

**NOTICE & AGENDA  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, MARCH 21<sup>ST</sup>, 2023 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. Petitions from the Audience. (Limited to 5 minutes, must request in advance.)
3. Department Head Reports if needed:
  - a. Building Inspector
  - b. Emergency Management
  - c. Fire
  - d. Golf
  - e. Library
  - f. Parks / Cemetery
  - g. Police / Animal Shelter
  - h. Recreation Center
  - i. Street
4. Mayor's Report:
  - a. Discussion and possible action regarding recommendations from the PYO Ad Hoc Committee.
  - b. Mid-Year December 31<sup>st</sup>, 2022 Budget Review – Jeff Kolker
  - c. Discussion and possible action regarding the resignation of Steve Smith from City Council Ward 2, effective March 10<sup>th</sup>, 2023.
  - d. Discussion and possible action regarding the nomination of Travis Mileur to replace Steve Smith at City Council Ward 2, term expiring April 30<sup>th</sup>, 2024.
  - e. Discussion and possible action regarding the resignation of Lori Siever from City Council Ward 4, effective March 21<sup>st</sup>, 2023.
  - f. Discussion and possible action regarding approval to pay the CMS Willowbrook Application and Certificate for Payment No. 25 in the amount of \$24,253.16 from Fund 86 regarding the Emergency Center and Library Expansion Project.
5. City Attorney's Report:
  - a. Discussion and possible action to confirm and approve Deed from City to County on sale of surplus old fire station - Lots 1 and 4, and North 15 feet in Block 23, Original Town of Pryor Creek. Purchase price by County to City was \$90,000.00 for City's ½ interest in property.
6. Discussion and possible action 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 March 7<sup>th</sup>, 2023 Council meeting.
  - b. Approve payroll purchase orders through March 31<sup>st</sup>, 2023.
  - c. Approve claims for purchase orders through March 21<sup>st</sup>, 2023.
  - d. Acknowledge receipt of deficient purchase orders.
  - e. Approve January 2023 Appropriations Request.
  - f. Approve February 2023 Appropriations Request.
  - g. Discussion and possible action regarding accepting Randy Gibbs' retirement from the Pryor Creek Fire Department, effective March 31<sup>st</sup>, 2023.
  - h. Discussion and possible action regarding closing South Adair Street from Graham Avenue to Southeast 1<sup>st</sup> Street on Thursday, April 27<sup>th</sup>, 2023 from 4:00 p.m. until 8:30 p.m. for the Pryor Main Street Farm-to-Table event.
  - i. Discussion and possible action regarding Audit Agreement with Hood & Associates for fiscal year ending June 30<sup>th</sup>, 2022 in the amount of \$27,500.00.
  - j. Discussion and possible action regarding hiring Retirement, LLC as the Third-Party Administrator for the City's Money Purchase Plan and the 457 Plan.
  - k. Discussion and possible action regarding updating to a more efficient timekeeping system and authorizing Mayor to sign an agreement with TimeClocks Plus for new time clocks for City employees, for 2023-2024 fiscal year. The implementation, licensing and maintenance are proposed to pay from General Software Account #02-201-5260 in an estimated amount of \$17,514.31. The individual time clock equipment and shipping are proposed to pay from the various departments' Capital Outlay - Equipment accounts (below). This action changes our timekeeping vendor from iSolved Time to TimeClocks Plus.

ITEM DESC.	PRICE / UNIT	QUANT.	CHG. TYPE	ORDER TOTAL	DEPT.
EST. IMPLEMENTATION SERVICES (TIME & MATERIALS)	168.75	36 hrs (if used)	ONE-TIME	\$6,075.00	02-201-5260
ENTERPRISE LICENSE ANNUAL CHARGE 2022	48.75	150 Licences	RECURRING	\$7,312.50	02-201-5260
OVERAGE ENTERPRISE LICENSE ANNUAL CHARGE	48.75		USAGE	0.00	
HARDWARE SUPPORT & MAINTENANCE	4,126.81	1	RECURRING	\$4,126.81	02-201-5260
*RDT + FINGERPRINT HARDWARE S&H	\$2,084.25 @ \$10.00/ea	11 CLOCKS 10 DEPTS.	ONE-TIME ONE-TIME	\$22,926.75 \$100.00	
		Clerk Office (1)		\$2,094.25	02-209-5031
		Police Dept. (1)		\$2,094.25	02-215-5260
		Animal Shelter (1)		\$2,094.25	02-216-5411
		Fire Dept. (2)		\$4,178.50	02-217-5411
		Park Dept. (1)		\$2,094.25	02-219-5413
		Library (1)		\$2,094.25	02-221-5091
		Cemetery (1)		\$2,094.25	02-223-5413
		Golf Course (1)		\$2,094.25	41-415-5411
		Street Dept. (1)		\$2,094.25	14-145-5034
		Rec Center (1)		\$2,094.25	84-845-5410
			<b>SUBTOTAL</b>	<b>\$23,026.75</b>	
			<b>TAXES</b>	<b>\$0.00</b>	
		<b>GRAND TOTAL</b>		<b>\$40,541.06</b>	

- l. Discussion and possible action regarding hiring Michael K. Moore for the Director position at Pryor Creek Recreation Center Range G, Step 4 (annual wage - \$65,643.00), effective March 22<sup>nd</sup>, 2023.
- m. Discussion and possible action regarding an expenditure in the amount of \$3,500.00 to JayCo Heat & Air for temporary repair of Recreation Center pool heater from Aquatics Repair & Maintenance Account #84-846-5091.
- n. Discussion and possible action regarding approval of a journal entry moving an expenditure in the amount of \$18,810.63 from Golf Repair & Maintenance Account #41-415-5092 to Golf Capital Outlay Account #41-415-5411. This expenditure was for pump equipment. The original Council action was from July 19<sup>th</sup>, 2022.
- o. Discussion and possible action regarding approval of a journal entry moving an expenditure in the amount of \$14,000.00 from Recreation Repair & Maintenance Account #84-845-5091 to Aquatics Repair & Maintenance Account #84-846-5091, due to substantial unforeseen repair and maintenance in #846 Aquatics. The #845 Recreation account has surplus.
- p. Discussion and possible action to pay OMAG for two property insurance invoices totaling \$6,195.00 for additional premium regarding the Emergency Center / Library Expansion building project and contents and expensing the transaction from General Insurance – Property Account #02-201-5045.
- q. Discussion and possible action regarding the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$2,300.00 for the 2022 Nativity Museum Christmas Pop-Up, from Hotel / Motel Chamber Account #75-755-5090.
- r. Discussion and possible action regarding the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$2,900.00 for the 2022 Christmas Parade of Lights, from Hotel / Motel Chamber Account #75-755-5090.
- s. Discussion and possible action regarding the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$5,000.00 for the 2023 OK Tackle, Hunting & Boat Show, from Hotel / Motel Chamber Account #75-755-5090.
- t. Discussion and possible action regarding removing from the table item 6.i. from the February 7<sup>th</sup>, 2023 Council meeting.
- u. Discussion and possible action regarding transferring two Dell Optiplex 3020 desktop computers and two monitors from the Pryor Library to the Golf Department.
- v. Discussion and possible action regarding declaring surplus the following computers at the Pryor Library to be destroyed at an upcoming Teen Night program:
  - 1 ACER Travelmate 4060 Laptop
  - 2 Dell Vostro 3750 Laptops
  - 2 Dell Optiplex 3010 Desktops
  - 3 Dell Optiplex 3020 Desktops
- w. Discussion and possible action regarding declaring surplus the following computers at the Pryor Library to be sold by sealed bid:
  - 5 Dell Vostro 3750 Laptops (some may be missing charging cables)
  - 1 Dell Optiplex 390 Desktop
  - 2 Dell Optiplex 3010 Desktops
  - 5 Dell Optiplex 3020 Desktops
  - 10 computer monitors

Bids should be received by the City Clerk's office by 5:00 p.m. on Friday March 31<sup>st</sup>, 2023. Any computer or monitor not sold will be destroyed in an upcoming Teen Night program.

- x. Discussion and possible action regarding transferring Desk with Hutch, no inventory number ("Desk 1" in the photos) from the Pryor Library to the Golf Department.
- y. Discussion and possible action regarding declaring surplus the following desks at the Pryor Library to be sold by sealed bid:
  - Desk unit without hutch, no inventory number ("Desk 2" in the photos)
  - Desk Unit with hutch, inventory #4588 ("Desk 3" in photos). It is currently in pieces because it had to be disassembled to move out of the office. Assembled, it is an L-shaped desk with a hutch mounted on the long side. Library staff is unsure if the hardware with the desk is all the hardware necessary to reassemble the desk.

Bids should be received by the City Clerk's office by 5:00 p.m. on Friday March 31<sup>st</sup>, 2023. Any desk not sold will be disposed of.

- z. Discussion and possible action regarding proposed Street project:
  - Streets encompassed by Green Country Mobile Home Park (A, B and C Streets and pending inclusion of other streets within the park, if needed) at an estimated cost of \$180,845.00, and expensed from Street Asphalt Overlay Account #14-145-5410. With a new estimate from engineering, the updated estimate for all Green Country Mobile Home Park streets, A – G, is \$259,651.50, including asphalt overlay and concrete curb and gutter as required on all GCMH streets.
- aa. Discussion and possible action regarding proposed Street project:
  - Downtown Corridor Alleys from Mill to Coo-Y-Yah either side of Graham Avenue, at an estimated cost of \$57,145.00, and expensed from Street Asphalt Overlay Account #14-145-5410. After further review, the updated estimate is \$180,577.94 with significant base repair included.
- bb. Discussion and possible action regarding declaring surplus 19 expired sets of body armor at the Pryor Creek Police Department.
- cc. Discussion and possible action regarding donation of expired body armor from the Pryor Creek Police Department to Parker Security, with waiver of liability.
- dd. Discussion and possible action regarding declaring surplus approximately 123 bicycles and 3 scooters awarded to the City of Pryor Creek by Mayes County District Court.
- ee. Discussion and possible action regarding donation of bicycles and scooters from the Pryor Creek Police Department to a non-profit organization. Bicycles and scooters will be cleaned and repaired and given to Mayes County children.

7. Committee Reports:

- a. Budget and Personnel (Shropshire)
- b. Ordinance and Insurance (Shropshire)
- 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 the March 7<sup>th</sup>, 2023 meeting.
- 3. Unforeseeable Business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
- 4. Adjourn.

FILED MARCH 17<sup>TH</sup>, 2023 AT 5:00 P.M. BY MAYOR LARRY LEES.



POSTED ON THE BULLETIN BOARD AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA, MARCH 17<sup>TH</sup>, 2023 AT

5:00 P.M. BY CITY CLERK EVA SMITH.

