was discussion earlier of the new pavilion being erected at the Cemetery and that the old one had been given back to the American Legion; it belonged to them.

Chairman Kannegiesser moved back to item 3.

### **3. DISCUSS, POSSIBLY APPROVE MODIFICATIONS TO THE RULES AND REGULATIONS FOR FAIRVIEW AND GRAHAM MEMORIAL CEMETERY TO ENSURE COMPLIANCE WITH PRYOR CREEK CITY CODE.**

There was no action on this item. It will be revisited at the next meeting.

Discussion:

- There was a request for a moment of silence before the item was addressed.
- A gentleman, who did not introduce himself spoke voicing his concerns.
- Mrs. Keen asked why the rules are being revamped.
- Chairman Kannegiesser stated that the City has to set perimeters so that the cemetery will be maintained properly.
- Powell stated that these rules have always been in place but have not been enforced.
- Chris Underwood said the he should have been approached and given the rules.
- Chairman Kannegiesser stopped the discussion to clear up the issue and stated we have to have the same rules for everyone. We have to maintain a system that lets you know what you can do within these parameters.
- The audience wanted to know why there is a problem if they maintain their own graves.
- Chris Graves stopped the audience and unruly discussion. He asked everyone in the audience direct their questions to the board. He also stated that Frank Powell is to make recommendations to the board and he works on our behalf. He reports to the board and city officials. Graves asked that everyone take their turn when addressing their concerns.
- Pat Richard stated there are 4 items that are being changed; the rest have been the same from the beginning. Rules in discussion: 15, 16, 18, and 20.
- Sharolyn Smith of Peggs spoke about thievery at the cemetery. She'd like the cemetery to place surveillance cameras to catch thieves. She also thanked Frank Powell for allowing her family to place a bench and tree at her loved one's grave. She wants to place signage for prosecution. Would like prosecution added to the rules.
- Jason Herron spoke about his son's grave purchased 20 years ago. He said that no one ever handed him the rules. He stated that he will not allow anyone to tell him what he can and cannot do because it is his property. The audience agreed they did not receive the rules at any point.
- Kelly Jo Underwood spoke about when they paid for their plots that they were not given the rules. She stated they would have made different decisions if they had been informed. She requests the board give her options. She would concrete the entire grave so that others could place items. Underwood voiced her frustration that they could only put things on the grave at certain times. She does not want to ask for permission to place something on a plot that she owns. She does not want children to have to ask to place items. She asked what the timeline would be for the update of the rules.
- Chairman Kannegiesser stated how the process worked.

- The audience requested to be alerted when rules were posted.
- Kelly Jo Underwood asked if they could be grandfathered in.
- Jones spoke and thanked the audience for the suggestions and asked the board their thoughts if the public maintained their own graveside. The board said they cannot decide on that item until they are in agreement of the amended rules.
- Items requested to be discussed:
  1. Grandfathering In
  2. Options for removal and refunds if rules are not adjusted.
- Todd Keen spoke. He stated he had never seen the rules but he understands that when you purchase a plot you are not able to place items all over it and that it must be maintained. He added if you don't want things stolen, do not take them to a public area. He stated that his father and he placed the flag for his brother and he will not take it down. He doesn't believe it is hindering anything.
- Mrs. Keen asked if her son's flag would be taken down. No answer was given.
- Cheryl White, City Council, Ward 1 introduced herself and spoke about number 18 on the Rules and Regulations. She requested it be modified to allow people to be able to recognize their loved ones at any time of the year.
- Chairman Kannegiesser stated that he had the feeling that number 18 was being misunderstood. He spoke about his daughter's grave and that they place items at the base of the stone. He addressed the flat items on the ground they have placed can be mowed over with no issues. The rule states that you can place items on the stone however you can't place it on the mowing area.
- White stated the verbiage is not clear and should be amended for clarity.
- Siever stated that Item 14 addressed these issues. She also stated that Item 16 is a problem in her opinion.
- Glenda Gifford spoke about the bench that was placed for Sharolyn Smith. She was told she was not able to have a bench placed and wanted to know the reason.
- Chris Graves said this is one of the issues they are trying to address and ensure they tend to the inconsistencies. Even though these rules are in place they have not been enforced. Graves said that "exceptions" are hard to police. He added we are trying to balance several different concerns. Some are the budget for maintenance; the staff is limited. We have to take in consideration the look and feel of the cemetery. It is expected to look like Arlington National Cemetery by many. We have to follow the rules, because if we do not, someone could come in and decide to build a mausoleum. We are trying to have a discussion to balance and decide what makes sense and what is best. There will not be a perfect answer that all will agree to. He encouraged the audience to submit their ideas. Graves stated we must be consistent and we want to keep everyone informed. He added the rules could be possibly posted at the cemetery. He encouraged all to work together collectively.
- Sharolyn Smith spoke again and asked that the rules be given at the time of a plot purchase.
- Connie Melton addressed the audience. She stated that she felt many were there to fight. She would like to keep this issue professional. She asked that people not blast the city on social media. Social media blasting will not get you anywhere she stated.

She reminded them that the rules are a draft and the board wants to hear their suggestions.

- Kannegiesser stated that he was appreciative of all of the feedback. Send suggestions to City Hall for the Park Board. The next draft will go before the Park Board and all are welcome again at that time. Once this board is in agreement, then the recommendation will go on to the City Council.
- Main concerns:
  1. Decorating all year.
  2. Flat headstone restrictions.
  3. Flag restrictions.
- Melton asked that the board go out to the cemetery and take a look at the graves.

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

There was no unforeseeable business presented.

**8. PETITIONS FROM THE AUDIENCE.**

There were no petitions from the audience.

**9. ADJOURN.**

Motion was made by Siever, second by Grave to adjourn at 7:10 p.m. All voted yes.

## **PROPOSED RULES AND REGULATIONS FOR FAIRVIEW AND GRAHAM MEMORIAL CEMETERIES**

1. The City of Pryor Creek shall have charge of work on lots and graves; both before and after interment has been made.
2. All prices and fees are fixed by the Park / Cemetery board and the City Council of Pryor Creek, and no deviations from these are allowed.
3. No interment shall take place until all fees have been paid in full.
4. No interment shall take place on Sundays or City holidays.
5. All interments must be in caskets enclosed within a box or container, constructed of plastic, concrete, or steel. No wooden containers.
6. Two cremations allowed per one lot or one cremation and one full size burial.
7. Cremations container should be of concrete, steel, or plastic.
8. All graves shall be kept level with surrounding terrain.
9. Only one upright monument shall be erected upon a full lot.
10. Lots which consist of two burials may contain one upright monument and one grass marker. All grass markers should be flush with ground.
11. Sod may be placed upon grave after direction of sexton.
12. No trees, flowers, or shrubs are to be planted without cemetery approval.
13. Funeral flowers will be picked up one week after funeral service if they are not placed on the headstone / monument.
14. All decorations placed upon the stone or pad will be at your own risk. These items will not be removed by cemetery. Decorations placed on the headstone are allowed year round. Neither the cemetery staff or the City of Pryor can be held responsible for the security of these items.
15. Memorial day flowers/decorations may be placed on the face of the grave starting the Monday before Memorial Day and need to be removed by the Sunday after Memorial Day.
16. Shepherd hooks are to be placed on the side of the headstone and are to hang over the headstone so as to not interfere with mowing. Shepherd hooks should be limited to 1 per gravesite, unless they are able to be placed in a way that does not interfere with maintenance of the grounds.
17. In regards to gravesite decorating in excess of items left on the headstone or shepherd hooks properly placed next to headstone, see the following categories:
  - a. Cemetery plots may be decorated in areas other than the headstone provided they are done so in accordance with the following guidelines:

- i. The owner(s) of the gravesite shall be responsible for maintenance of the gravesite. The grass must be kept in a condition that, at a minimum, matches the surrounding area within reason.
- ii. Decorations remain inside the legal boundaries of the individual gravesite.
- iii. The owners of the gravesite must notify the sexton of their intent to take charge of the maintenance of said gravesite. This is to prevent any confusion between maintenance personnel at the cemetery, so they will know to leave the decorations on said gravesite until further notice.
- iv. If maintenance of said gravesite falls out of favor with cemetery guidelines, decorations will be removed at the discretion of the sexton to allow for proper maintenance of the gravesite.
- v. It is possible that an interment could be required in the same row as a gravesite containing additional decorations beyond the headstone. If this occurs, the sexton will attempt to notify the gravesite owner that the face of the grave will need to be cleaned promptly to allow for interment on another site. The sexton will use the contact information provided to attempt to contact the owner.
- vi. Should the attempt to contact the gravesite owner fail and the face of the grave is still needing cleaned at the time that equipment must cross the aforementioned gravesite, the cemetery staff will be forced to remove the items on the gravesite and dispose of them. The City of Pryor Creek accepts no liability for the keeping or the condition of such items as may have to be forcibly removed from a gravesite.

18. Decorations on the face of the grave are allowed on dates typically viewed as special or sentimental without requiring that the owner take over maintenance of the gravesite. These include Memorial Day, Veteran's Day, Birthdays, anniversaries (of marriage or the day an individual passed away), and Christmas. These decorations will be allowed to remain for 1 week, or until maintenance of the grounds must be performed. If the decorations are still there when maintenance must be performed, any decorations that impede the maintenance of the grounds will be removed and discarded. The City of Pryor Creek and its staff accept no liability for the keeping of or the condition of such items that must be forcibly removed.

19. All decorations of a permanent nature need approval by the cemetery sextant.

20. Any decorations greater than 6 feet in height require approval by the cemetery sexton, or if needed, the Park / Cemetery board.

21. Any permanent decorations or monuments in place prior to the approval of these rules and regulations will be allowed to remain barring any excess of complaints by patrons or visitors of the cemetery that would warrant a review of the individual monument. The City of Pryor Creek and the Park / Cemetery board reserves the right to request the removal of an individual monument should public complaints be received in a volume that necessitates a review and a vote of the Park / Cemetery board.
22. To facilitate spraying for weed control, all decorations need to be removed before the 2nd Sunday in February for a period of 21 days, or until weed control has been applied. This is to prevent weed control chemicals from contaminating decorations that may have sentimental value to cemetery patrons, and to allow for efficient application of weed control chemicals. Due to the unpredictable nature of the weather during that time of year, the dates for weed control application may need to be altered. If this is the case, the cemetery sexton will notify the Park / Cemetery board, and the Park / Cemetery board will make a reasonable attempt to notify the general public as to the situation.
23. In an effort to encourage cooperation among maintenance personnel and those who wish to honor their loved ones who are laid to rest in our cemetery, patrons of the cemetery who have decorations of a sentimental nature placed on gravesites are encouraged to leave their most preferred contact information (phone number, email address, etc...) with the cemetery sexton, so should any unforeseen issues arise, communication between the affected parties can be simple and efficient. We encourage our patrons to leave multiple methods of contact if at all possible. Our goal is to work with our patrons in a spirit of cooperation, while still allowing for the necessary maintenance of the cemetery in an efficient manner.

Golf Course Sub-Committee composed of Bill K, Wayne Jones, & Pat Richard met Dec 2, 2015 at the golf courses & made changes to the existing **Pryor Creek Golf Course Rules #5** to read:

5. Appropriate/proper dress is expected at all times in Pro Shop, Putting Green, Range and on course. No cut-off shorts of any kind and shorts must have a hem at their bottom. Men's shirt must have sleeve (no tank tops or sleeveless allowed). Only golf shoes with soft spikes or flat-soled shoes are permitted on the course. No bare feet or metal spikes allowed.

# PRYOR CREEK GOLF COURSE RULES

The following Pryor Creek Golf Course rules were established by the Pryor Creek Park Board, edited by the City Attorney and approved by the Pryor Creek City Council. Effective date of these rules shall be May 1, 2002. They shall remain in effect until amended by the Pryor Creek Park Board.

1. The Pryor Creek Golf Course shall be open every day except Thanksgiving, Christmas and those days designated by the Director of Golf and/or the Golf Course Superintendent.
2. The Director of Golf will designate one weekday morning as Ladies Day and one weekday morning as Seniors Day. The Director of Golf along with the respective association President will establish the starting times and the length of the season.
3. Opening and closing times for the course are at the discretion of the Director of Golf and/or the Golf Course Superintendent.
4. Green fees, cart fees, membership fees, trail on fees and cart stall fees will be set by the Pryor Creek Park Board and approved by the City Council.
5. Proper dress, including shirt and shoes, is required in and around the Pro shop at all times. Only golf shoes with soft spikes or flat-soled shoes are permitted on the course. No bare feet or metal spikes are allowed.
6. All players must register in the pro shop before beginning play. Members must check in and nonmembers must pay a green fee. A validated cash register receipt is to be issued to all persons paying green fees. Nonmembers are responsible for keeping this receipt on their person during play.
7. No smoking, dipping or chewing of tobacco is allowed in the pro shop. No abusive or foul language will be tolerated in or around the pro shop.
8. You may not bring any food or beverage onto the golf course.
9. No private coolers are allowed on the golf course.
10. All players must have a bag and a set of golf clubs. Rental clubs are available in the pro shop.

## ORDINANCE NO. 2016-

### AN ORDINANCE PROVIDING FOR COMPLETE STREETS AND AMENDING THE PRYOR CREEK CITY CODE.

**SECTION I. FINDINGS.** The City of Pryor Creek hereby finds and declares as follows:

**WHEREAS**, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, people with disabilities, motorists, movers of commercial goods, users and operators of public transportation, emergency vehicles, seniors, children, youth; and

**WHEREAS**, the lack of Complete Streets is dangerous for pedestrians, bicyclists, and public transportation riders, particularly children, older adults, and persons with disabilities; In 2012, 4,743 pedestrians and bicyclists were killed by motor vehicles in America, and many of these fatalities were preventable, and the severity of injuries could readily be decreased by implementing Complete Streets policy and design approaches; and the City of Pryor Creek wishes to ensure greater safety for those traveling its streets and roads; and

**WHEREAS**, the City of Pryor Creek acknowledges the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation, which can help address a wide variety of challenges, including pollution, traffic congestion, social isolation, obesity, physical inactivity, limited recreational opportunities, and safety; and

**WHEREAS**, in 2014 thirty two percent (32%) of Mayes County residents reported that they have no physical activity. Lack of physical activity level, sedentary lifestyles and limited opportunities to integrate exercise into daily activities are factors contributing to increased obesity among adults and children, and the consequences of obesity, such as diabetes, heart disease, stroke, high blood pressure, high cholesterol, cancer, asthma, depression, and reduced academic performance; and

**WHEREAS**, the City of Pryor Creek recognizes that the careful planning and coordinated development of Complete Streets infrastructure provides long-term cost savings for local governments by reducing road construction, repair, and maintenance costs, and expanding the tax base; improves public health and lowers health care expenses; provides financial benefits to property owners and businesses; and decreases air and water pollution; in contrast, the lack of Complete Streets imposes significant costs on government, employers, and individuals, including the cost of obesity, and physical inactivity, which can amount to billions of dollars in medical expenses, workers’ compensation, and lost productivity; and

**WHEREAS**, the dramatic increase in the population of older adults in the near future requires immediate changes to street design and transportation planning to meet Americans with Disabilities Act design standards; and

**WHEREAS**, seven Oklahoma cities have adopted Complete Streets policies and legislation since 2010 in order to further the health, safety, welfare, economic vitality, and environmental well-being of their communities; and

**WHEREAS**, the City of Pryor Creek will be prepared to leverage new funding opportunities from the Federal Highway Administration and Oklahoma Department of Transportation intended to integrate public health into transportation planning and decision-making; and

**WHEREAS**, the City of Pryor Creek, in light of forthcoming benefits and considerations, wishes to commit to Complete Streets and form a comprehensive and integrated transportation network that promotes safe, equitable, and convenient travel for all users while preserving flexibility, recognizing community context, and using the best design guidelines and standards.

**NOW THEREFORE**, it is the intent of the City of Pryor Creek City Council in enacting this ordinance to encourage healthy and active living, reduce traffic congestion and fossil fuel use, and improve the safety and quality of life of residents of Pryor Creek by providing safe, convenient, and comfortable routes for walking, bicycling, and public transportation.

**SECTION II. ORDINANCE.** Part 14, Chapter 8 of the City of Pryor Creek City Code is hereby created to read as follows:

**A. Complete Streets Commitments.**

1. Complete Streets Serving All Users. The City of Pryor Creek expresses its commitment to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including but not limited to pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, emergency vehicles, seniors, children, youth, and families.

2. Complete Streets Infrastructure. The City of Pryor Creek recognizes the importance of Complete Streets infrastructure and modifications that enable safe, convenient, and comfortable travel for all categories of users, including but not limited to sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, pedestrian islands, pedestrian signals, signs, street furniture, bicycle racks, public transit stops, traffic signals, and other features assisting the safe travel for all users, such as traffic circles, raised medians, dedicated transit lanes, and transit bump outs.

3. Context Sensitivity. In planning and implementing street projects, the City of Pryor Creek shall maintain sensitivity to local conditions in residential, commercial, and rural districts and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place continues.

**B. Safe Travel Requirements.**

1. Complete Streets Routinely Addressed by Relevant Departments. The Street Department, Maintenance Department, and Planning and Development Department of the City of Pryor Creek shall work towards making Complete Streets practices a routine part of everyday operations, approaching every relevant project, program, and practice as an opportunity to improve streets and the transportation network for all categories of users, and working in coordination with other departments, agencies, and Pryor Municipal Utility Board to maximize opportunities for Complete Streets, connectivity, and cooperation.

2. Complete Streets Required.

a. All Projects and Phases. Complete Streets infrastructure sufficient to enable reasonably safe travel along and across the right of way for each category of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any new construction, reconstruction, retrofit, maintenance operations, alteration, or repair of streets (including streets, roads, highways, bridges, and other portions of the transportation system), except that specific infrastructure for a given category of users may be excluded if an exemption is approved via the process set forth in section B.3 of this ordinance.

b. Community Development Department Consultation. Transportation projects shall be reviewed by the Community Development Department early in the planning and design stage prior to seeking funding or commencing environmental review, to provide an opportunity to allow comments and recommendations regarding Complete Streets features to be incorporated into the project.

c. Complete Streets in Routine Work and Projects. The Street Department, Parks Department, and Pryor Municipal Utility Board shall improve Complete Streets and street functionality for all categories of users as part of routine work or projects involving pavement resurfacing, restriping, accessing or relocating utilities, signalization operations, or maintenance of landscaping or other features unless an exemption is approved via the process set forth in section B.3 of this ordinance.

d. Plan Consultation and Consistency. Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, comprehensive and other relevant plans, except as approved via the process set forth in section B.3 of this ordinance.

3. Leadership Approval for Exemptions. Specific infrastructure for a given category of users may be excluded where all of the following conditions are met:

a. Supporting data and documentation are assembled indicating one of the following bases for the exemption:

- i. Use by a specific category of users is prohibited by law; or
  - ii. The project is a maintenance activity that does not involve resurfacing, restriping or reconfiguring the street. Examples of exempt projects include patching, sidewalk repair or cleaning; or
  - iii. The project is limited by available publicly owned right-of-way; or
  - iv. The project is located on state or federal right-of-way, the City has made an effort to obtain permission, and the agency with control of the right-of-way has indicated they will not grant permission; or
  - v. The cost for specific infrastructure would be excessively disproportionate to the need and probable future use over the long term (costs in excess of 20% of project total may be regarded as evidence that cost is excessively disproportionate, as set forth by the United States Department of Transportation in its policy statement on accommodating bicycle and pedestrian travel); or
  - vi. There is an absence not only of current need, but also of future need (absence of future need may be shown via demographic, school, employment, and public transportation route data that demonstrate a low likelihood of bicycle, pedestrian, or transit activity in an area over the next 10 to 20 years); or
  - vii. Significant adverse impacts outweigh the positive effects of the infrastructure; and
- b. The proposed exemption, as well as the supporting data and documentation, shall be made publicly available prior to approval by the City Council; and
  - c. The Planning and Zoning Commission shall review the proposed exemption, as well as the supporting data and documentation, during the planning and design phase of the project and make a recommendation to the City Council on whether or not the exemption is appropriate, the City Council shall make the final decision whether the exemption will be approved after hearing the recommendation of the Planning and Zoning Commission.

4. **Street Network and Connectivity.** As feasible, the City of Pryor Creek shall incorporate Complete Streets infrastructure into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries for existing and anticipated development.

5. **Deficiency.** Deficiency projects are those required to correct inadequate service and bring system capacity to adopted levels of service standards. Deficiency expenditures shall enhance the capacity, safety and efficiency of all modes of travel within the roadway network. New roads and improvements to existing roadway facilities shall include improvements for all transportation and mobility modes, including motor vehicles, transit operations, pedestrians and bicyclists. Deficiency projects shall improve connections between the various transportation and mobility modes and complete missing links within the arterial roadway network. Deficiency projects shall follow complete streets policies as prescribed in C and D. Deficiency projects shall also include the continued development of Intelligent Transportation System (ITS) management tools, managed lanes (using existing lanes for different travel directions depending on demand and time of day), queue jump lanes (providing transit priority) and other traffic management strategies that increase the efficiency of existing and newly-constructed roadways for all transportation and mobility modes.

### **C. Policies, Plans, and Studies.**

1. **Revising Policies and Plans.** The Street Department and Community Development Department are hereby directed to assess additional steps and potential obstacles to implementing Complete Streets in the City of Pryor Creek and to recommend proposed revisions to all appropriate ordinances, zoning and land use development codes, policies, procedures, regulations, guidelines, programs, templates, and design manuals, in order to integrate, accommodate, and balance the needs of all users in all projects.

2. **Studies.** All initial planning and design studies, health impact assessments, environmental reviews, and other reviews for projects requiring funding or approval by the City of Pryor Creek shall:

- a. Evaluate the effect of the proposed project on safe, comfortable, and convenient travel by all categories of users, and
- b. Identify measures to mitigate any adverse impacts on such travel that are

detected.

**D. Performance Standards, Evaluation, and Reporting.** The following steps shall be taken to support implementation of Complete Streets goals:

1. Performance Standards. The Community Development Department, with the assistance of the Street Department, shall put into place performance standards with measurable outcomes to assess safety, comfort, actual use, and functionality, particularly with regard to the development of a bicycle and pedestrian network, for each category of users.
2. Evaluation. The Community Development Department shall perform evaluations of how well the streets and transportation network of Pryor Creek are serving each category of users by collecting baseline data over the next four years and collecting follow-up data on a two year basis, including data that:
  - a. Tracks performance standards, including new miles of bicycle lanes, sidewalks, and street trees or plantings, number of new curb ramps, improved crossings, and signage;
  - b. Measure latent demand and existing levels of service for different modes of transport and categories of users, including public transportation ridership;
  - c. Tracks collision statistics by neighborhood and mode of transportation, and bicycle and pedestrian injuries and fatalities;
  - d. Assess the safety, functionality, and actual use of the neighborhoods and areas within the corporate limits of Pryor Creek by each category of users.
  - e. Assess the number of bicycle, pedestrian and transit users and how this changes over time as more infrastructure is developed.
3. Reporting. The Director of the Community Development and the Street Department shall provide an annual report to the City Council summarizing how well the City of Pryor Creek is implementing Complete Streets, with the report including: the performance standards and goals from section D.1 of this ordinance; the evaluations from section D.2 of this ordinance, with an assessment of the evaluation data; and a list and map of street projects undertaken in the past year, with a brief summary of the Complete Streets infrastructure used in those projects and, if applicable, the basis for excluding Complete Streets infrastructure from any projects.

### **SECTION III. STATUTORY CONSTRUCTION & SEVERABILITY.**

A. This ordinance shall be construed so as not to conflict with applicable federal or state laws, rules, or regulations. Nothing in this ordinance authorizes the City of Pryor Creek to impose any duties or obligations in conflict with limitations on municipal authority established by federal or state law at the time action is taken.

B. In the event that a court or agency of competent jurisdiction holds that a federal or state law, rule, or regulation invalidates any clause, sentence, paragraph, or section of this ordinance or the application thereof to any person or circumstances, it is the intent of the ordinance that the court or agency sever such clause, sentence, paragraph, or section so that the remainder of this ordinance remains in effect.

C. In undertaking the enforcement of this ordinance, the City of Pryor Creek is assuming only an undertaking to promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an obligation through which it might incur liability in monetary damages to any person who claims that a breach proximately caused injury.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR, AND THE COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, TO-WIT:**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF PRYOR CREEK, OKLAHOMA, ON THIS \_\_\_ DAY OF \_\_\_\_\_, 2016.**

\_\_\_\_\_  
Jimmy Tramel, Mayor

Attest by:

\_\_\_\_\_  
Eva Smith, City Clerk

Approved for Form and Legality:

\_\_\_\_\_  
K. Ellis Ritchie, City Attorney