

**NOTICE & AGENDA
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, FEBRUARY 4TH, 2020 AT 6:00 P.M.**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PRYOR CREEK, OKLAHOMA WILL MEET IN REGULAR SESSION AT 6:00 P.M. ON THE ABOVE DATE IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET IN PRYOR CREEK, OKLAHOMA. A MEETING OF THE PRYOR PUBLIC WORKS AUTHORITY WILL FOLLOW IMMEDIATELY. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND SHOULD CALL (918) 825-0888.

1. Call to Order, Prayer, Pledge of Allegiance, Roll Call.
2. Department Head Reports if needed:
 - a. Building Inspector
 - b. Emergency Management
 - c. Fire
 - d. Golf
 - e. Library
 - f. Parks / Cemetery
 - g. Police
 - h. Recreation Center
 - i. Street
3. Petitions from the Audience. (Limited to 5 minutes.)
4. Mayor's Report:
 - a. Discussion and possible action regarding approval to proceed with the prescribed process as defined by the Federal Railroad Administration toward establishing Pryor Creek as a Railroad Quiet Zone. (Item tabled at the December 3rd, 2019 meeting and the January 21st, 2020 meeting.)
 - b. Update: Police and Fire Emergency Center project, Jim Graber.
 - c. Update: Annexation of "The District."
 - d. Update: Economic Development, Rickey Hayes.
5. City Attorney's Report:
 - a. Discussion and possible action regarding vacating a utility easement with the following description. This easement is currently unoccupied by any city or quasi-public utility and has been replaced with a similar utility easement at a very near location. Municipal Utility Board has been involved with the relocation of this utility easement and concurs with the vacation action. The following is a legal description of the utility easement to be vacated:

A tract of land situated in the SE/4 of Section 18, Township 21 North, Range 19 East of the Indian Base and Meridian in Pryor Creek, Mayes County, Oklahoma and more particularly described as follows to-wit:

Commencing at the Southwest Corner of said SE/4.
THENCE North 00 degrees 00 minutes 00 seconds East for a distance of 1,799.80 feet and along the West Line of said SE/4:
THENCE North 90 degrees 00 minutes 00 seconds East for a distance of 650.00 feet to the Point of Beginning;
THENCE North 00 degrees 00 minutes 00 seconds East for a distance of 120.00 feet to a point on the South line of Block 6 of the PRYOR HEIGHTS ADDITION;
THENCE North 90 degrees 00 minutes 00 seconds East along the South line of Block 6 of the PRYOR HEIGHTS ADDITION for a distance of 17.50 feet;
THENCE South 00 degrees 00 minutes 00 seconds East for a distance of 170.00 feet;
THENCE North 90 degrees 00 minutes 00 seconds West for a distance of 17.50 feet;
THENCE North 00 degrees 00 minutes 00 seconds East for a distance of 50.00 feet to the Point of Beginning.

Together with and subject to covenants, easements, and restrictions of record said property containing 0.0683 acres more or less.
 - b. Discussion and possible action regarding a Memorandum of Understanding between Ragsdale/RRR Property Management, LLC and the City of Pryor Creek.

6. 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 January 21st, 2020 Council meeting.
 - b. Approve payroll purchase orders through February 7th, 2020.
 - c. Approve claims for purchase orders through February 4th, 2020.
 - d. Acknowledge receipt of deficient purchase orders.
 - e. Discussion and possible action regarding disposal of city records as listed on attachment according to City of Pryor Creek Retention Policy.
 - f. Discussion and possible action regarding an additional expense of \$1,672.77 to Collins Electric Company of Oklahoma, Inc. for work completed at the Pryor Creek Golf Course which exceeded original total quote of \$11,272.33 for repair work needed during recent flood.
 - g. Discussion and possible action regarding an upfront expenditure in the amount of \$7,283.30 to Infrastructure Solution Group, LLC for plan review fees for OT Properties, LLC Retail Center in the amount of \$1,197.60, Holiday RV Park in the amount of \$125.00, First Church of God in the amount of \$5,111.70, PHB Growers in the amount of \$764.00 and Bank of Commerce in the amount of \$85.00 from General Outside Services Account #02-201-5075. All of these fees have been invoiced to each entity for payment.
 - h. Discussion and possible action regarding an expenditure in the amount of \$14,990.00 for the purchase of two new Splash Pad features, the Ombrello Twirl at \$5,700.00 and Sea Silhouette Seahorse at \$7,700.00 plus \$1,590.00 shipping from Power Play to be paid from the \$15,000.00 donation from Cherokee Nation using the Park Donations Account #96-965-5508.
 - i. Discussion and possible action regarding purchase of John Deere tractor with front-end loader from P&K Equipment at a cost of \$29,517.50, with a \$2,000.00 trade-in from bids received. Offer includes a 6-year power train warranty, as in the best interest of the City from Properties Capital Outlay Account #44-445-5419. Other bids received: Kubota: MX5200DT at \$23,017.27, MX5200DT w/Front Loader at \$27,611.49, MX5200HST at \$24,207.55, MX5200HST w/Front Loader at \$28,801.77, M6060HD at \$27,053.07, M6060HD w/Front Loader at \$32,724.89 – all prices are before a \$4,750.00 trade-in offer; Chupp: Massey Ferguson at \$26,900.00 before \$3,700.00 trade-in offer.
 - j. Discussion and possible action regarding an expenditure in the amount of \$2,554.07 to Dub Ross Co. for the purchase of (4) 18” x 20’, (4) 15” x 20’, and (3) 12” x 20’ drainage pipes and bands from Street Misc. Drainage Account #14-145-5423.
 - k. Discussion and possible action regarding hiring Infrastructure Solutions Group, LLC to complete detailed plans, specifications and contract documents and bidding services for bridge replacement and improvements known as Park Branch Bridge on South Dog Pound Road approximately 2,950 feet North of the intersection of SW 9th Street and Dog Pound Road and a multi-cell box culvert on SW 9th Street approximately 1,000 feet West of the same intersection. The fee for these services is \$24,000.00 to be paid from General Outside Services Account #02-201-5075.
 - l. Discussion and possible action regarding authorizing Infrastructure Solutions Group, LLC to solicit on behalf of the City of Pryor Creek contractors qualified to make improvements to Park Branch Bridge on Dog Pound Road and the multi-cell box culvert on SW 9th Street in accordance with the approved plans and specifications and in accordance with bidding documents as supplied by the City of Pryor Creek and Federal Emergency Management Authority (FEMA) guidelines.
 - m. Discussion and possible action regarding a Memorandum of Understanding (MOU) between Hillcrest Hospital Pryor and the Pryor Creek Police Department.
 - n. Acknowledge receipt of excess profit distribution revenues received from the Municipal Utility Board per Charter in the amount of \$198,886.12 to be placed in the City of Pryor Creek General Fund Miscellaneous Account #02-000-4241.
7. Committee Reports:
 - a. Budget and Personnel (Doyle)
 - b. Ordinance and Insurance (Sherman)
 - c. Street (Smith)
8. Unforeseeable Business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
9. Adjourn.

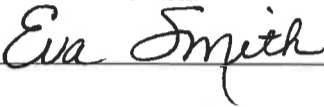
PRYOR PUBLIC WORKS AUTHORITY

1. Call to Order.
2. Approve minutes of January 21st, 2020 meeting.
3. Unforeseeable Business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
4. Adjourn.

FILED FEBRUARY 3RD, 2020 AT 5:00 P.M. BY MAYOR LARRY LEES.



POSTED ON THE BULLETIN BOARD AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA, FEBRUARY 3RD, 2020 AT 5:00 P.M. BY CITY CLERK EVA SMITH.





Accounts Payable - Retention Policy 5 years

Accounts Payable	2010
Accounts Payable	2010
Accounts Payable	2011
Accounts Payable	Jan 2012 to July 2012
Accounts Payable	August 2012 to March 2013
Accounts Payable	April 2013 to Dec 2013
Accounts Payable	Jan 2014 to Oct 2014
Accounts Payable Year End	2009-2014

Check Register - Retention Policy 5 Years

Check Register	1988
Check Register	1999-2000
Check Register	2000-2001
Check Register	2001-2002
Check Register	2002-2003

Court Records - Retention Policy 5 Years

Old Court Records	1990-2006
Closed Tickets	2004
Closed Tickets	2004
Closed Tickets	2004-2005
Closed Tickets	2005
Closed Tickets	2005
Closed Tickets	2005
Closed Tickets	2005
Closed Tickets	2005 (P-U)
Closed Tickets	2006 (A-DAU)
Closed Tickets	2006 (DAV-I)
Closed Tickets	2006 (J-N)
Closed Tickets	2006 (O-S)
Closed Tickets	2006 (T-Z)(Dist)(Juv) & (Voided)
Court Citations	2007 (A-CUL)
Court Citations	2007 (CUM-HOD)
Closed Tickets	2007 (W-Z)
Closed Tickets	2007 (POE-V)
Court Citations	2007
Court Citations	2007
Court Docket	2007

Job Application - Retention Policy 2 Years

Job Application	2010-2011
Job Application	2009-2012
Job Application	2013
Job Application	2014-2015

Payroll - Retention Policy 5 Years

Payroll	2001 - 2007
Payroll	2008
Payroll	2008
Payroll	2009
Payroll	2009
Payroll	2009
Payroll	2009
Payroll	2010
Payroll	2010
Payroll	2010
Payroll	2010
Payroll	2010
Payroll	2011
Payroll	2011
Payroll	2011 (Jan to Sept)
Payroll	2011 (Sept 2011 to End of Year)
Payroll	2012
Payroll	2012
Payroll	2012
Payroll	2012
Payroll	2012

Payroll	2012
Payroll	2013
Payroll	2013
Payroll	2013 (Jan-Feb)
Payroll	2013 (March - May)
Payroll	2013 (May - July)
Payroll	2013 (August - October)
Payroll	2013 (November-December)
Payroll	Payroll Bills 2014
Payroll	Jan to Feb 2014
Payroll	Feb to March 2014
Payroll	April to July 2014
Payroll	July to October 2014
Payroll	October to Year End
Purchase Orders - Retention Policy 5 Years	
Purchase Orders	2000-2004
Purchase Orders	12-16-08 to 2-3-09
Purchase Orders	2-17-09 to 4-21-09
Purchase Orders	5-5-09 to 6-16-09
Purchase Orders	7-2009 to 8-2009
Purchase Orders	9-1-09 to 11-3-09
Purchase Orders	11-17-09 to 2-16-10
Purchase Orders	3-2-10 to 4-20-10
Purchase Orders	5-4-10 to 6-15-10
Purchase Orders	7-6-10 to 9-7-10
Purchase Orders	9-21-10 to 12-7-10
Purchase Orders	12-20-10 to 3-15-11
Purchase Orders	4-5-11 to 6-21-11
Purchase Orders	7-5-11 to 9-20-11
Purchase Orders	10-4-11 to 12-20-11
Purchase Orders	1-3-12 to 4-3-12
Purchase Orders	7-3-12 to 8-21-12
Purchase Orders	9-4-12 to 11-20-12
Purchase Orders	12-4-12 to 2-19-13
Purchase Orders	3-5-13 to 6-4-13
Purchase Orders	6-4-13 to 6-18-13
Purchase Orders	7-2-13 to 9-3-13
Purchase Orders	9-17-13 to 11-19-13
Purchase Orders	12-3-13 to 2-4-14
Purchase Orders	2-13-14 to 4-15-14
Purchase Orders	5-6-14 to 6-17-14
Purchase Order Audit Trail	2000-2001
Purchase Order Audit Trail	2002-2003
Time Cards/Sheets - Retention Policy 3 Years	
Time Sheets	2007-2008
Time Cards	6-6-08 to 3-27-09
Time Cards	8-17-08 to 12-31-09
Time Cards	4-9-09 to 9-25-09
Time Sheet Reports	2009
Time Cards	9-19-09 to 5-4-10
Time Sheets	5-15-10 to 6-11-10
Temp Time Sheets	11-28-09 to 10-31-10
Time Sheets	2010
Time Adj	2010
Time Cards	2011
Time Sheets	2011
Time Sheets	2011
Time Adj & Leave Requests	2012
Time Adj & Leave Requests	2013
Time Cards	2013
Transmittals - Retention Policy 5 Years	
Transmittals	2004-2007

Balance Sheet - Retention Policy 10 years	
Balance Sheet	1999-2000
Balance Sheet	2000-2001
Balance Sheet	2003
Budget Report - Retention Policy 10 Years	
Budget Report	1999-2000
Budget Report	2000-2001
Budget Report	2001-2002
Budget Report	2002-2003
Cash Receipting - Retention Policy 10 Years	
Cash Receipting	July, 2004
Cash Receipting	August, 2004
Cash Receipting	September, 2004
Cash Receipting	October, 2004
Cash Receipting	November, 2004
Cash Receipting	December, 2004
Cash Receipting	January, 2005 to September, 2005
Cash Receipting	October, 2005 to December, 2005
Cash Receipting	January, 2006 to September, 2006
Cash Receipting	October, 2006 to June, 2007
Cash Receipting	April, 2008
Cash Receipting	May, 2008 to December, 2008
Daily Deposit & Journal Entry - Retention Policy 10 Years	
Daily Deposit & Journal Entry	1999-2000
Daily Deposit & Journal Entry	2000-2001
Daily Deposit	2001-2002
Daily Report & Journal Entry	2001-2002
Daily Audit Report	20001-2002
Daily Audit Report	2002-2003
Daily Report & Journal Entry	2002-2003
Daily Deposit	2003-2004
Daily Deposit & Journal Entry	2004
Daily Deposit	January, 2005 - January, 2006
Daily Deposit	June, 2006
Daily Deposit	July, 2006
Daily Deposit	August, 2006
Daily Deposit	September, 2006
Daily Deposit	October, 2006
Daily Deposit	November, 2006
Daily Deposit	December, 2006
Daily Deposit	January, 2007 -August, 2007
Daily Deposit	September, 2007 - December, 2007
Daily Deposit	January, 2008 - August, 2008
Financial Statement - Retention Policy 10 Years	
Financial Statement	June, 2002
Financial Statement	July, 2004
Financial Statement	August, 2004
Financial Statement	September, 2004
Financial Statement	October, 2004
Financial Statement	November, 2004

Financial Statement	December, 2004	
General Ledger - Retention Policy 10 Years		
General Ledger	1999-2000	
General Ledger	2000	
General Ledger	April, May, June 2000	
General Ledger	2000-2001	
General Ledger	2001-2002	
General Ledger	2001-2002	
General Ledger	2001-2002	
General Ledger	2001-2002	
General Ledger	2001-2002	
General Ledger	2001-2002	
General Ledger	2001-2002	
General Ledger	2002-2003	
General Ledger	2002-2003	
General Ledger	January - March 2002-2003	
General Ledger	October - December 2002-2003	
General Ledger	2003	
Detailed Ledger	2003-2004	
Inventory - Retention Policy 10 Years		
City Inventory Report	1991	
City Inventory Report	1991-1992	
City Inventory Report	1992-1993	
City Inventory Report	1994-1995	
Reconciliation - Retention Policy 10 Years		
Reconciliation	1999-2000	
Reconciliation	2001-2002	
Reconciliation	2002-2003	
Trial Balance - Retention Policy 10 Years		
Trial Balance	1999-2000	
Trial Balance	2000-2001	
Trial Balance	2001-2002	
Trial Balance	2002-2003	
W-2's & 1099 Retention Policy 10 Years		
W-2's & 1099	2000	
Year End Retention Policy - 10 Years		
Year End Reports	1999-2000	
Year End Reports	2001-2002	