



Coats, Darla &lt;coatsd@pryorcreek.org&gt;

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**Economic Development Trust Authority**

5 messages

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**Lori Ballew** <Lori.Ballew@cnet.com>  
To: "coatsd@pryorcreek.org" <coatsd@pryorcreek.org>

Wed, Nov 17, 2021 at 3:23 PM

Ms. Coats,

Attached please find resume' in response to the open seat on the Economic Development Trust Authority. Please forward to Mayor Lees at your earliest convenience.

As a lifetime resident of the City of Pryor I am excited about the growth and opportunities our city has to offer. My family has served this city in various capacities including law enforcement, firefighting and MUB. I look forward to the possibility of volunteering in my hometown.

I can be reached via email, [balleworig@gmail.com](mailto:balleworig@gmail.com) or by cell 918-740-0999.

I appreciate your time and your response.

Sincerely,

LORI BALLEW



**CHEROKEE NATION.**  
Businesses

Culture Tourism Manager Retail

Office 918-384-7769

Cell 918-740-0999

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 **Lori Ballew Resume 2021.pdf**  
304K

**Lori G. Ballew**

**[REDACTED]**

**Pryor OK 74361**

[ballewlorig@gmail.com](mailto:ballewlorig@gmail.com)

**[REDACTED]**

## **OBJECTIVE**

Seeking opportunity to offer my management/organizational skills as a results-oriented professional having 30+ years of experience in a diverse range of business applications in the following areas: real estate investing, sales and marketing, economic development, project management, purchasing, inventory, banking, procurement, travel planning, event planning, concert management/production, box office sales, talent buying, event production, product development, business operations, public relations, communications, government relations, technology, audio/visual productions.

## **EXPERIENCE/SKILLS**

- Skilled in marketing, public relations, communications, technology, presentations, trade-shows, sales, accounting, payroll, data entry, cash handling, 10-key by touch, financial reports, contract writing, legal filings, virtual product delivery, shipping, receiving, general ledger accounting, and extensive online research.
- Notary Public, Mayes County, OK.

## **EMPLOYMENT HISTORY**

Cherokee Nation Cultural Economic Development, Cherokee Nation, OK July 2019 - Present  
**Cultural Tourism Manager** for Cherokee Nation retail and Welcome Center. Responsible for increasing awareness of Cherokee culture and history through museum and retail destinations including Tulsa, Catoosa, Kansas and Vinita, Oklahoma locations.

Hard Rock Hotel Casino Tulsa, Catoosa, OK May 2007 – July 2019  
**Marketing Coordinator III** – Responsible for coordinating marketing and promotional events with all departments of casino meeting revenue goals and budgets guidelines. Also establish relationship with VIP guests to ensure return trips and casino loyalty all within gaming commission compliance of MICS and company policies and procedures. Also help develop marketing promotions/campaigns to increase the flow of guests and maximize the company's ROI. Also assist with media buying and advertising thorough TV, print and radio. Also work on set for photo shoot and commercial filming.

**Entertainment Manager** - responsible for event planning of live musical performances, concerts, and special events on seven different stages for Cherokee Casinos. Duties include booking talent, contracting artists, musicians and entertainers, and ticketing events. Required using spreadsheets, and researching potential performers using online entertainment resources as well as staying current and observing local/regional music network in all genres.

Mayes County Petroleum, Pryor, OK August 2002 – May 2007  
**Sales and Office Manager** for oil and gas distributor specializing in the industrial and construction markets. Duties also include sales in multi-million dollar fuel and transport deliveries. Also, kept compliant with Oklahoma Corporation Commission regulations as well as managed all corporate buying with ExxonMobil and CITGO as well as other suppliers.

Learn2 / ViaGrafix Corporation, Pryor, OK May, 1995 - March 2002  
**International and Domestic Reseller Sales Manager** for developer and manufacturer of extensive line of software training deliverable both online and physical product specializing in Microsoft Office applications. Duties included management of over 500 reseller and wholesaler accounts worldwide with consistent growth of 110% - 125% annually. Conducted on-site presentations and attended over 20 trade shows per year nationwide presenting current promotions and latest product development in relationship with Microsoft Office applications. Developed strategic relations with OEM accounts that included Federal Government, universities and colleges, as well as libraries and public schools.

Mayes County Federal Credit Union, Pryor, OK September, 1991 - January, 1995  
**Marketing Director/ New Accounts Representative/Teller** for local credit union. Duties included cash handling, vault management, as well as conducting on-site presentations to potential members and opening of new accounts as well as public relations for all community events. Also handled all payroll deduction posting, loan processing, and daily balancing.

Bank of Oklahoma (now RCB Bank), Pryor, OK September, 1986 - September, 1991  
**Head Teller and Vault Teller** of local bank. Responsible for daily balancing and posting of all cash and vault transactions as well as handled all commercial accounts. Managed public relations at community events and was employee liaison to management. Supervised 10 people with responsibility of handling all discrepancies and general ledger posting.

David R. Van Horn, Attorney at Law, Pryor, OK September, 1984 - September, 1986  
**Legal Secretary** for local attorney with emphasis in domestic cases. Handled all aspects of legal document preparation of legal pleadings, civil suits, family-law, and real estate cases. Interviewed all potential incoming cases and maintained high level of discretion of all clients.

## **EDUCATION**

Area of Study: Assoc of Business, Rogers State College, Claremore OK

## **OTHER INTERESTS**

Real Estate investments

Music

Citizen of Cherokee Nation

Notary Public, Mayes County, Oklahoma.

## **REFERENCES**

- Brent Taylor, Cherokee Nation Board of Directors, 918-825-0102
- Keith Austin, Cherokee Nation Tribal Council, 918-508-9116
- Andrew Rehbein , Pastor, First Church of God, Pryor 918-373-2137

## NOFO for Safe Streets & Roads for All (SS4A)

### Discretionary Grant Opportunity

- Action Plan Grant
  - The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region.
- Minimum is \$200,000
- Maximum is \$5,000,000
  - Multijurisdictional group of entities that is regional in scope
- 80/20 Match
  - Grant funds will pay for 80% of project. Applicant will need 20% for match
- For Action Plan Grants, eligible activities and costs only include those that directly assist in the development of the Action Plan
- Grants.gov
- Required Forms:
  - Application for Federal Assistance (SF-4243)
  - Budget Information for Non-Construction Programs (SF-424A)
  - Assurances for Non-Construction Programs (SF-424B\_
  - Disclosure of Lobbying Activities (SF-LLL)
  - Key information
  - Narrative
  - Self-Certification Eligibility Worksheet
  - Map
  - Budget
- **Application DUE by 5pm EDT on Thursday, September 15, 2022**
- If awarded, 12-24 months is expected period of performance
- Website for common questions
- Deadline to submit technical questions is August 15<sup>th</sup>
  - Program staff will address questions to [SS4A@dot.gov](mailto:SS4A@dot.gov)
- Rural resources: [www.transportation.gov/rural](http://www.transportation.gov/rural)



**MAYES COUNTY, OK  
 COMPREHENSIVE SAFETY ACTION PLAN  
 ESTIMATED BUDGET  
 AUGUST 4, 2022**

The following information is based on existing direction issued by the Federal Highway Administration’s Notice of Funding Opportunity (NOFO) specific to the new Safe Streets and Roads For All (SS4A) Federal grant program. The overall intent of the SS4A program is for communities to develop Comprehensive Safety Action Plans(CSAP) that promote increased safety for all modes of transportation and clearly define actions to be taken to implement the Action Plan’s recommendations. Since multimodal safety is the focus of the program, the Action Plans can address a variety of elements, including, vision zero, bicycle and pedestrian facilities, and safe route to schools. This specific CSAP would address the county at large as well as the communities and school districts within Mayes County.

<u>PHASE</u>	<u>ESTIMATED FEE</u>
Phase 1 – Existing Conditions, Data Collection and Analysis	\$ 75,000
<ul style="list-style-type: none"> <li>• High Risk Network</li> <li>• Risk Factors Analysis</li> <li>• Equity Analysis</li> </ul>	
Phase 2 – Public Involvement / Education / Outreach	\$125,000
<ul style="list-style-type: none"> <li>• Extensive, frequent, inclusive and equitable public involvement will be required. Include formation of Steering Committee, Stakeholder Groups, Technical Advisory Committee, public meetings (in-person and virtual), use of all social platforms, webinars, surveys, and more</li> </ul>	
Phase 3 – Develop County Comprehensive Safety Action Plan	\$200,000 *
<ul style="list-style-type: none"> <li>• Vision and Goals</li> <li>• Strategic Actions, Priorities and Performance Measures</li> <li>• Prepare Final CSAP Document</li> </ul>	
TOTAL ESTIMATED FEE	\$400,000\
* CSAP Document breakdown	
Safety Action Plan - \$100,000	
Bicycle & Pedestrian - \$50,000	
Safe Routes to School - \$50,000	

This estimate is based on current information and requirements of FHWA and subject to change should amendments and/or program modifications be issued.

August 8, 2022

U.S. Department of Transportation  
Safe Streets and Roads for All (SS4A) Grant Program  
RE: Mayes County Safe Routes to School – Comprehensive Safety Action Plan Grant Application

Dear SS4A Grant Review Team –

On behalf of the City of Pryor Creek, OK, I am writing to express support for the Mayes County Safe Routes to School (SRTS) – Comprehensive Safety Action Plan grant application. Grand Gateway is requesting federal funding to create a comprehensive safety action plan that is focused on safe routes to school. Most of Mayes County schools exist on a highway; therefore, actively commuting to school is dangerous for students.

The county-wide SRTS plan will be aligned with Mayes County Trails Master Plan that was developed in 2016. The Trails Master Plan connects all Mayes County towns together through a multi-use bicycle trails system. Mayes County’s safe, affordable, and convenient transit services are critical for northeast Oklahoma’s increased mobility and economic opportunities.

The success of the SRTS efforts in Mayes County, coupled with growing regional demands for coordinated transit services, require investments in Mayes County. **The City of Pryor Creek commits \$x to contribute to the 20% match.**

The SRTS plan will meet current and future transit capacity needs of students. The SRTS project fully aligns with the goal to invest in our active transportation system and make a positive impact to growing communities across the state, particularly in rural areas.

I ask U.S. Department of Transportation to consider and support the grant application from Grand Gateway for the comprehensive safety action plan that focuses on SRTS in Mayes County. The SRTS plan will be a catalyst in developing the county-wide trails system.

Sincerely,

Larry Lees  
Mayor  
City of Pryor Creek, OK



# CITY OF PRYOR CREEK PLANNING AND ZONING COMMISSION

[X] ZONING [X] FINAL PLAT [X] LOT SPLIT TYPE 2 [X] MODIFICATIONS [X] DEVELOPMENT PLANS

12 North Rowe Street, P.O. Box 1167, Pryor, Oklahoma 74362 - (918) 825-1679 - FAX (918) 825-6577

www.pryorcreek.org

## APPLICATION INFORMATION

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ TAC DATE: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_ CASE NUMBER \_\_\_\_\_

RES [ ] NON-RES [ ] MIXED USE [ ] BUILDING PERMIT APPLICATION NUMBER \_\_\_\_\_

## SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: 2,250 FT East of Gaither Rd and Old Airport Rd Intersection TRACT SIZE: 31.98 AC

LEGAL DESCRIPTION FROM DEED, SURVEYOR OR ATTORNEY (ATTACHED COPY ALLOWED): see attached

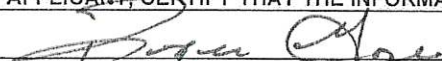
PRESENT USE: undeveloped PRESENT ZONING: \_\_\_\_\_ FLOODPLAIN:  Y  N HISTORIC DESIGNATION:  Y  N

## INFORMATION ABOUT YOUR PROPOSAL

PROPOSED NEW ZONING: RS-50 PUD DESIGNATION INCLUDED:  Y  N PUD PROPOSAL ATTACHED:  Y  N

PROPOSED USE: 120 lot single-family residential subdivision

NATURE OF PUD AMENDMENT: n/a

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME Pryor Creek Investments, LLC (PCI)	NAME Pryor Creek Investments, LLC (PCI)
ADDRESS 3910 West 6th Avenue, Unit 342	ADDRESS 113 E 8th Ave
CITY, ST, ZIP Stillwater, OK 74074	CITY, ST, ZIP Stillwater, OK 7404
DAYTIME PHONE 580.231.1904	DAYTIME PHONE 405.743.4907
EMAIL candy33jln@yahoo.com	EMAIL roger@gose-associates.com
FAX n/a	FAX n/a
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.	
SIGNATURE & DATE:  7.29.2022	

DOES OWNER CONSENT TO THIS APPLICATION  Y  N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? property owner

APPLICATION FEES			
BASE APPLICATION FEE	\$10.00	APPLICATION SUBTOTAL	\$ 10.00
NEWSPAPER PUBLICATION	\$		
SIGNS	\$18.50		18.50
300' PROPERTY OWNERS LIST (MUST BE SUBMITTED WITH APPLICATION) **REQUIRED FOR ALL APLLICATIONS EXCEPT RG ZONING**			
1320' PROPERTY OWNERS LIST (REQUIRED ONLY FOR RG ZONING - MUST BE SUBMITTED WITH APPLICATION)			
300' PROPERTY OWNERS MAILING & POSTAGE	\$2.18 x =	\$	
1320' PROPERTY OWNERS MAILING & POSTAGE	\$2.18 x =	\$	
		NOTICE SUBTOTAL	\$
RECEIPT NUMBER:		TOTAL AMOUNT DUE	\$ 28.50

APPLICATION FEES PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.



**DISPOSITION**

COMMISSION ACTION	DATE/VOTE
COUNCIL ACTION	DATE/VOTE
ORDINANCE NO.	DATE
PLAT NAME The Meadows at Stonegate, Phase 2	PLAT WAIVER [ ] Y [ ] N

*Roger Moore, member*  
Applicant's Signature

*7.29.2022*  
Date

If your application is approved, you may need additional permits. Contact the City of Pryor Creek Community Development Department at 918-825-1679.

**City of Pryor Creek  
Community Development Department  
12 North Rowe Street, 2<sup>nd</sup> Floor  
Pryor, Oklahoma 74361  
(918) 825-1679**

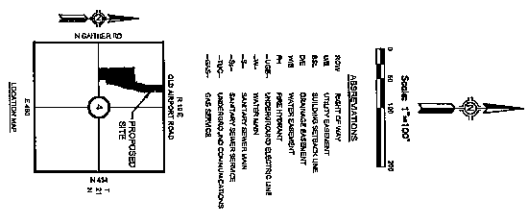
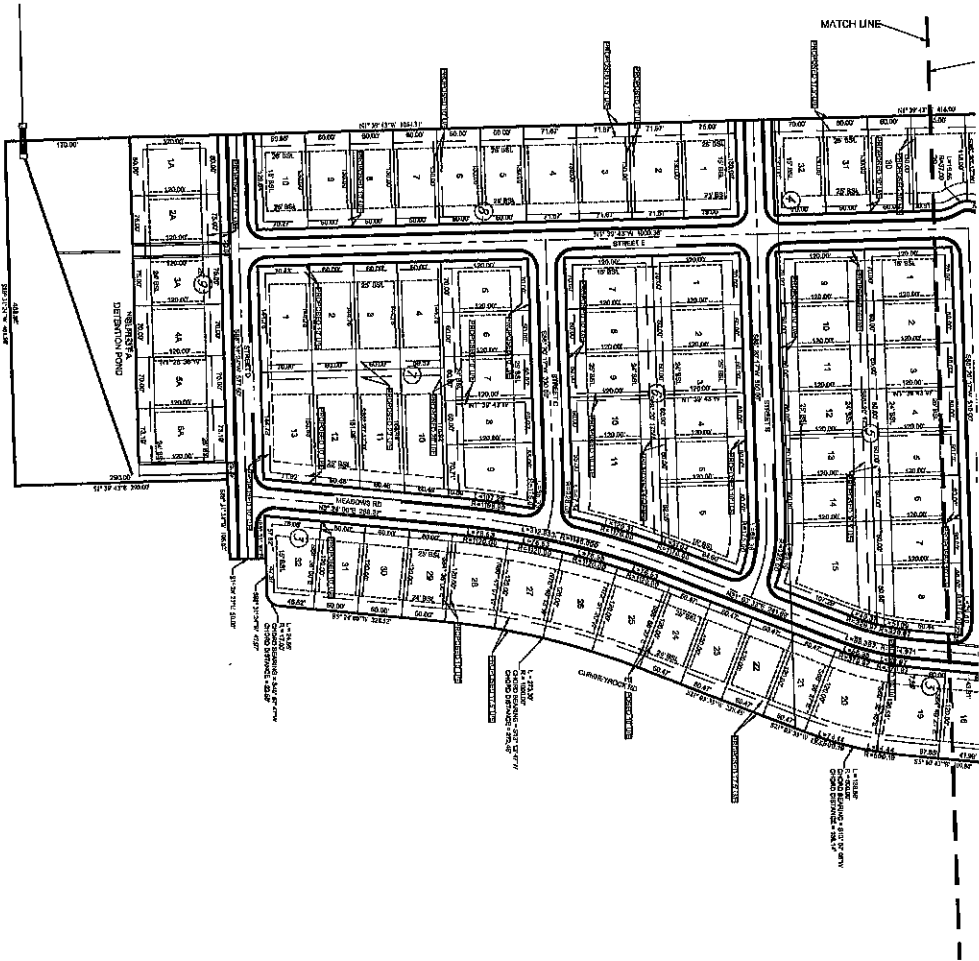








**FINAL PLAT**  
**THE MEADOWS AT STONEGATE, PHASE 2**  
 A PART OF THE NORTHWEST QUARTER OF SECTION 4  
 TOWNSHIP 21 NORTH, RANGE 19 EAST, INDIAN BASE AND MERIDIAN  
 MAYES COUNTY, OKLAHOMA



LEGAL DESCRIPTION

TRACT 1

A TRACT OF LAND SITUATED IN GOVERNMENT LOT NUMBERED 3 AND THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER (SE/4 NW/4) OF SECTION 4, TOWNSHIP 21 NORTH, RANGE 19 EAST OF THE INDIAN BASE AND MERIDIAN, MAYES COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 3, THENCE S88°22'47"W FOR A DISTANCE OF 401.11 FEET ALONG THE NORTH LINE THEREOF TO THE POINT OF BEGINNING;

THENCE S1°37'13"E FOR A DISTANCE OF 325.03 FEET;

THENCE N88°22'47"E FOR A DISTANCE OF 67.23 FEET;

THENCE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 78.00 FEET FOR A DISTANCE OF 86.86 FEET, BEING SUBTENDED BY A CHORD OF S33°31'20"E FOR A DISTANCE OF 82.44 FEET;

THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 17.00 FEET FOR A DISTANCE OF 18.92 FEET, BEING SUBTENDED BY A CHORD OF S33°32'34"E FOR A DISTANCE OF 17.96 FEET;

THENCE S1°39'43"E FOR A DISTANCE OF 275.88 FEET;

THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1000.00 FEET FOR A DISTANCE OF 373.78 FEET, BEING SUBTENDED BY A CHORD OF S9°02'46"W FOR A DISTANCE OF 371.61 FEET;

THENCE S19°45'15"W FOR A DISTANCE OF 157.39 FEET;

THENCE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 500.00 FEET FOR A DISTANCE OF 127.20 FEET, BEING SUBTENDED BY A CHORD OF S12°28'06"W FOR A DISTANCE OF 126.85 FEET;

THENCE S5°10'43"W FOR A DISTANCE OF 109.84 FEET;

THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 500.00 FEET FOR A DISTANCE OF 138.58 FEET, BEING SUBTENDED BY A CHORD OF S13°07'06"W FOR A DISTANCE OF 138.14 FEET;

THENCE S21°03'33"W FOR A DISTANCE OF 13.44 FEET;

THENCE S88°22'47"W FOR A DISTANCE OF 829.00 FEET TO A POINT ON THE WEST LINE OF SAID SE/4 NW/4;

THENCE N1°39'43"W FOR A DISTANCE OF 416.00 FEET ALONG THE WEST LINE OF SAID SE/4 NW/4 AND LOT 3;

THENCE N88°22'47"E FOR A DISTANCE OF 620.08 FEET;

THENCE N13°32'37"E FOR A DISTANCE OF 495.34 FEET;

THENCE N1°39'43"W FOR A DISTANCE OF 681.90 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 3;

THENCE N88°22'47"E FOR A DISTANCE OF 170.01 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING.

TOGETHER WITH AND SUBJECT TO COVENANTS, EASEMENTS, AND RESTRICTIONS OF RECORD.  
CONTAINS 15.4401 ACRES, MORE OR LESS.

TRACT 2

A TRACT OF LAND SITUATED IN THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER (SE/4 NW/4) OF SECTION 4, TOWNSHIP 21 NORTH, RANGE 19 EAST OF THE INDIAN BASE AND MERIDIAN, MAYES COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SE/4 NW/4;  
THENCE N1°39'43"W FOR A DISTANCE OF 1054.31 FEET ALONG THE WEST LINE THEREOF;  
THENCE N88°22'47"E FOR A DISTANCE OF 829.00 FEET;  
THENCE S21°03'33"W FOR A DISTANCE OF 228.45 FEET;  
THENCE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 1000.00 FEET FOR A DISTANCE OF 273.20 FEET, BEING SUBTENDED BY A CHORD OF S13°13'47"W FOR A DISTANCE OF 272.45 FEET;  
THENCE S5°24'00"W FOR A DISTANCE OF 228.52 FEET;  
THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 17.00 FEET FOR A DISTANCE OF 24.66 FEET, BEING SUBTENDED BY A CHORD OF S46°57'47"W FOR A DISTANCE OF 22.56 FEET;  
THENCE S88°31'24"W FOR A DISTANCE OF 47.97 FEET;  
THENCE S1°28'36"E FOR A DISTANCE OF 50.00 FEET;  
THENCE S88°31'24"W FOR A DISTANCE OF 108.62 FEET;  
THENCE S1°39'43"W FOR A DISTANCE OF 290.00 FEET TO A POINT ON THE SOUTH LINE OF SAID SE/4 NW/4;  
THENCE S88°31'24"W FOR A DISTANCE OF 468.98 FEET ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING.

TOGETHER WITH AND SUBJECT TO COVENANTS, EASEMENTS, AND RESTRICTIONS OF RECORD.  
CONTAINS 15.4381 ACRES, MORE OR LESS.

TRACT 3

A TRACT OF LAND SITUATED IN GOVERNMENT LOT NUMBERED 3 AND THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER (SE/4 NW/4) OF SECTION 4, TOWNSHIP 21 NORTH, RANGE 19 EAST OF THE INDIAN BASE AND MERIDIAN, MAYES COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 3, THENCE S88°22'47"W FOR A DISTANCE OF 95.03 FEET ALONG THE NORTH LINE THEREOF TO THE POINT OF BEGINNING;  
THENCE CONTINUING S88°22'47"W FOR A DISTANCE OF 170.00 FEET;



THENCE S1°37'13"E FOR A DISTANCE OF 325.03 FEET;

THENCE N88°22'47"E FOR A DISTANCE OF 67.23 FEET;

THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 78.00 FEET FOR A DISTANCE OF 147.92 FEET, BEING SUBTENDED BY A CHORD OF S52°42'20"W FOR A DISTANCE OF 126.73 FEET;

THENCE N1°37'13"W FOR A DISTANCE OF 234.63 FEET ALONG THE WEST LINE OF SAID LOT 3 TO THE POINT OF BEGINNING.

TOGETHER WITH AND SUBJECT TO COVENANTS, EASEMENTS, AND RESTRICTIONS OF RECORD.

CONTAINS 1.1157 ACRES, MORE OR LESS.

**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**THE CITY OF PRYOR CREEK, OKLAHOMA**  
  
**AND**  
  
**LOCAL 3567 of**  
**THE INTERNATIONAL ASSOCIATION**  
**OF FIRE FIGHTERS, AFL-CIO/CLC**

**Effective**

**JULY 1, 2022 through JUNE 30, 2023**

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## **ARTICLE 1. COLLECTIVE BARGAINING AGREEMENT**

This agreement made and entered into and to be effective this, 1st day of July, **2022** regardless of date signed, by and between the City of Pryor Creek, Oklahoma, hereinafter referred as “City” and Local 3567 of the International Association of Firefighters, AFL-CIO/CLC, hereinafter referred to as “Local”.

This collective bargaining agreement is made pursuant to OKLA. STAT. Titl. 11 § 51-105 et. seq. and is made to:

- (a) Establish wages, hours, benefits, grievance procedures, and other terms and conditions of employment of represented members of the City of Pryor Creek Fire Department;
- (b) Assist in the amicable adjustment of labor disputes.

## **ARTICLE 2. RECOGNITION**

The City recognizes the Local as the sole and exclusive Bargaining Agent for all permanent paid members of the Pryor Creek Fire Department with the exception of the Fire Chief and one (1) designated administrative assistant.

## **ARTICLE 3. DURATION OF AGREEMENT**

### **Section 1.**

This agreement shall be effective as of July 1, **2022**, and shall remain in full force and effect through June 30, **2023**.

### **Section 2.**

The term of this agreement shall not exceed one (1) year. Provided however, this agreement may be extended for one (1), one year period upon the written mutual consent of both parties no later than thirty (30) days before the expiration of the term of the agreement.

### **Section 3.**

Whenever wages, rates of pay or other matters requiring the appropriation of monies by the City are included as matters of collective bargaining, written notice of request for collective bargaining shall be given by either party at least one hundred twenty

(120) days before the last day on which monies can be appropriated by the City to cover the contract period which is the subject of the collective bargaining procedure.

Section 4.

It shall be the obligation of each party to meet at a reasonable time and confer in good faith with representatives of the other party within ten (10) days of written notice requesting a meeting for collective bargaining purposes. Provided, however, it is understood that the parties have negotiated fully on wages, benefits and other terms and conditions of employment for the term of this agreement, and neither party shall be required to renegotiate such terms during the agreement.

Section 5.

It is understood that all time limits found within this agreement may be extended with mutual concurrence. Which mutual concurrence shall be effective to extend any time limit only if, previous to the expiration thereof, the mutual concurrence is set forth in writing and acknowledged by signature of the President of the Union and the signature of Mayor or City Attorney.

**ARTICLE 4. PREVAILING RIGHTS**

Pursuant to OKLA. STAT. Titl. 11 § 51-111 the parties acknowledge and agree that the applicable rules, policies and procedures, regulations, fiscal procedures, working conditions, departmental practices and manner of conducting the operation and administration of the fire department and City of Pryor Creek currently in effect on the date this agreement is signed are incorporated into this agreement except as expressly modified or changed by the specific terms of the agreement.

**ARTICLE 5. NON-DISCRIMINATION**

Section 1.

Nothing in this Agreement shall be interpreted as diminishing the obligation of both parties to comply with applicable laws, rules, regulations or orders which insure that applicants or employees are treated without regard to race, religion, sex, national origin, age, handicap, status of Union membership, or political affiliations, or other categories protected by law. Nothing in this Agreement shall be interpreted as diminishing the obligations of the City or the Local to comply with the provisions of the Fair Labor Standard Act, any duly adopted and applicable Department of Labor regulation promulgated hereunder, and any other applicable laws, rules, regulations, standards and orders.



Section 2.

The use of the masculine or feminine gender herein shall be construed to mean both or either gender, as the case may be, unless the context requires otherwise.

**ARTICLE 6. PROHIBITION OF STRIKES**

Section 1.

The Local and its members agree not to engage in a strike, work stoppage, or other similar forms of interference with the operations of the Pryor Creek Fire Department as defined in OKLA. STAT Titl. 11 § 51-102(3).

Section 2.

The Local and the City agree not to coerce or attempt to coerce the other party in the selection of its representatives for the purposes of collective bargaining. The Local and its members agree not to call for any boycott of the business or employment of any members of the City Council or of their employer during contract negotiations.

Section 3.

The City recognizes that it is the public policy of the State of Oklahoma to accord the permanent members of the Fire Department all of the rights of labor, other than the right to strike or to engage in any work stoppage or slowdown as defined in OKLA. STAT. Titl. 11 § 51-101-B

**ARTICLE 7. ADMINISTRATIVE RIGHTS**

All of the rights to manage and direct the fire department, which have not been specifically abridged by this Agreement, shall remain the exclusive right of the City. Such rights include, but are not limited to the right to hire, promote, reprimand, suspend, demote or discharge employees for just cause, subject to the grievance and arbitration procedures herein, the right to conduct and control operations of the department, the right to introduce new or improved methods of operation and equipment, the right to schedule and assign the use of such equipment or manpower.

**ARTICLE 8. GRIEVANCE PROCEDURE**

Section 1.

The Local or any employee covered under this Agreement may file a grievance within fifteen (15) days of the date of an alleged violation of this Agreement occurs or becomes known to the Union or an employee, as hereinafter defined, and shall be afforded the full protection of this Agreement.

Section 2.

The Local President or his authorized representative may report an impending grievance to the Fire Chief or his designee in an effort to forestall its occurrence.

Section 3.

Any controversy between the City and the Local or employee concerning the interpretation, enforcement or application of any provision of this Agreement concerning any of the terms or conditions of employment contained in this Agreement shall be adjusted in the following manner:

- A. The grievant shall notify the Local Grievance Committee and the Fire Chief, or his designee, of the filing of a grievance. Within ten (10) calendar days the Local Grievance Committee shall determine, in their sole discretion and judgment, whether or not a grievance exists within the terms and conditions of this Agreement.
  - (1) If the Local Grievance Committee finds a grievance does not exist, no further proceedings shall be necessary;
  - (2) If the Local Grievance Committee finds a grievance does exist, the procedure of Section 3.B shall apply;
- B. If the Local Grievance Committee finds that a grievance does exist, the Committee shall submit, in writing, this grievance to the Fire Chief, or his designee, for adjustment. Upon receipt of the grievance, the Fire Chief shall sign a document indicating receipt of the grievance and indicating the time of receipt.
- C. The Fire Chief, or the Assistant Fire Chief, shall submit his answer in writing to the employee(s) involved and to the Local Grievance Committee within seven (7) calendar days of receipt of the grievance. A representative of the Local Grievance Committee shall sign a document indicating the time of receipt of the answer by the Fire Chief. The grievance shall be considered settled unless the Local Grievance Committee within seven (7) calendar days from receipt of the answer by the Fire Chief submits the grievance to the Mayor or to the Mayor's designee if the Mayor is not available-the City Clerk or the Vice Mayor. At the time the Mayor, or the Mayor's designee receives the grievance from the Local Grievance Committee, he/she shall sign a document

indicating the time of receipt of the grievance.

D. The Mayor shall submit his/her answer in writing to the Fire Chief, the employee(s) involved, and the Local Grievance Committee within ten (10) business days. A member of the Local Grievance Committee shall sign a document indicating the time of receipt of the Mayor's response. If the Mayor and the Local Grievance Committee have not settled the grievance within that time, then either party may request arbitration. If either party requests arbitration, it shall be submitted for adjustment as follows:

- (1) Prior to the initiation of arbitration, either party or the parties jointly may notify the Federal Mediation and Conciliation Service to administer grievance mediation in a good faith effort to resolve the grievance. If the grievance remains unsolved, it may be submitted to a grievance arbitrator for resolution by either party or jointly as the case may be.
- (2) Either party may request a panel of five (5) arbitrators from the Federal Mediation and Conciliation Service.
- (3) Within seven (7) calendar days from the receipt of such panel, a Representative of the Local and City shall confer and alternately strike names until one arbitrator remains, which shall be selected as the impartial arbitrator. The City shall make the first strike on even numbered grievances and the Local on odd numbered grievances.
- (4) Upon notification of the Federal Mediation and Conciliation Service of the selection of the arbitrator and the arbitrator is contacted, the date for arbitration shall be set, if possible, within thirty (30) calendar days from the date the arbitrator is notified of his selection.
- (5) Within ten (10) days, if possible, after the conclusion of the hearing, the arbitrator shall issue a written opinion and decision with respect to the issues presented. A copy of the decision shall be mailed or delivered to the Local and the City.

- (6) The arbitration hearing shall be informal. Any and all documentary evidence and other data deemed relevant by the arbitrator might be received in evidence. The arbitrator shall have the power to administer oaths and require by subpoena the attendance and testimony of witnesses, the production of books and documents and other evidence relative or pertinent to the issues presented to him for determination.
- (7) With respect to the interpretation, enforcement or application of the provisions of this Agreement, the decisions and opinion of the arbitrator shall be final and binding upon the parties to this Agreement to the extent such decision and opinion are consistent with Oklahoma and/or Federal law, as decided by a court of competent jurisdiction.
- (8) The arbitrator's authority shall be limited to the interpretation and application of the terms of this Agreement and/or any supplement thereto. The arbitrator shall have no jurisdiction to establish provisions of a new Agreement or variation of the present Agreement or to arbitrate away, in whole or in part, any provisions or amendments thereof. This shall not preclude individual wage grievances.
- (9) The cost of the impartial arbitrator shall be shared between the Local and the City. If a transcript of the proceedings is requested, then the party so requesting shall pay for it.

#### Section 4.

All time limits set forth in this Article may be extended by mutual agreement, in writing, but if not so extended, shall be strictly observed.

### **ARTICLE 9. PERSONNEL REDUCTION**

#### Section 1.

In the event personnel reduction(s) are necessary, the employee with the least seniority in the Fire Department shall be laid off first, subject to a thirty-day (30) notice to each employee of the Fire Department for the purpose of providing the opportunity for incumbent employees to exercise their pension options.

## Section 2.

Laid off employees will be placed on a recall list for twelve (12) months from the effective date of the layoff. Before hiring other applicants, those employees who were laid off will be contacted first in order of the employee with the most seniority through the employee with the least seniority, to determine if they wish to return to the employment of the City of Pryor Creek Fire Department. Contact will be made by mailing a notice to the employee and the Union President at the address on file in the Personnel Office. It is the employee's responsibility to keep Personnel informed of his current address and telephone number. Each employee contacted will be given a thirty-day (30) period to notify the Employer of his intentions. The thirty-day (30) time frame begins from the date of the mailing of the notice. If the employee fails to notify the Employer within this thirty-day (30) period, he will relinquish all recall rights. If the employee does notify the Employer of his intention to return to work, but fails to report to work on the agreed upon starting date, he will relinquish all recall rights.

## Section 3.

Leave time will not accrue during the period of layoff. However, previously accrued sick leave and seniority will be reinstated, if the laid off employee is recalled within twelve (12) months after the layoff, vacation accrual rates and longevity rates will be the same as before the layoff.

## **ARTICLE 10. INSURANCE**

### Section 1. Purpose.

The City, according to the terms of this agreement, makes Health Insurance available to all employees in compliance with the "Patient Protection & Affordable Care Act". Under the terms of this agreement the Local covenants and agrees to provide group health and life insurance benefits to all eligible members of the Pryor Creek Fire Department. For purposes of Article 10 only, "all eligible members of the Pryor Creek Fire Department" is interpreted to include all bargaining members of the Fire Department including probationary employees. This may include the Fire Chief and Assistant Fire Chief at discretion of Mayor and Council. It is further understood that any member of the Fire Department who does not enroll in the Local's insurance plan upon becoming eligible, or any member who drops the Local's insurance and wishes to re-enroll at a later date, shall be subject to the requirements of the Third Party Administrator of the Union's insurance plan, and the requirements of the Professional Fire Fighters of Oklahoma.



## Section 2. Employer Contributions to Insurance Fund.

The City agrees to contribute to the Local Insurance Fund for each employee of the Fire Department enrolled in the Union's group health, dental and life insurance plan on a monthly basis the amounts as herein specified:

- a. For Employee Coverage:  
100% of the employee's actual cost of coverage for health, dental, vision and life insurance up to a maximum of \$700.00.
- b. For Employee and Family Coverage:
  - (1) 100% of the Employee portion of the premium for coverage of the employee for health, dental, vision, and life insurance, and
  - (2) 100% of the Dependent(s) portion of the premium for coverage of the dependent(s) for health, dental, vision and life insurance.

The maximum contribution of the City to the payment of premium for "Employee and Family" insurance coverage shall be One Thousand Five Hundred Dollars and No/100 (\$1,500.00). Currently the maximum monthly contribution to be made by the city towards the payment of health insurance premiums for other city employees is \$1,500.00. In the event that the city increases the maximum monthly contribution to be made by the city towards the payment of health insurance premiums for other city employees, then the maximum contribution of the City to the payment of premiums for coverage under this provision shall be increased in the same amount as the increase allowed for other City employees.

The City agrees to deduct and pay over to the Union on a monthly basis any additional sums from the employee's net payroll upon his or her written request which must be countersigned by the Union's President or the President's designated representative, for additional sums which may be due to the Union's Third Party Administrator for other costs associated with the employee's enrollment in Union's group Health Insurance Plan.

## Section 3. Liability for Benefits.

It is distinctly understood and agreed that the City's only obligation is to pay the cost of the group insurance as described in Section 2. All matters with respect to coverage, payments or benefits and the amount thereof, shall be reserved to the Local and the insurance provider as to control and policies.

## Section 4. Selection of Insurance Provider.

The selection of the insurance provider shall rest solely with the Union.

Section 5. Indemnification.

The Local further agrees to indemnify the City against all liabilities in connection with the administration of the group insurance program provided by the Local. Provided, that this section shall not impose any obligation on the Local to indemnify the City against willful misconduct or negligent acts or omissions of the City, its agents or its employees.

Section 6. Employee Authorization/Provision of Documents.

The Local shall:

- a. Provide to the City a complete copy of the approved health, life and dental insurance plan(s) selected by it for the provision of insurance to its members within Twenty (20) days of its selection of the insurance plan(s).
- b. Copies of all individual group enrollment cards within Thirty (30) days of their completion by the individuals enrolled in the group.
- c. Such other documents and information as may be reasonably requested by the City shall be timely, reasonably and seasonably provided by the Local to the City upon request by the City for same.

**ARTICLE 11. REPLACEMENT OF DAMAGED ITEMS**

Section 1.

The City agrees to compensate the employee for damage to or loss of personal items, including but not limited to clothing and uniforms, prescription and safety eyeglasses or contact lenses, dentures, cell phones or watches that may become damaged or lost during the employee's performance of assigned duties. Watches reimbursement shall be limited in amount up to \$150.00. Cell phone reimbursement shall be limited in amount up to \$300.00. Approval of claim by the City shall be subject to prior approval by the Chief or Assistant Chief.

Section 2.

The amount reimbursed to the employee will be a reasonable amount agreed to by the employee and the Mayor.

**ARTICLE 12. SUCCESSORS AND ASSIGNS**

This Agreement shall be binding upon the successors and assigns of the parties hereto during the term of this contract; and no provisions, terms or obligations herein contained shall be affected, modified, altered or changed in any respect

whatsoever by any change of any kind such as re-composition of elected bodies or elected or appointed officials, employees, agents, delegates or other assigns.

### **ARTICLE 13. PERSONNEL FILES CONFIDENTIALITY**

#### **Section 1.**

Any records, information or documents concerning an investigation of a member shall be retained for future information and reference. Such documentation shall include, but not necessarily be limited to, letter of reprimand from supervisors for the said member, documentation concerning counseling sessions for violations of any rules or regulations or policies within the department of the City for said member, and any other information that could reasonably be construed as being detrimental to the member's future with the Department.

#### **Section 2.**

The City, through its own auspices which include the Fire Chief, shall at all times respect the privacy concerns of the employees regarding personnel files. Matters within such files shall not be released except for good cause shown, and only on a need-to-know basis, as determined by the Mayor upon the advice of the City Attorney. If any copy of a personnel file is made, said copy shall be destroyed after the reason for the copy being made has been completed, unless said destruction is prohibited by Court order.

#### **Section 3.**

Employees shall be allowed to review their personnel file under appropriate supervision at any reasonable time, and may insert their own response into the personnel file, regarding any matter contained therein.

#### **Section 4.**

No original personnel file shall be removed from the Fire Department except by Court order, whereupon the employee shall be given notice of such removal.

### **ARTICLE 14. HOLIDAYS/VACATION/LEAVES**

#### **Section 1.**

Employees shall be granted holiday time off work for the scheduled holidays to be observed during the calendar year as established by the city for non-union city employees PLUS President's Day for a total of thirteen (13) holidays. Each employee's scheduled time off work in observance of a holiday shall be scheduled subject to the approval of the Fire Chief or Assistant Chief. The Chief or Assistant Chief shall have the authority to schedule employee holiday time off work to be

taken on a day other than the actual holiday as deemed reasonably necessary in the discretion of the Chief to maintain staffing readiness of the department.

Section 2.

The Mayor may at his / her discretion due to safety reasons close any non-emergency facilities without granting additional leave to emergency services personnel.

Section 3.

Holiday Leave Time must be used within (12) twelve months of the employee's anniversary date or the same shall be lost. However, in the event schedule holiday leave time is required to be cancelled as a result of a disaster, declared emergency or due to staffing needs of the department which results in the member being unable to take the scheduled holiday time off work by the end of the calendar year the City shall pay the employee the equivalent pay for twelve (12) regular work hours for each unused holiday. Payment therefore shall appear on the employee's regular paycheck and shall be paid no later than the 2nd pay period of the calendar year following the year in which they were earned.

Section 4.

City of Pryor Creek full time employees that are members of the IAFF Local 3567 bargaining unit shall receive vacation leave in accordance with the number of years of continuous service as follows:

<u>YEARS OF SERVICE</u>	<u>ACCRUED VACATION PER YEAR</u>
One (1) through five (5) years	120 hours per year / 5 shifts
Six (6) through nineteen (19) years	168 hours per year / 7 shifts
Twenty (20) or more years	216 hours per year / 9 shifts

- A. Beginning on your first anniversary date of full time employment vacation will be awarded at 120 hours. Accrual will begin at 10 hrs. per month on your first anniversary date of full time employment and you will be awarded 120 hours on each anniversary until you reach your fifth anniversary. On your fifth anniversary date of full time employment your accrual will increase to 14 hours per month and when you reach your sixth anniversary you will be awarded 168 hours. On your nineteenth anniversary date of full time employment your accrual will increase to 18 hours per month until you reach your twentieth anniversary date of full time employment you will be awarded 216 hours. All vacation time must be used within the year it is awarded or

- the same shall be lost.
- B. Upon completion of one (1) year of continuous service with the City of Pryor Creek vacation may be taken. Vacations must be taken within the twelve (12) month period following the twelve (12) month period earned.
  - C. **Rank** of an employee shall be considered in approving all vacation leave request.
  - D. Upon retirement, an employee shall be paid for accrued vacation leave, at his regular hourly rate of pay.
  - E. Vacations will be scheduled and approved by the Fire Chief or Assistant Fire Chief, taken in such a manner so as not to impede the normal operations of the Fire Department. The minimum earned vacation time an employee may use is twelve (12) hours.
  - F. An employee who takes normal or early retirement will be allowed any vacation pay to which he is entitled for the fiscal year in which he retires by reason of service with the City for the previous fiscal year. In addition, an employee will accrue the vacation pay set forth in this Section for each full calendar month of service with the City from his / her hire date to his retirement date. Employees will be paid for this vacation on his / her last regular day of service.
  - G. A permanent, full-time employee who elects to terminate his employment with the City will be paid an amount equal to the vacation pay accrued by reason of service with the city during the previous fiscal year and not yet taken.
  - H. Vacation leave may not be carried over from year to year.

#### Section 5.

Sick leave for Fire Department employees shall accumulate at the rate of 10 hours per month, with a maximum accumulation limit of Seven Hundred and Twenty (720) hours. Accrued sick leave can be used for an employee's personal illness, for employee's medical or dental appointments, or for the care of an immediate family member. Employees must use all available paid leave (sick leave and vacation) before the employee would be eligible for a leave without pay for sick leave

purposes. If an employee prefers to take a leave without pay rather than use paid leave time, the Fire Chief will review such request on a case-by-case basis.

Section 6.

Full-time or part-time employees who are regularly scheduled to work at least thirty (30) hours per week are eligible for extended sick leave or family leave. The City of Pryor Creek will comply with all provisions contained in the Family and Medical Leave Act of 1993. Where this Labor Agreement provides greater benefits for employees, these provisions will supersede those contained in the Family and Medical Leave Act of 1993.

Section 7.

Any employee that has accrued sick leave greater than the 720 hours will be compensated at the rate for base pay. Employee will be paid hour for hour the pay period following the employee's anniversary date for all hours accrued in excess of the maximum accumulation of 720 hours.

Section 8.

An employee may elect to use accrued comp time, vacation, and holiday time in lieu of sick time. Employee must have the approval of either the Chief or Assistant Chief. This section is intended for situations involving employee extended illness or off the job injury only.

**ARTICLE 15. HOURS AND TIME EXCHANGE**

Section 1.

The work period for Fire Department employees shall be Twenty-Eight (28) days with the pay period ending date to coincide with the City of Pryor's normal pay period ending date.

Section 2.

The number of hours worked at regular pay scale is Two Hundred Twelve (212) hours during a work period.

Section 3.

All hours actually worked in excess of Two Hundred Twelve (212) during a work period shall be compensated in comp time at a rate equal to 1.5 times the number of hours worked.

Section 4.

Notwithstanding that the work period is a Twenty-Eight (28) day work period employees will be paid on a bi-weekly schedule. Adjustments in the amount of pay to be received by the employee for the work period shall occur and be reflected in the second paycheck received for the work period.

Section 5.

Paid time off work for vacation time, holidays, sick leave, union leave under Article 16 Section 3, and bereavement leave, shall be counted as hours worked towards the Fair Labor Standards Act overtime hours threshold.

Section 6.

Due to shift scheduling during the year, any pay period in which the employee is scheduled to work 10 shifts, the employee may be scheduled a Kelley Day in order to maintain a Two-Hundred Twelve (212) hour work period schedule at the discretion of the Chief.

Section 7.

Fire Department shift employees shall work a schedule of twenty-four (24) hours on duty and forty-eight (48) hours off duty.

Section 8.

Time of shift change will be 0800 hours.

Section 9.

The City agrees that employees have the right to exchange time, subject to approval of the Fire Chief or Assistant Fire Chief, when the change does not interfere with the operations of the Fire Department, provided that the employee wishing to exchange time has like skills, knowledge and ability.

Section 10.

- A. An Employee shall be allowed to carry on the books a maximum of 200 hours of comp time. Employees who accrue in excess of 200 hours of comp time which have accumulated at the rate of time and one-half shall be paid cash wages at straight time for comp time hours in excess of the 200 hours. Payment for all comp time hours over 200 shall be paid on the employee's next regular paycheck. However, if an employee reaches the maximum 200 hours within forty-eight (48) hours of the end of a pay period, then the employee will be paid no later than the second paycheck from the time the

maximum accumulation is reached.

- B. Overtime hours as defined in Section 3 of this Article worked in relationship to any city, state, or national disaster or any pre-scheduled twenty-four hour shift relief may be paid to the member in cash wages or in comp time at the election of the member. The election for cash wages may be made by the member in instances, and to the extent that the member's booked comp time is has not accrued to the 200 hour maximum under Section 10 of this Article. The election made under this paragraph remains subject to the maximum booked comp time allowed under Section 10 of this Article. The member election of the form of compensation under this paragraph shall be designated by the member in accordance with Chapter 2 Section 7 of the personnel policy of the City governing time sheets.

Section 11.

Employees on "off duty" status responding to an "all department page" shall be compensated a minimum of two (2) hours of time per call. Employees on "off duty" status responding to a "shift frequency call" shall be compensated for actual time worked responding to the call.

**ARTICLE 16. BARGAINING UNIT RIGHTS AND SECURITY**

Section 1.

The City agrees to prepare and deliver to the Local, one (1) copy of the current Labor Agreement for each member of the bargaining unit, one (1) copy to be placed in the Fire Station and one (1) copy to be provided to the Professional Fire Fighters of Oklahoma. The Local agrees to distribute said copies.

Section 2.

The City shall provide space in all fire stations for a Local bulletin board. Material posted on the bulletin board shall be limited to Union business, notice of meetings, seminars, workshops, legislative reports, safety bulletins, etc. No material of a subversive or derogatory nature or political endorsements shall be posted.

Section 3.

The Local is granted ninety-six (96) hours off per year with pay for the purpose of conducting Union business, with prior approval of the Fire Chief or Assistant Fire Chief. The specific Local member who shall be allowed to take said time off with pay shall be determined by the Local President.



Section 4.

Employees who are required by due process of law to render jury services or Court services shall receive their regular pay from the City during such period, minus pay received for jury service.

Section 5.

All employees qualified and entitled to vote in any election shall, when necessary, be allowed sufficient time off with pay to exercise this privilege.

Section 6.

Members of the Union Bargaining Committee shall be allowed time off without loss of pay to attend all scheduled bargaining meetings and investigate grievances. In the event of an alarm requiring employee response, the Bargaining Meeting shall be recessed or adjourned. All Bargaining Meetings shall take place within five (5) minute response time to the station for this Section to be effective.

Section 7.

The City agrees to deduct dues only bi-weekly in an amount certified to be correct by the Secretary-Treasurer of the Local from the pay of those employees who individually request in writing that such deductions be made. The City shall remit the total amount of deduction each month to the Secretary-Treasurer of the Local. This Authorization shall remain in full force and effect during the term of this Agreement. All deductions will be for the month in which they are taken. The Local shall indemnify, defend and hold the City harmless against any claims made, and against any suits instituted against the City on account of payroll deduction of Local dues.

**ARTICLE 17. INCENTIVE PAY**

Section 1.

Those employees of the Local who have completed the requirements for, and who are currently certified pump mechanics shall receive an incentive pay of (\$150.00) per month.

Section 2.

Those employees of the Local who have completed the requirements for, and who are currently certified ropes 1 shall receive an incentive pay of (\$150.00) per month.

Section 3.

Those employees of the Local who have completed the requirements for, and who

are currently certified swift water rescue 1 shall receive an incentive pay of (\$150.00) per month.

Section 4.

Those employees of the Local who have completed the requirements for, and who are currently certified as Hazmat Ops shall receive an incentive pay of (\$150.00) per month.

Section 5.

Those employees of the Local who have completed the requirements for, and who are currently certified as Fire Fighter 2 shall receive an incentive pay of (\$150.00) per month.

Section 6.

Those employees of the Local who have completed the requirements for, and who are currently certified as Confined Spaces shall receive an incentive pay of (\$150.00) per month.

Section 7.

Those employees of the Local who have completed the requirements for, and who are currently certified as an EMT shall receive an incentive pay of (\$150.00) per month.

Section 8.

Those employees of the Local who have completed the requirements for and who are currently certified Swift Water Rescue 2 shall receive an incentive pay of \$150.00 per month.

Section 9.

Those employees of the Local who have completed the requirements for and who are currently certified Trench Rescue shall receive an incentive pay of \$150.00 per month.

Section 10.

No employee of the Local shall receive monthly incentive compensation for more than five (5) incentive certifications pursuant to this Article 17. Incentive pay for qualifying certifications shall commence to accrue on the first day of the pay period following the date of receipt by the employee of the certification.

Section 11.

Each employee is responsible for ensuring that his/her individual certification status is kept current. Each employee is responsible for the provision to the City Clerk of official documentation from the certifying entity of the employee's current certification status.

**ARTICLE 18. WAGES AND LONGEVITY PAY**

Section 1.

For the fiscal year July 1, 2022, through June 30, 2023: All members shall receive a four percent (4%) pay increase according to the revised pay plan attached hereto. (Exhibit A)

Section 2. Longevity Pay.

Each employee covered by the terms of this agreement, beginning upon successful completion of five (5) years of continuous and uninterrupted employment as a unit member of the City of Pryor Creek Fire Department, shall receive monthly longevity compensation in the amount of Five Dollars (\$5.00) per month for each year of continuous service. All bargaining unit members, beginning upon successful completion of ten (10) years of continuous and uninterrupted employment of the City of Pryor Creek Fire Department, shall receive compensation in the amount of Ten Dollars (\$10.00) per month for each year of continuous service. Longevity rates are set forth on Appendix B, and to be paid bi-weekly. Longevity pay is subject to Federal, State, and FICA taxes.

Section 3. Extended Leave/Differential Pay:

Eighteen (18) shifts following an employee's extended illness or on the job injury the Fire Chief or Assistant may recommend to the Mayor that an employee selected by them and assigned to fill the vacancy of position thereby created be promoted to the next step and range on a temporary basis not to exceed six months. Such temporary promotion for purposes of filling the position shall only be effective upon approval of the recommendation by the Mayor and Council. This section is intended for situations involving employee extended illness or on the job injury only.

Section 4.

All members shall receive hazard pay in the amount of 166.66 in fiscal year 2022-2023 paid on the first pay period of the month.

**ARTICLE 19. SAVINGS CLAUSE**

Section 1.

If any article or section of this Agreement should be found to be invalid, unlawful, or unenforceable by reason of any existing or subsequently enacted legislation or by judicial authority, all other article parts or portions of this Agreement not so affected shall remain in full force and effect.

Section 2.

In the event of invalidation of any article or section, both the City and the Local agree to meet within thirty (30) days of such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section and other articles or sections that were directly affected.

**ARTICLE 20. MISCELLANEOUS**

Section 1.

By January 15th of each year, the City shall pay the annual membership dues for each member of the bargaining unit to the Oklahoma State Firefighters Association.

Section 2.

The Fire Department shall, at least annually, conduct training and provide updates on Blood Borne Pathogens.

Section 3.

The City agrees to provide TB testing for all members of the bargaining unit. This shall be done on an annual basis and upon exposure of a member of the bargaining unit to a known or suspected carrier of the disease.

Section 4.

The City agrees to afford to each member a maximum annual (City's fiscal year) allowance of Four Hundred Twenty Five Dollars (\$425.00) for the purchase of boots and equipment. Boots and Equipment to be purchased must be approved by the Fire Chief or Assistant Fire Chief prior to purchasing and subject to approval by Mayor. All approved purchases will be processed thru City Clerk's Office. For persons newly hired during the fiscal year the maximum annual allowance amount provided in this section shall be calculated on a prorated basis. The calculation of the prorated maximum allowance shall be the percentage of days remaining in the fiscal year from the date of hire.

Section 5.

Pursuant to the Fire Department's designation as a Certified First Responder Agency in the provision of services under City Code Section 4-1A-2 the Chief shall designate

an employee to serve as EMS Officer. The EMS Officer shall perform the duties assigned by the Chief in relationship to maintaining the First Responder services ~~including but not necessarily~~ limited to record keeping, maintaining proper stocks of supplies and conducting meetings with state inspectors. The EMS officer shall receive as compensation for the position, an additional One Hundred **Seventy-Five Dollars (\$175.00)** per month gross pay in addition to said employee's normal compensation pursuant to the employee's pay scale. Said payment of compensation shall be paid on a prorated basis for each pay period during the City's fiscal year and the employee's term of employment and service in the position as EMS officer. In the event Certified First Responder Agency status of the Department shall cease or be terminated then this paragraph (Section 5) shall be deemed null and void and of no further force or effect as of the date First Responder Agency status ceased.

Section 6.

No change of any provision reflected in this agreement from those provisions which appear in previous agreements shall be deemed retroactive for any purpose save and except as expressly stated as being retroactive in its terms herein set forth.

Section 7.

A member of the local 3567 shall be selected by the union to oversee the fire service training for the department and oversee the training and operations of the task force team. Per the job description, the task force leader/training officer shall receive a compensation for the position of an additional two hundred and twenty-five dollars (\$225) per month gross pay in addition to said employee's normal compensation pursuant to the employee's pay scale. Payment of compensation shall be paid on a prorated basis for each pay period during the city's fiscal year and the employee's term of employment and service in the position as task force leader/training officer.

Section 8.

Departmental Standard Operational Guidelines as approved by the local 3567 and Pryor fire department administration are hereby guidelines for the operation of the Pryor Creek fire department. Guidelines can be amended with the joint approval of the local 3567 and administration at any point during the contractual year.

**ARTICLE 21. DRUG POLICY**

All employees will adhere to the modified City of Pryor Creek Drug Policy and Procedures and will be subject to random drug testing.

## **ARTICLE 22. PERFORMANCE APPRAISAL**

### **Section 1.**

All members shall be evaluated using the City of Pryor Creek's performance evaluation form. All members will be evaluated following his/her anniversary date following (1) one, (4) four, and (7) years continual employment with City of Pryor Creek. Evaluations are to be conducted by the Fire Chief or Assistant Fire Chief and require the signature of the employee, Fire Chief and the Mayor.

### **Section 2.**

Members who are on probationary status as newly hired employees will not have a performance pay evaluation until the end of the probation period. Upon successful completion of their probation period and evaluation, members may be moved to the next step of the pay plan. At no time shall any member transferred from another department be placed ahead of any employee on the pay plan.

### **Section 3.**

If the member does not feel the performance appraisal was done properly or fairly, the member shall forward all evidence to support a different evaluation to the Mayor. The Mayor, Fire Chief, member and his/her union representative shall meet within seven (7) days, excluding holidays and weekends, to discuss the evaluation.

### **Section 4.**

New employees shall be furnished with the following items prior to their first shift (see Exhibit C attached hereto). New members will be accompanied by a designated representative to acquire the items listed in the uniforms list not to exceed One Thousand Dollars. New employees however shall be able to reorder clothing, foot wear, brass, or any other item approved by the Chief or Assistant Chief with the remaining balance not to exceed the One Thousand Dollar cap.

### **Section 5.**

City shall provide one (1) Class "A" uniform to each new employee within 30 days following the employee's one year anniversary date. If any member of the bargaining unit leaves for any reason or cause the employee shall return the Class "A" uniform purchased under this agreement. All members of the bargaining unit will be required to repair, clean and maintain the uniform at all times. Repair or replacement of the Class "A" uniform for any reason except damage to the uniform while on duty shall

be at the employee's cost. The Fire Chief of Assistant shall determine if replacement is required if he / she deems necessary.

Section 6.

As it is a requirement of employment for each member of the bargaining unit to become an EMR or EMT, the City of Pryor Creek, at its cost will provide all required re-certification for emergency medical training with the department or at the option of the city, training may be provided by an OSDH approved training facility. The cost of all training, certificates, application fees, etc. for EMR or EMT shall be borne by the City of Pryor Creek.

**ARTICLE 23. EDUCATION INCENTIVE**

THE CITY agrees to award the following incentive payments to employees monthly for acquired college education in lieu of all previously agreed payments:

- (a) College Credit/No Degree - \$3.00 per credit hour per year up to 60 hours of college credit to be paid one (1) time in January.
- (b) Associates Degree – 2% increase over base salary.
- (c) Bachelor’s Degree – 4% over base salary.
- (d) Master’s Degree – 6% increase over salary.

THE CITY will reimburse employees for college tuition for course work related to the employee’s job, at the following rate, up to six (6) hours maximum per semester and/or semester at an accredited college or university, and at a tuition rate commensurate with that of Northeastern Oklahoma State University.

**ARTICLE 24. NEW HIRES/PROBATIONARY FIREFIGHTERS**

Section 1:

New hired employees, regardless of qualifications, shall be subject to a twelve month probationary period after which they will be evaluated on their performance for continued employment. The probationary period may be extended upon the recommendation of the Captain and the approval of the Chief or Assistant Chief.

Section 2:

New hired employees shall acquire EMR and Firefighter 1 certifications before the expiration of their twelve month probationary period.

Section 3:

New hired employees classified as “Probationary Firefighter” that have not acquired an EMR or higher level and/or Firefighter 1 certifications shall be hired in at step 1 pay scale. New hired employees that possess both an EMR or higher and Firefighter 1 certification shall be hired at step 2 pay scale.

Section 4:

New hired employees shall be afforded the opportunity to acquire a minimum of five (5) certifications which qualify for incentives pay within two years from the date of hire.

DRAFT



**THIS AGREEMENT** is executed, on the 15th day of June, 2021, by the City of Pryor Creek and the Union, but shall become effective as of July 1, 2021.

**PASSED AND APPROVED** this 15th day of June, 2021, by the Mayor and Council of the City of Pryor Creek, Oklahoma.

**CITY OF PRYOR CREEK**

By: \_\_\_\_\_  
**Larry Lees, Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**City Attorney**

**PRYOR CREEK FIRE FIGHTERS,  
LOCAL 3567 OF THE INTERNATIONAL ASSOCIATION OF FIRE  
FIGHTERS  
AFL-CIO/CLC**

\_\_\_\_\_  
**President**

**ATTEST:**

\_\_\_\_\_  
**Secretary-Treasurer**

**EXHIBIT A**

**PAY PLAN 2022-2023  
FIRE DEPARTMENT  
CITY OF PRYOR CREEK**

<b>RANGE</b>		<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>
<b>N</b>	<b>FIREFIGHTER</b>	<b>\$37,872</b>	<b>\$43,595</b>	<b>\$46,062</b>	<b>\$51,169</b>
<b>O</b>	<b>FIRE LIEUTENANT</b>	<b>\$38,923</b>	<b>\$44,809</b>	<b>\$47,351</b>	<b>\$52,569</b>
<b>P</b>	<b>FIRE CAPTAIN</b>	<b>\$40,010</b>	<b>\$46,062</b>	<b>\$48,487</b>	<b>\$56,059</b>

**APPROVED BY COUNCIL:**

**APPENDIX B**

**FIRE  
LONGEVITY TABLE**

<b>YEARS OF CONTINUOUS SERVICE</b>	<b>MONTHLY</b>	<b>BI-WEEKLY</b>	<b>YEARLY</b>
5	25.00	11.54	300.00
6	30.00	13.85	360.00
7	35.00	16.15	420.00
8	40.00	18.46	480.00
9	45.00	20.77	540.00
10	100.00	46.15	1200.00
11	110.00	50.77	1320.00
12	120.00	55.38	1440.00
13	130.00	60.00	1560.00
14	140.00	64.62	1680.00
15	150.00	69.23	1800.00
16	160.00	73.85	1920.00
17	170.00	78.46	2040.00
18	180.00	83.08	2160.00
19	190.00	87.69	2280.00
20	200.00	92.31	2400.00
21	210.00	96.92	2520.00
22	220.00	101.54	2640.00
23	230.00	106.15	2760.00
24	240.00	110.77	2880.00
25	250.00	115.38	3000.00
26	260.00	120.00	3120.00
27	270.00	124.62	3240.00
28	280.00	129.23	3360.00
29	290.00	133.85	3480.00
30	300.00	138.46	3600.00

**APPROVED BY COUNCIL:**

**EXHIBIT C**

**CLOTHING AND UNIFORM LIST**

**PROTECTIVE CLOTHING**

Bunker Coat with Suspenders

Bunker Pants

Boots (Leather)

Helmet

Gloves (Firefighting)

Nomex Hood

**UNIFORMS**

2 SST Shirts

2 LST Shirts

1 SS Class A Uniform Shirt

1LS Class A Uniform Shirt

2 Pair Uniform Pants

1 Belt

1 Pair Boots or Uniform Shoes

1 Coat

**APPROVED BY COUNCIL: June 15, 2021**

## AD HOC COMMITTEE INFORMATION

Members: Steve Powell, Arianna Derr, Candi Mendivil, Sheryl Laue

Thanks, Sheryl, for the introduction. I want to thank each member for volunteering your time. This committee serves at the pleasure of the Mayor and we want to discuss and make our UDO the equal opportunity document everyone requested when the UDO committee met with the public. The few items have arisen after the fact and we hope to close some loopholes, and anticipate future issues. – equally. Again thank you and I look forward to meeting August 22, 12:00 pm, City Hall.

### Reason for Committee:

1. The ambiguity in the current UDO regarding “painted Signs on building” enforcement of sign area for advertising both for new and existing Businesses. This issue has allowed the unrestricted proliferation of such signs along our main corridors such as Mill St., Graham Ave. and S. Elliott.
2. The Current sign Ordinance maximum sign area calc. along the Downtown Overlay, C /A/R, and other Commercial zoned properties is much more restrictive than the older ordinance. Therefore, existing signs that change the panels, tenants want to just replace the panel leaving the frames as is. The current criteria makes the replacement panel too large exceeding the frontage allowances for most businesses.
3. Discussion about window advertisements signs, UDO does not address any limitations or considerations toward sign area for these types of signs. Do we want to address or leave as is.
4. Murals, although not Advertising signs as such, these community enhancements can and have taken some interesting turns recently. We would like to implement criteria for review of all wall murals open to public view. Such items as: size, maintenance, theme, and community values should be discussed as a minimum.

- Agenda:
- A. Restatement of Goals and Scope of the Committee
  - B. General Understanding of Current UDO guidelines
  - C. Discuss the various items for consideration
    1. Painted Wall Signs
    2. Sign Area Calculation of maximum area: Methods, Compatibility, existing vs. new, Temporary, retrofit (grandfather), LED, changeable message.
    3. Limitation on window area to be covered, flashing, opaque, painted vs. banner, exterior vs. interior.
    4. Non Advertising Wall Murals, Designated areas, designate theme areas, prepare written criteria, oversight (?), submittal information

5. Consideration of methods for non-compliance of the above items, notification methods and attempts, assessment of fines, liens, removal of offensive or non-compliant items by staff.

D. Draft committee initial options to consider of above discussions for follow up and decisions at next Meeting (August 31)

E. Any committee member open discussion about signs, murals, enforcement, goals, or modifications to our scope

Adjourn

Thank you, Steve Powell

**From:** Laue, Sheryl <[laues@pryorcreek.org](mailto:laues@pryorcreek.org)>

**Sent:** Tuesday, August 9, 2022 8:54 AM

**To:** Ad Hoc New Sign Committee <[ad-hoc-new-sign-committee@pryorcreek.org](mailto:ad-hoc-new-sign-committee@pryorcreek.org)>

**Subject:** Hello

Hello team,

Steve, your new members are in the group for the sign ordinance we had the meeting about yesterday. Arianna Derr (from Mayes County HOPE) from the EDTA and Candi Mendivil (owner of Daydreamer) and a member of Pryor Main Street.

Arianna and Candi, Steve Powell (our City Engineer) is the head of this committee.

This group will be created at the next council meeting August 16 at 6:00pm.

I've created this group email so that we can converse easily.

Our bullet points that we will be looking at in our future meetings are

\*Murals

\*Painted advertising

\*Size correction in CODE

\*Window advertising decals

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, AUGUST 2<sup>ND</sup>, 2022 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 Lees called the meeting to order at 6:00 p.m. The Prayer and Pledge of Allegiance were led by Jon Ketcher. Roll Call was conducted by Deputy Clerk Darla Coats. Council members present included Jon Ketcher, Dennis Nance, Steve Smith, Randy Chitwood, Chris Gonthier, Lori Siever. Members absent: Choya Shropshire.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Fire Chief BK Young, Library Director Cari Rerat and Recreation Center Director Jessica Tiger.

Others present: Police Captain Kevin Tramel, Police Sergeant Dustin Van Horn, Animal Control Officer Becki Sams-Benham, Municipal Utility Board General Manager Jared Crisp, Pryor Area Chamber of Commerce President Barbara Hawkins, Carl Reed and Terry Aylward.

**2. PETITIONS FROM THE AUDIENCE. (LIMITED TO 5 MINUTES, MUST REQUEST IN ADVANCE.)**

Mr. Carl Reed spoke regarding the need for closure of Southeast Third Street from Rowe to Coo-Y-Yah during the monthly Saturday morning Trader's Day events.

Mr. Jared Crisp spoke to dispel the rumors that MUB is getting rich off everyone's utility bills. He explained that the mark-ups are not his doing. Utilities are high everywhere including his own bill.

**3. DEPARTMENT HEAD REPORTS IF NEEDED:**

**a. Building Inspector**

No report.

**b. Emergency Management**

No report.

**c. Fire**

Young stated that he is thankful for the rain. He reported that there have been several grass fires and structure fires. Air conditioning units are getting overheated and starting some fires. He stated that the fire South of town in the Sportsman Acres area required the help of all the surrounding fire departments, as well. He was grateful for all the help.

**d. Golf**

No report.

**e. Library**

Rerat reported that the Summer Reading Program ended well. They had carnival games and book give-aways. She stated that Storytime will resume in September on Wednesdays at 10:30 a.m. Programming is coming back for all ages. She reported that she is currently working on an annual report due to the State.

**f. Parks / Cemetery**

No report.

**g. Police**

Sams-Benham reported that they are hosting a Clear-the-Shelter event. They are dropping adoption fees to half-price through August 31<sup>st</sup>. Nichols had no report.

**h. Recreation Center**

Tiger reported 191 new members in July. She stated that they lost a few members and expect to lose a few more this month, since school will be starting. The Fitness Court project begins tomorrow with the Street Department working on the slab, and the court should be installed next week. MUB has been working on a water leak at the Recreation Center.

**i. Street**

No report.

**4. MAYOR’S REPORT:**

**a. Discussion and possible action regarding the Mayor’s nomination of Evett Barham for the open Ward 3 City Council seat, term ending May 2023.**

Motion was made by Ketcher, second by Nance to approve the Mayor’s nomination of Evett Barham for the open Ward 3 City Council seat, term ending May 2023. Voting yes: Ketcher, Nance, Smith, Chitwood, Gonthier, Siever. Voting no: none.

**b. Discussion and possible action regarding an increase in the water rates inside the Corporate City Limits of Pryor Creek from \$4.69 per 1,000 gallons to \$4.83 per 1,000 gallons, effective as of August 2022 billing.**

Motion was made by Nance, second by Gonthier to approve an increase in the water rates inside the Corporate City Limits of Pryor Creek from \$4.69 per 1,000 gallons to \$4.83 per 1,000 gallons, effective as of August 2022 billing. Crisp spoke regarding the need for the increase. Voting yes: Nance, Smith, Chitwood, Gonthier, Siever, Ketcher. Voting no: none.

**c. Discussion and possible action regarding closing SE 3rd St. from the Sertoma Building to Coo-Y-Yah St. during the First Saturday Trader’s Day, beginning the morning of August 6<sup>th</sup>, 2022 through the remainder of the monthly event season. Recommended times are 7:00 am – 2:00 pm.**

Motion was made by Ketcher, second by Smith to approve closing SE 3rd St. from the Sertoma Building to Coo-Y-Yah St. during the First Saturday Trader’s Day, beginning the morning of August 6<sup>th</sup>, 2022 through the remainder of the monthly event season. Recommended times are 7:00 am – 2:00 pm. Voting yes: Smith, Chitwood, Gonthier, Siever, Ketcher, Nance. Voting no: none.

**5. CITY ATTORNEY’S REPORT:**

**a. Discussion and possible action authorizing City Attorney to enter into discussions with Mayes County Commissioners regarding Mayes County’s possible purchase of City’s interest in City Fire Station No. 2. The property has been appraised by Valbridge Property Advisors for \$90,000. Proceeds of such a sale, if closed, to be deposited into Capital Outlay-Fire Truck Reserve Account #45-455-5412.**

Motion was made by Ketcher, second by Smith to approve authorizing City Attorney to enter into discussions with Mayes County Commissioners regarding Mayes County’s possible purchase of City’s interest in City Fire Station No. 2. The property has been appraised by Valbridge Property Advisors for \$90,000. Proceeds of such a sale, if closed, to be deposited into Capital Outlay-Fire Truck Reserve Account #45-455-5412. Voting yes: Chitwood, Gonthier, Siever, Ketcher, Nance, Smith. Voting no: none.

**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 July 19<sup>th</sup>, 2022 Council meeting.
- b. Approve payroll purchase orders through August 5<sup>th</sup>, 2022.
- c. Approve claims for purchase orders through August 2<sup>nd</sup>, 2022.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2220220266 - 2220220161	106,626.05
STREET & DRAINAGE	911313B - 911318B	7,781.19
GOLF COURSE	2220220187 - 2220220183	16,031.93
CAPITAL OUTLAY	2220220240	1,590.00
REAL PROPERTY ACQUIS. RESERVE	911298B - 2220220251	7,300.00
RECREATION CENTER	2220220176 - 2220220273	27,661.95
PRYOR PUBLIC WORKS AUTHORITY	2220220245	2,400.00
E-911	2220220201	478.98
<b>TOTAL</b>		<b>169,870.10</b>

<u>BLANKETS</u>		
911321B	WALMART COMMUNITY	2,000.00
911322B	LOCKE SUPPLY CO.	500.00
911323B	PRYOR LUMBER	400.00
911324B	MUSKOGEE COMMUNICATION	600.00
911325B	KLA-MART	300.00
911326B	TRACTOR SUPPLY CREDIT	300.00
911327B	AUTOZONE COMMERCIAL	200.00
911328B	O'REILLY AUTOMOTIVE INC.	700.00
911329B	OKLAHOMA PARTS SUPPLY	700.00
911330B	ADVANCE AUTO PARTS	200.00
911331B	LEAF	1,150.00
911332B	VERIZON WIRELESS	3,450.00
911333B	JACKSON TRUCK REPAIR	2,500.00
<b>TOTAL</b>		<b>13,000.00</b>



- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- e. Discussion and possible action regarding an expenditure in the amount of \$13,059.44 to Oklahoma Municipal League for 2022-2023 Annual Service Fees, from General Dues and Subscriptions Account #02-201-5032.
- f. Discussion and possible action regarding allowing wine and beer to be served and consumed outside the Pryor Creek Recreation Center on Saturday, September 10<sup>th</sup>, 2022 per City Code 3-10A-7-I, for the Annual Dam J.A.M.
- g. Discussion and possible action regarding Street Budget, Fund #14, for 2022-2023 fiscal year.
- h. Discussion and possible action regarding Cemetery Care Fund Budget, Fund #19, for 2022-2023 fiscal year.
- i. Discussion and possible action regarding Capital Outlay Budget, Fund #44, for 2022-2023 fiscal year.
- j. Discussion and possible action regarding Real Property Acquisition Reserve Budget, Fund #46, for 2022-2023 fiscal year.
- k. Discussion and possible action regarding Pryor Public Works Authority Budget, Fund #88, for 2022-2023 fiscal year.
- l. Discussion and possible action regarding E-911 Budget, Fund #91, for 2022-2023 fiscal year.
- m. Discussion and possible action regarding Economic Development Trust Authority Budget, Fund #98, for 2022-2023 fiscal year.
- n. Discussion and possible action regarding updated Golf Course Budget, Fund #41, for 2022-2023 fiscal year, pursuant to OMAG property insurance addition to line item #41-415-5044.
- o. Discussion and possible action regarding updated Recreation Budget, Fund #84, for 2022-2023 fiscal year, pursuant to OMAG property insurance addition to line item #84-845-5044.
- p. Discussion and possible action regarding the contract between Pryor Public Schools and the Pryor Creek Recreation Center, pending Recreation Board approval on August 1<sup>st</sup>, 2022.
- q. Discussion and possible action regarding the contract between KUK SOOL WON and the Pryor Creek Recreation Center, pending Recreation Board approval on August 1<sup>st</sup>, 2022.
- r. Discussion and possible action regarding the contract between Enchanted Tide Mermaids and the Pryor Creek Recreation Center, pending Recreation Board approval on August 1<sup>st</sup>, 2022.
- s. Discussion and possible action authorizing the City of Pryor Creek Street Department to pour the concrete slab/sidewalk for the outdoor fitness court for the Pryor Creek Recreation Center at an estimated cost of \$6,100.00 from Capital Outlay Equipment Account #84-845-5410, pending Recreation Board approval on August 1<sup>st</sup>, 2022.
- t. Discussion and possible action regarding hiring Engineered Installation Solutions to complete the installment of the National Fitness Campaign Outdoor Fitness Court at a fee of \$25,000.00 from Capital Outlay Equipment Account #84-845-5410, pending Recreation Board approval on August 1<sup>st</sup>, 2022. No other contractors have been contacted regarding a request for proposal as EIS is the recommended nationwide contractor for NFC.
- u. Discussion and possible action on the expenditure of \$3,395.00 to Leads Online for the annual renewal for the investigative software, from Police Technology Account #02-215-5260, pending approval of the 2022-2023 budget.
- v. Discussion and possible action regarding the purchase of 40,000 rounds of Winchester 9mm ammunition for the Pryor Creek Police Department from Precision Delta Corporation at State Contract (#SW0220) price of \$8,172.00 to be paid from Police Ammo Account #02-215-5062, pending approval of the 2022-2023 budget.
- w. Discussion and possible action authorizing Matthew's Ford of Pryor to replace the transfer case in Pryor Creek Police Department Unit #10 (2014 Ford Explorer; VIN: 7332) at the cost of \$2,700.00 to be paid out of the Police Vehicle Maintenance Account #02-215-5092, pending approval of the 2022-2023 budget. Other quotes received: Pryor Chevy - \$3,072.28; Barker Transmission and Auto Repair - \$3,117.92; Patriot Dodge of Pryor - \$3,329.85.
- x. Discussion and possible action regarding the purchase of twelve (12) Mossberg 590A1 shotguns for the Pryor Creek Police Department from GT Distributors, Inc. at State Contract (#SW220-6267) price of \$7,350.72 from Police Capital Outlay Account #44-445-5424, pending approval of the 2022-2023 budget.
- y. Discussion and possible action regarding an emergency expenditure in the amount of \$4,876.35 to Yellowhouse Machinery Co. (PowerPlan) for the repair of the cemetery John Deere 310SG Backhoe from Cemetery Repair & Maintenance Account #02-223-5091.

Motion was made by Chitwood, second by Smith to approve items a – y, less items a, g, i, m, n, o, r, t and x. Voting yes: Gonthier, Siever, Ketcher, Nance, Smith, Chitwood. Voting no: none.

**a. Approve minutes of the July 19<sup>th</sup>, 2022 Council meeting.**

Motion was made by Smith, second by Chitwood to approve minutes of the July 19<sup>th</sup>, 2022 Council meeting. Voting yes: Siever, Ketcher, Nance, Smith, Chitwood, Gonthier. Voting no: none.

**g. Discussion and possible action regarding Street Budget, Fund #14, for 2022-2023 fiscal year.**

Motion was made by Chitwood, second by Smith to approve Street Budget, Fund #14, for 2022-2023 fiscal year. Voting yes: Ketcher, Nance, Smith, Chitwood, Gonthier, Siever. Voting no: none.

**i. Discussion and possible action regarding Capital Outlay Budget, Fund #44, for 2022-2023 fiscal year.**

Motion was made by Chitwood, second by Smith to approve Capital Outlay Budget, Fund #44, for 2022-2023 fiscal year. Voting yes: Nance, Smith, Chitwood, Siever, Ketcher. Voting no: Gonthier.

**m. Discussion and possible action regarding Economic Development Trust Authority Budget, Fund #98, for 2022-2023 fiscal year.**

Motion was made by Chitwood, second by Smith to approve Economic Development Trust Authority Budget, Fund #98, for 2022-2023 fiscal year. Voting yes: Smith, Chitwood, Gonthier, Siever, Ketcher, Nance. Voting no: none.

**n. Discussion and possible action regarding updated Golf Course Budget, Fund #41, for 2022-2023 fiscal year, pursuant to OMAG property insurance addition to line item #41-415-5044.**

Motion was made by Chitwood, second by Smith to approve updated Golf Course Budget, Fund #41, for 2022-2023 fiscal year, pursuant to OMAG property insurance addition to line item #41-415-5044. Chitwood and Smith then amended their motion and second to include the new budget amount of \$678,983.03. Voting yes: Chitwood, Gonthier, Siever, Ketcher, Nance, Smith. Voting no: none.

**o. Discussion and possible action regarding updated Recreation Budget, Fund #84, for 2022-2023 fiscal year, pursuant to OMAG property insurance addition to line item #84-845-5044.**

Motion was made by Smith, second by Chitwood to approve updated Recreation Budget, Fund #84, for 2022-2023 fiscal year, pursuant to OMAG property insurance addition to line item #84-845-5044. Smith and Chitwood then amended their motion and second to include the new budget amount of \$1,621,996.33. Voting yes: Gonthier, Siever, Ketcher, Nance, Smith, Chitwood. Voting no: none.

**r. Discussion and possible action regarding the contract between Enchanted Tide Mermaids and the Pryor Creek Recreation Center, pending Recreation Board approval on August 1<sup>st</sup>, 2022.**

Motion was made by Chitwood, second by Smith to approve the contract between Enchanted Tide Mermaids and the Pryor Creek Recreation Center, pending Recreation Board approval on August 1<sup>st</sup>, 2022. Voting yes: Siever, Ketcher, Nance, Smith, Chitwood, Gonthier. Voting no: none.

**t. Discussion and possible action regarding hiring Engineered Installation Solutions to complete the installment of the National Fitness Campaign Outdoor Fitness Court at a fee of \$25,000.00 from Capital Outlay Equipment Account #84-845-5410, pending Recreation Board approval on August 1<sup>st</sup>, 2022. No other contractors have been contacted regarding a request for proposal as EIS is the recommended nationwide contractor for NFC.**

Motion was made by Chitwood, second by Smith to approve hiring Engineered Installation Solutions to complete the installment of the National Fitness Campaign Outdoor Fitness Court at a fee of \$25,000.00 from Capital Outlay Equipment Account #84-845-5410, pending Recreation Board approval on August 1<sup>st</sup>, 2022. No other contractors have been contacted regarding a request for proposal as EIS is the recommended nationwide contractor for NFC. Gonthier questioned the requirement for seeking three bids. Tiger explained that, due to the expertise EIS has, it is best to have them install the court. If it is done incorrectly and problems arise, that will fall on us. Voting yes: Ketcher, Nance, Smith, Chitwood, Gonthier, Siever. Voting no: none.

**x. Discussion and possible action regarding the purchase of twelve (12) Mossberg 590A1 shotguns for the Pryor Creek Police Department from GT Distributors, Inc. at State Contract (#SW220-6267) price of \$7,350.72 from Police Capital Outlay Account #44-445-5424, pending approval of the 2022-2023 budget.**

Motion was made by Chitwood, second by Siever to approve the purchase of twelve (12) Mossberg 590A1 shotguns for the Pryor Creek Police Department from GT Distributors, Inc. at State Contract (#SW220-6267) price of \$7,350.72 from Police Capital Outlay Account #44-445-5424, pending approval of the 2022-2023 budget. Voting yes: Nance, Smith, Chitwood, Gonthier, Siever, Ketcher. Voting no: none.

**7. COMMITTEE REPORTS:**

**a. Budget and Personnel**

Budget and Personnel Committee will meet August 9<sup>th</sup>, 2022.

**b. Ordinance and Insurance (Shropshire)**

No date has been set for a meeting.

**c. Street (Smith)**

Smith had no report.

**8. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business.

**9. ADJOURN.**

Motion was made by Ketcher, second by Smith to adjourn. Voting yes: Smith, Chitwood, Gonthier, Siever, Ketcher, Nance. Voting no: none.

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 7:30 p.m.

**2. APPROVE MINUTES OF JULY 19<sup>TH</sup>, 2022 MEETING.**

Motion was made by Smith, second by Gonthier to approve minutes of July 19<sup>th</sup>, 2022 meeting. Voting yes: Chitwood, Gonthier, Siever, Ketcher, Nance, Smith. Voting no: none.

**3. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business.

**4. ADJOURN.**

Motion was made by Ketcher, second by Gonthier to adjourn. Voting yes: Ketcher, Nance, Smith, Chitwood, Gonthier, Siever. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN LARRY LEES

\_\_\_\_\_

MINUTES WRITTEN BY DEPUTY CLERK DARLA COATS

\_\_\_\_\_

August 3, 2022

Larry Lees, Mayor  
City of Pryor Creek  
PO Box 1167  
Pryor Creek, Oklahoma 74362

**SUBJECT:** Closure of SH-20 (East Graham Avenue) from Adair Street to Vann Street for the Fall Festival, Mayes County

Mayor Lees:

I am writing you regarding your recent correspondence about closing and detouring traffic through and around the City of Pryor Creek as portions of SH-20 (E. Graham Ave.) will be closed on Thursday, September 15, 2022, from about 3:00 p.m. to about 9:30 p.m. for the Fall Festival.

These events bring with them additional risks associated with the detour of existing and emergency traffic as well as to the participants involved with or attending the event. As such, the Oklahoma Department of Transportation does not endorse, imply participation, recommend, or authorize such closures.

However, the Department recognizes the importance of city sponsored special events that are valuable to the entire community and recognizes that cities and towns have the authority via §47-1148 to proceed without specific ODOT approval when the events are undertaken under the direct authority of the city.

If the City of Pryor Creek chooses to proceed with the closure, the city will assume all responsibilities for the traffic control to be installed according to the Manual on Uniform Traffic Control Devices (MUTCD), a detour that is feasible for both passenger and commercial truck traffic, the effect on emergency responses and all other associated liabilities.

Sincerely,



Kristine R. Reed, P.E.  
District Traffic Engineer

xc: Travis Smith      ODOT Mayes County Supervisor  
File



## City of Pryor Creek

12 North Rowe - PO Box 1167  
Pryor Creek, Ok 74362  
Tel 918-825-0888 Fax 918-825-6577  
www.pryorok.org

August 2, 2022

ODOT Division 8  
4002 North Mingo Valley Expressway  
Tulsa, OK 74116

### **RE: Highway Closure Request**

Pryor Main Street will host a Fall Festival on Thursday, September 15<sup>th</sup>, 2022 from 3:00 p.m. until 9:30 p.m. The City of Pryor Creek requests to close the highway for this event. Details are as follow:

- Highway 20/East Graham Avenue
- East from Adair Street to Vann Street
- September 15<sup>th</sup>, 2022
- Close street to all traffic after 3:00 p.m. No parking, other than involved vehicles. 3:00 p.m. - Close Graham Avenue, from Adair Street to Vann Street, to all traffic. 3:00 p.m. – 9:30 p.m. – Event. 9:30 p.m. - Remove street barricades to reopen Graham Avenue and all secondary streets that have been closed to vehicle traffic. If the event ends earlier, all will be reopened at an earlier time.
- Detour route will be established by City officials and be manned and/or signed in accordance with the latest edition (2009) of the Manual on Uniform Traffic Control Devices (MUTCD)
- The City will hold the Oklahoma Department of Transportation, their officers, agents and employees harmless and shall be released and discharged from all claims, demand and causes of action of every kind whatsoever for any damage and/or injury that may result from the detouring of traffic from the state highway system.

Sincerely,

**Larry Lees,**  
Mayor



## Darla Coats

**From:** Bryan Miles <Bryan.Miles@cmswillowbrook.com>  
**Sent:** Tuesday, May 24, 2022 5:08 PM  
**To:** leesl@pryorcreek.org  
**Cc:** Gary Rosebrough  
**Subject:** Pryor City Hall Renovation  
**Attachments:** Floor Plan.pdf

Good afternoon Mayor!

I looked at the renovation project at City Hall with Gary last week, attached is a rough floor plan we put together. Here is an anticipated budget for the project:

### Pryor City Hall - Office Renovation

	Qty.	Unit	Unit Cost	Total
Demo (Punch Openings)	5	Each	\$ 90.00	\$ 450.00
Framing/Drywall	249	SF	\$ 11.00	\$ 2,739.00
Finish/Paint	497	SF	\$ 4.00	\$ 1,988.00
Relocate Door	1	Each	\$ 400.00	\$ 400.00
HM Frame w/ Lites	1	Each	\$ 900.00	\$ 900.00
HM Frame	3	Each	\$ 500.00	\$ 1,500.00
Glass Door	1	Each	\$ 700.00	\$ 700.00
Wood Door	3	Each	\$ 500.00	\$ 1,500.00
Hardware Sets	4	Each	\$ 850.00	\$ 3,400.00
Door/Hardware Install	5	Each	\$ 180.00	\$ 900.00
HVAC	1	LS	\$ 1,500.00	\$ 1,500.00
Electrical	1	LS	\$ 3,500.00	\$ 3,500.00
Fire Alarm Devices	3	Each	\$ 300.00	\$ 900.00
Carpet	555	SF	\$ 5.50	\$ 3,052.50
<b>Subtotal</b>				<b>\$ 23,429.50</b>
Insurance	3%			\$ 703.00
Contingency	8%			\$ 1,931.00
Fee	6%			\$ 1,564.00
<b>Total</b>				<b>\$ 27,628.00</b>

\* Assumes current HVAC system can accommodate one (1) additional drop

\* Assumes existing electrical panel can accommodate new switches/outlets

\* Assumes existing fire alarm panel can accommodate three(3) new devices

\* New fire alarm devices could be deleted if approved by fire marshal

\* New walls will go to ceiling in lieu of deck

\* Room 1 to remain VCT, new carpet/base in rooms 2, 3, and 4

If you need anything more formal we're happy to provide it if this won't suffice. Please let me know if you have any questions or need anything further.

Thank you!

**Bryan Miles** | Director of Operations - Tulsa

1637 S Boston Ave | Tulsa | OK | 74119

T: 918.252.0585 | M: 918.606.3330

[bryan.miles@cmswillowbrook.com](mailto:bryan.miles@cmswillowbrook.com)

[www.cmswillowbrook.com](http://www.cmswillowbrook.com)



CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>GENERAL GOVERNMENT</b>					
02-201-5023	GEN HEALTH INSURANCE - COBRA	\$1,000.00	\$1,000.00		
02-201-5031	GENSUPPLIES - JANITORIAL	\$9,000.00	\$9,000.00		
02-201-5032	GEN DUES AND SUBSCRIPTIONS	\$15,000.00	\$21,000.00		Tulsa Regional Chamber \$6K, OML \$15K
02-201-5041	GEN UNALLOCATED RES & EXCESS	\$1,279,534.18	\$321,346.93		
02-201-5042	GEN INSUR- GENERAL LIABILITY		\$71,278.00		
02-201-5043	GEN INSURANCE- FLEET	\$23,873.00	\$26,737.00		
02-201-5044	INSURANCE - FIRE				included in 5045
02-201-5045	GEN INSURANCE - PROPERTY	\$50,684.00	\$61,055.00		OMAG
02-000-2055	FLEXIBLE SPENDING ACCOUNT	\$21,500.00	\$30,400.00		
02-201-5051	GEN UTILITIES	\$31,000.00	\$33,000.00		
02-201-5061	GEN TELEPHONE	\$10,000.00	\$10,000.00		
02-201-5072	GEN OUTSIDE SERV -AUDITOR	\$15,000.00	\$15,000.00		
02-201-5073	GEN OUTSIDE SERV-ACCOUNTING	\$27,000.00	\$27,000.00		
02-201-5074	CITY BEAUTIFICATION & CLEANUP	\$20,000.00	\$10,000.00		
02-201-5075	GEN OUTSIDE SERVICES - other	\$78,000.00	\$169,000.00		Paddock Enterprises, Inc.Retail Attractions/FIT/ISG
02-201-5076	CONTRACT NEGOTIATIONS				
02-201-5091	GEN REPAIR & MAINTENANCE	\$200,000.00	\$100,000.00		City Hall Addition/Kitchen Graham Comm. Bldg./Restore Exterior Chamber bldg
02-201-5092	GEN JANITORIAL CONTRACT				
02-201-5102	FUEL (CITY-COUNTY BLDG TANK)	\$3,000.00	\$5,000.00		
02-201-5111	GEN EDUCATION EXPENSE	\$5,000.00	\$1,000.00		
02-201-5251	RETIREMENT PLAN ADMIN.	\$4,240.00	\$5,240.00	\$1,310.00 quarterly	Beasley & Co. TPA
02-201-5260	GEN SOFTWARE	\$75,000.00	\$75,000.00		
02-201-5265	CITY HOLIDAY DISPLAY	\$5,000.00	\$7,000.00		
02-201-5270	RECODIFICATION	\$4,000.00	\$1,000.00		
02-201-5280	E-911 EXPENSES	\$11,000.00	\$9,000.00		
02-201-5311	ELECTION EXPENSE	\$4,000.00	\$2,000.00		
02-201-5312	LEGAL PUBLICATION	\$7,000.00	\$3,500.00		
02-201-5321	RENT				



CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
02-201-5330	HR AUDIT				
02-201-5331	SAFETY PROGRAM	\$3,500.00	\$2,000.00		
02-201-5332	SAFETY AWARDS - RECOGNITION				
02-201-5333	CHRISTMAS EMPLOYEE APPRECIATION	\$5,375.00	\$5,600.00		\$50 X 108 full-time employees + 8 part-time employees
02-201-5334	PRYOR MAIN STREET	\$20,000.00	\$20,000.00		
02-201-5335	PERSONNEL MANUAL UPDATE-CONSLU				
02-201-5337	PELIVAN	\$25,000.00	\$25,000.00		
02-201-5340	SENIOR CITIZENS NUTRITION - C.A.R.D.	\$5,000.00	\$5,000.00		
02-201-5341	General office supplies, misc.	\$5,000.00	\$5,000.00		
02-201-5344	YOUTH PROGRAM	\$1,000.00	\$1,000.00		
02-201-5345	SENIOR CITIZENS PROGRAM - SERTOMA	\$5,000.00	\$22,000.00		
02-201-5346	VETERAN'S PROGRAM / american legion	\$1,000.00	\$1,000.00		
02-201-5347	DAV	\$1,000.00	\$1,000.00		
02-201-5350	CREDIT CARD & RELATED EXPENSES	\$6,000.00	\$6,000.00		
02-201-5349	ART GALLERY PROGRAMS	\$5,000.00	\$5,000.00		
02-201-5411	CAPITAL OUTLAY*				
02-201-5582	STATE PERMIT FEE				
	CAPITAL OUTLAY*				
	PLAN REVIEW - COMMUNITY DEVLOP*				
	<b>GENERAL GOVERNMENT Totals:</b>	<b>\$1,982,706.18</b>	<b>\$1,113,156.93</b>		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>COMMUNITY DEVELOPMENT (CD)</b>					
02-203-5011	BULDING INSPECTOR SALARY	\$66,527.95	\$73,402.16		4% COLA
02-203-5012	LONGEVITY				
02-203-5013	OVERTIME				
02-203-5014*	COMMUNITY DEV. COORD. SALARY	\$0.00	\$67,743.85		Q/1 \$67,743.85 w/bachelor's degree - new position
**	(CITY PLANNING) CLERK		\$36,400.00		new position
02-203-5015*	ASSISTANT BUILDING INSPECTOR	\$12,000.00	\$30,000.00		contract employee
02-203-5016	CD SICK TIME BUY BACK				
02-023-5017	ABATEMENT HEARING OFFICER EXPENSE	\$600.00	\$600.00		
02-203-5021	CD FICA	\$10,118.39	\$13,628.17		
02-203-5022	CD RETIREMENT AND PENSION	\$11,849.99	\$15,979.14		
02-203-5023	CD HEALTH INSURANCE	\$25,056.36	\$42,595.56		
02-203-5024	CD UNEMPLOYMENT TAX	\$480.00	\$744.00		
02-203-5025	CD WORKERS COMP INSURANCE	\$5,141.67	\$5,141.67		
	<b>SALARY/BENEFITS SUB TOTAL</b>	<b>\$131,774.36</b>	<b>\$286,234.55</b>		
02-203-5026	CD CLOTHING ALLOWANCE	\$1,000.00	\$1,000.00		
02-203-5031	CD SUPPLIES - OFFICE	\$1,000.00	\$1,000.00		
02-203-5032	CD SUPPLIES GENERAL	\$2,500.00	\$2,500.00		
02-203-5061	CD TELEPHONE	\$500.00	\$900.00		
02-203-5062	CD COMMUNICATION				
02-203-5091	CD REPAIR & MAINTENANCE	\$500.00	\$1,000.00		
02-203-5102	CD GAS AND OIL	\$1,000.00	\$1,200.00		
02-203-5111	CD EDUCATION EXPENSE	\$1,500.00	\$1,500.00		
02-203-5222	EDTA	\$50,000.00	\$50,000.00		
**	COMPUTER & SOFTWARE SUPPORT		\$9,000.00		update
02-203-5344	CD NUISANCE CLEAN UP				
02-203-5413	CD CAP OUTLAY-SM PURCHASES	\$1,000.00			

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
	<b>COMMUNITY DEVELOPMENT TOTAL</b>	\$190,774.36	\$354,334.55		
<b>PLANNING &amp; ZONING / COMMUNITY DEVELOPMENT</b>					
02-205-5011	P & Z SALARIES				
02-205-5012	P& Z SALARIES CLERICAL				
02-205-5018	P & Z INSURANCE				
02-205-5021	P & Z FICA				
02-205-5024	P & Z EMPLOYMENT TAX				
02-205-5025	P & Z WORKERS COMP INSURANCE				
	<b>SUB TOTAL</b>				
02-205-5032	P & Z SUPPLIES - GENERAL	\$1,000.00	\$2,500.00		
02-205-5061	P & Z TELEPHONE				
02-205-5075	P & Z OUTSIDE SERV - CONSULTANT				
02-205-5077	P & Z MISCELLANEOUS MAPPING	\$5,000.00	\$5,000.00		
02-205-5079	P & Z COMPREHENSIVE PLN UPDATE				
02-205-5091	P & Z REPAIR & MAINT - PARTS				
02-205-5111	P & Z EDUCATION EXPENSE				
02-205-5101	P & Z TRAVEL				
02-205-5313	P & Z PERIODICALS & PUB	\$2,000.00	\$2,000.00		
	<b>PLANNING &amp; ZONING TOTAL</b>	<b>\$8,000.00</b>	<b>\$9,500.00</b>		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>MANAGERIAL /MAYOR</b>					
02-207-5011	MANAGERIAL SALARIES				4% COLA
02-207-5012	MANAGERIAL SALARIES CLERICAL	\$39,206.99	\$48,048.00		
02-207-5013	MANAGERIAL SALARIES OVERTIME				
02-207-5014	MANAGERIAL LONGEVITY	\$360.00	\$420.00		
02-207-5015	MANAGERIAL SALARIES- MAYOR	\$87,523.22	\$91,023.92		
02-207-5016	MANAGERIAL SALARIES- COUNCIL	\$29,000.00	\$24,000.00		
02-207-5017	MANAGERIAL COMMITTEE MEETINGS				
02-207-5019	MANAGERIAL SALARIES JANITORIAL				
02-207-5021	MANAGERIAL FICA	\$11,558.40	\$12,507.13		
02-207-5022	MANAGERIAL RETIRE AND PENSION	\$13,598.12	\$14,714.27		
02-207-5023	MANAGERIAL HEALTH INSURANCE	\$32,167.86	\$31,820.82		
02-207-5024	MANAGERIAL EMPLOYMENT TAX	\$240.00	\$248.00		
02-207-5025	MANAG WORKERS COMP INSURANCE	\$4,655.02	\$4,655.02		
	<b>SALARIES &amp; BENEFITS SUB TOTAL</b>	<b>\$218,309.61</b>	<b>\$227,437.16</b>		
02-207-5031	MANAGERIAL SUPPLIES - OFFICE	\$500.00	\$500.00		
02-207-5032	MANAGERIAL SUPPLIES -GENERAL				
02-207-5045	MANAGERIAL WORKERS COMP				
02-207-5061	MANAGERIAL TELEPHONE	\$500.00	\$500.00		
02-207-5091	MANAG REPAIR & MAINT - PARTS	\$750.00	\$750.00		
02-207-5101	MANAGERIAL TRAVEL EXPENSE	\$6,000.00	\$6,000.00		
02-207-5111	MANAGERIAL EDUCATION EXPENSE	\$3,500.00	\$3,500.00		
02-207-5112	MANAGERIAL NUISANCE CLEAN-UP				
02-207-5113	MANAGERIAL CLOTHING				
02-207-5114	MANAGERIAL GAS/OIL				
02-207-5115	MANAGERIAL CEM POSTAGE				
02-207-5116	MANAGERIAL VOLUNTEER-CEM				
02-207-5341	MANAGERIAL MISCELLANEOUS	\$500.00	\$1,000.00		
02-207-5411	MANAGERIAL CAPITAL OUTLAY				

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
CITY OF PRYOR BUDGET					
02-207-5413	MANG CAPITAL OUTLAY-SM PURCH				
	<b>MANAGERIAL TOTAL</b>	<b>\$230,059.61</b>	<b>\$239,687.16</b>		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>CLERICAL/ACCOUNTING</b>					
02-209-5011	CLERK SALARIES	\$220,151.33	\$246,788.48		4% COLA
02-209-5012	CLERK LONGEVITY	\$2,700.00	\$3,420.00		
02-209-5013	CLERK SALARIES CLERK - OT				
02-209-5014	CLERK TEMPORARY SERVICES				
02-209-5016	CLERK SICK TIME BUY BACK				
02-209-5021	CLERK FICA	\$17,048.13	\$19,140.95		
02-209-5022	CLERK RETIREMENT AND PENSION	\$18,089.90	\$22,518.76		
02-209-5023	CLERK HEALTH INSURANCE	\$43,463.25	\$44,579.94		
02-209-5024	CLERK EMPLOYMENT TAX	\$938.52	\$992.00		
02-209-5025	CLERK WORKERS COMP INSURANCE	\$705.46	\$705.46		
	<b>SALARIES/BENEFITS SUB TOTAL</b>	<b>\$303,096.59</b>	<b>\$338,145.59</b>		
02-209-5031	CLERK SUPPLIES - OFFICE	\$11,400.00	\$11,400.00		
02-209-5032	CLERK SUPPLIES - GENERAL	\$3,500.00	\$3,500.00		
02-209-5033	CLERKSUPPLIES - CAPITAL OUTLAY				
02-209-5061	CLERK TELEPHONE	\$2,500.00	\$2,500.00		
02-209-5091	CLERK REPAIR & MAINT				
02-209-5092	CLERK REPAIR & MAINT - SERVICE				
02-209-5101	CLERK PERSONAL AUTO USE REIMB.	\$250.00	\$250.00		
02-209-5111	CLERK EDUCATION EXPENSE	\$3,500.00	\$3,500.00		
02-209-5112	CLERK CLOTHING ALLOWANCE				
02-209-5341	CLERK MISCELLANEOUS				
02-209-5342	CLERK POSTAGE	\$4,000.00	\$4,000.00		
02-209-5411	CLERK CAPITAL OUTLAY				
02-209-5413	CLERK CAPITAL OUTLAY-SM PURCH				
	<b>CLERICAL ACCOUNTING TOTAL</b>	<b>\$328,246.59</b>	<b>\$363,295.59</b>		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>CITY ATTORNEY</b>					
02-211-5011	ATTORNEY SALARIES	\$ 63,000.00	\$ 63,000.00		Reflects \$150/hr x 420 hours
02-211-5021	ATTORNEY FICA	\$ 4,820.00	\$ 4,820.00		
02-211-5024	ATTORNEY EMPLOYMENT TAX	\$ 240.00	\$ 248.00		
02-211-5025	ATTORNEY WORKERS COMP	\$ 279.21	\$ 279.21		
	<b>SALARY/BENEFITS SUB TOTAL</b>	<b>\$ 68,339.21</b>	<b>\$68,347.21</b>		
02-211-5071	ATTORNEY OUTSIDE SERVICES	\$ 2,500.00	\$ 3,000.00		
02-211-5101	TRAVEL EXPENSE	\$ 500.00	\$ 500.00		
02-211-5111	EDUCATION EXPENSE	\$ 500.00	\$ 500.00		
02-211-5341	ATTORNEY MISC LEGAL EXPENSES	\$ 2,500.00	\$ 2,500.00		
02-211-5342	ATTORNEY - ASSISTANT CITY				
	<b>CITY ATTORNEY TOTAL</b>	<b>\$74,339.21</b>	<b>\$74,847.21</b>		
<b>CITY TREASURER</b>					
02-213-5011	TREASURER SALARIES	\$22,145.00	\$23,030.80		4% COLA
02-213-5021	TREASURER FICA	\$1,694.09	\$1,761.86		
02-213-5023	TREASURER HEALTH INSURANCE				
02-213-5024	TREASURER EMPLOYMENT TAX				
02-213-5025	TREASURER WORKERS COMP INSUR		\$45.00		paid out of managerial
	<b>SALARY/BENEFITS SUB TOTAL</b>	<b>\$23,839.09</b>	<b>\$24,837.66</b>		
02-213-5031	TREASURER SUPPLIES - OFFICE	\$ 100.00	\$ 100.00		
02-213-5032	TREASURER BONDING	\$ 1,000.00	\$ 1,000.00		
02-213-5101	TREASURER TRAVEL EXPENSE	\$ 100.00	\$ 100.00		
02-213-5111	TREASURER EDUCATION EXPENSE	\$ 300.00	\$ 300.00		
02-213-5341	TREASURER MISCELLANEOUS				
02-213-5411	TREASURER CAPITAL OUTLAY				
	<b>CITY TREASURER TOTAL</b>	<b>\$25,339.09</b>	<b>\$26,337.66</b>		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>POLICE</b>					
02-215-5010	POLICE RESERVES				
02-215-5011	POLICE SALARIES	\$2,053,741.48	\$2,364,589.81		4% COLA; Add 3 by '23
02-215-5012	POLICE LONGEVITY	\$25,740.00	\$25,800.00		
02-215-5013	POLICE OVERTIME	\$30,000.00	\$27,000.00		
02-215-5016	POLICE SICKLEAVE BUYBACK				
02-215-5020	POLICE PHYSICAL FITNESS PROGRAM				
02-215-5021	POLICE FICA	\$160,264.35	\$184,159.20		
02-215-5022	POLICE CITY RETIREMENT	\$33,830.74	\$33,992.24		
02-215-5023	POLICE HEALTH INSURANCE	\$571,512.62	\$625,102.73		
02-215-5024	POLICE EMPLOYMENT TAX	\$9,360.00	\$10,168.00		
02-215-5025	POLICE DEPT WORKER'S COMP	\$125,092.47	\$125,092.47		
02-215-5026	POLICE PENSION	\$221,465.62	\$261,650.78		
02-215-5027	POLICE WORKERS COMP INSURANCE				
	<b>SALARIES/BENEFITS SUB TOTAL</b>	<b>\$3,231,007.28</b>	<b>\$3,657,555.23</b>		
02-215-5028	POLICE CLOTHING ALLOWANCE	\$1,550.00	\$1,550.00		
02-215-5029	POLICE DEPT INNOCULATIONS	\$3,600.00			
02-215-5032	POLICE SUPPLIES - GENERAL	\$12,000.00	\$12,000.00		
02-215-5033	POLICE UNIFORM - EQUIPMENT	\$21,000.00	\$20,700.00		total for 32 officers + Chief & Assist.
02-215-5034	POLICE NEW HIRE	\$20,000.00	\$25,000.00		
02-215-5051	POLICE UTILITIES	\$18,000.00	\$18,000.00		
02-215-5061	POLICE TELEPHONE	\$22,000.00	\$26,000.00		
02-215-5062	POLICE DUTY AMO & TRAINING	\$9,000.00	\$9,000.00		
02-215-5076	POLICE OUTSIDE SERV - AUXILIARY	\$1,500.00	\$1,500.00		
02-215-5091	POLICE REPAIR & MAINTENANCE	\$43,000.00	\$43,000.00		
02-215-5092	POLICE REPAIR & MAINT-VEHICLES	\$55,000.00	\$75,000.00		
02-215-5102	POLICE GAS & OIL	\$75,000.00	\$95,000.00		
02-215-5111	POLICE FIREARMS TRAINING	\$12,000.00	\$12,000.00		
02-215-5112	POLICE TRAINING-EDUCATION	\$12,000.00	\$20,000.00		



CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
02-215-5114	POLICE GRIEVANCE LEGAL FEE				
02-215-5260	POLICE - TECHNOLOGY	\$43,000.00	\$93,875.00		
02-215-5321	POL O.L.E.T.S. TERMINAL FEES	\$8,500.00	\$8,500.00		
02-215-5322	POLICE PROP RENTAL AND INSUR	\$600.00	\$600.00		
02-215-5332	POLICE CLOTHING & EQUIP. ALLOW				
02-215-5333	POLICE JAIL OPERATIONS	\$30,000.00	\$15,000.00		
02-215-5334	POLICE ANIMAL SHELTER EXPENSE				
02-215-5335	POLICE ADOPTION OPERATIONS				
02-215-5336	POLICE LAW EN FOR TV NETWORK				
02-215-5341	POLICE MISCELLANEOUS	\$750.00	\$750.00		
02-215-5342	POLICE POSTAGE	\$300.00	\$300.00		
02-215-5343	POLICE MAYES CO PRISONER FEE	\$0.00			
02-215-5344	POLICE INVESTIGATIONS	\$1,500.00	\$1,500.00		
02-215-5345	POLICE EMPLOYEE TESTING	\$6,500.00	\$6,500.00		
02-215-5411	POLICE CAPITAL OUTLAY				
02-215-5413	POLICE CAPITAL OUTLAY-SM PURCH				
02-215-5419	POLICE - TECHNOLOGY	\$43,000.00			
	<b>TOTAL</b>	<b>\$3,670,807.28</b>	<b>\$4,143,330.23</b>		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
02-216-5011	ANIMAL SHELTER SALARIES	\$106,230.08	\$131,208.00		4% COLA
02-216-5012	ANIMAL SHELTER LONGEVITY	\$780.00	\$900.00		
02-216-5013	ANIMAL SHELTER OVERTIME	\$6,000.00	\$6,000.00		
02-216-5016	TEMPORARY	\$24,000.00	\$24,000.00		
02-216-5021	ANIMAL SHELTER FICA	\$8,186.27	\$10,106.26		
02-216-5022	ANIMAL SHELTER RETIREMENT AND	\$9,630.91	\$11,889.72		
02-216-5023	ANIMAL SHELTER HEALTH INSURANCE	\$34,062.63	\$38,185.37		
02-216-5024	ANIMAL SHELTER EMPLOYMENT TAX	\$720.00	\$744.00		
02-216-5025	ANIMAL SHELTER WORK COMP	\$7,438.97	\$7,438.97		
	<b>SALARIES/BENEFITS SUB TOTAL</b>	<b>\$197,048.86</b>	<b>\$230,472.32</b>		
02-216-5032	ANIMAL SHELTER SUPPLIES - GENERAL	\$48,000.00	\$48,000.00		
02-216-5033	ANIMAL SHELTER - ANIMAL CARE	\$1,000.00	\$1,000.00		
02-216-5051	ANIMAL SHELTER UTILITIES	\$8,000.00	\$8,000.00		
02-216-5061	ANIMAL SHELTER TELEPHONE	\$1,600.00	\$1,600.00		
02-216-5035	ANIMAL SHELTER PET STORE FEES				
02-216-5091	ANIMAL SHELTER RPR&MNTNCE	\$7,000.00	\$7,000.00		
02-216-5335	ANIMAL SHELTER ADOPTION OPER	\$250.00	\$250.00		
02-216-5411	ANIMAL SHELTER CAPITAL OUTLAY	\$10,000.00	\$10,000.00		
	<b>TOTAL</b>	<b>\$272,898.86</b>	<b>\$306,322.32</b>		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
CITY OF PRYOR BUDGET					
FIRE DEPARTMENT					
02-217-5010	FIRE VOLUNTEERS	\$61,444.80	\$54,216.00		15 Volunteers
02-217-5011	FIRE SALARIES	\$961,209.39	\$1,200,677.58		Add 3 new: 4% COLA
02-217-5012	FIRE LONGEVITY	\$18,300.00	\$18,480.00		
02-217-5013	FIRE OVERTIME	\$13,000.00	\$13,000.00		
02-217-5016	FIRE SICK LEAVE BUY BACK	\$17,407.20	\$16,417.40		
02-217-5018	FIRE SALARIES - CAPITAL OUTLAY				
02-217-5020	FIRE PHYSICAL EXAMS	\$2,000.00			
02-217-5021	FIRE FICA	\$16,868.31	\$18,456.63		
02-217-5022	FIRE DEPT INNOCULATIONS				
02-217-5023	FIRE HEALTH INSURANCE	\$313,761.60	\$324,415.80		
02-217-5024	FIRE EMPLOYMENT TAX	\$4,800.00	\$4,960.00		
02-217-5025	FIRE DEPARTMENT-WORKER'S COMP	\$87,418.36	\$87,418.36		
02-217-5026	FIRE RETIREMENT	\$154,112.97	\$172,980.50		
02-217-5027	LIFE INSURANCE (RELIANCE)	\$3,264.00	\$3,264.00		
	<b>SALARIES/BENEFITS SUB TOTAL</b>	<b>\$1,653,586.63</b>	<b>\$1,914,286.27</b>		
02-217-5028	FIRE CLOTHING ALLOWANCE	\$12,250.00	\$15,500.00		
02-217-5031	FIRE SUPPLIES - OFFICE	\$750.00	\$2,000.00		
02-217-5033	FIRE SUPPLIES - CAPITAL OUTLAY				
02-217-5051	FIRE UTILITIES	\$11,000.00	\$24,000.00		new facility 50/50 w/PD
02-217-5061	FIRE TELEPHONE	\$5,000.00	\$5,000.00		
02-217-5062	FIRE COMMUNICATIONS				
02-217-5076	FIRE OUTSIDE SERVICES-VOLUN	\$4,000.00	\$5,000.00		
02-217-5091	FIRE REPAIR & MAINTENANCE	\$24,750.00	\$30,000.00		
02-217-5102	FIRE GAS & OIL	\$20,000.00	\$22,000.00		
02-217-5111	FIRE EDUCATION EXPENSE	\$7,000.00	\$8,000.00		
02-217-5112	FIRE DEPT TV TRAINING NETWORK				
02-217-5114	FIRE GRIEVANCE LEGAL FEE				

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
02-217-5332	FIRE CLOTHING				
02-217-5333	FIRE BUNKER GEAR				
02-217-5341	FIRE MISCELLANEOUS -SPECIAL				
02-217-5411	FIRE CAPITAL OUTLAY	\$13,000.00	\$13,000.00		
02-217-5413	FIRE CAP OUTLAY-SM PURCHASES				
	<b>FIRE DEPARTMENT TOTAL:</b>	<b>\$1,751,336.63</b>	<b>\$2,038,786.27</b>		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>PARK</b>					
02-219-5011	PARK SALARIES	\$129,133.46	\$140,582.16		4% COLA
02-219-5012	PARK WAGES-POOL(PER & MANAG.)	\$26,000.00	\$13,000.00		
02-219-5013	PARK OVERTIME				
02-219-5014	PARK TEMPORARY EMPLOYEES	\$22,000.00	\$13,000.00		
02-219-5015	PARK LONGEVITY	\$3,480.00	\$3,600.00		
02-219-5016	PARK SICK LEAVE BUY BACK				
02-219-5019	MAINTENANCE & JANITORIAL	\$86,155.68	\$95,654.32		
02-219-5021	PARK FICA	\$16,735.84	\$18,430.11		
02-219-5022	PARK RETIREMENT AND PENSION	\$19,592.02	\$21,585.28		
02-219-5023	PARK HEALTH INSURANCE	\$52,215.21	\$46,564.32		
02-219-5024	PARK EMPLOYMENT TAX	\$1,440.00	\$1,488.00		
02-219-5025	PARK WORKERS COMP INSURANCE	\$10,939.22	\$10,939.22		
	<b>SALARIES/BENEFITS SUB TOTAL</b>	<b>\$367,691.43</b>	<b>\$364,843.41</b>		
02-219-5026	PARK CLOTHING ALLOWANCE		\$1,250.00		
02-219-5031	PARK SUPPLIES - OFFICE				
02-219-5032	PARK SUPPLIES -GENERAL	\$ 3,500.00	\$ 4,000.00		
02-219-5033	PARK SUPPLIES - CAPITAL OUTLAY				
02-219-5051	PARK UTILITIES	\$ 52,000.00	\$ 54,000.00		
02-219-5061	PARK TELEPHONE	\$ 2,000.00	\$ 1,500.00		
02-219-5075	PARK OUTSIDE SERVICES	\$ 10,000.00	\$ 10,000.00		
02-219-5091	PARK REPAIR & MAINTENANCE	\$ 18,000.00	\$ 18,000.00		
02-219-5092	PARK POOL- OUTSIDE SERVICES	\$ -			
02-219-5093	PARK POOL EXPENSES- OTHER	\$ 3,000.00	\$ 3,000.00		
02-219-5096	POOL-TELEPHONE				
02-219-5097	PARK POOL - SUPPLIES	\$ 2,000.00	\$ 2,000.00		
02-219-5098	PARK POOL - CHEMICALS	\$ 9,000.00	\$ 5,000.00		
02-219-5099	PARK POOL - REPAIR & MAINT	\$ 7,000.00	\$ 15,000.00		
02-219-5102	PARK GAS & OIL	\$ 3,000.00	\$ 5,000.00		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
02-219-5111	PARK EDUCATION EXPENSE				
02-219-5341	PARK MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00		
02-219-5411	PARK CAPITAL OUTLAY	\$ 5,000.00	\$ -		
02-219-5413	PARK CAPITAL OUTLAY-SM PURCH	\$ 4,500.00	\$ 6,000.00		shop fan, auger, cable fence
02-219-5415	PARK PLAYGROUND EQUIPMENT				
	<b>PARK TOTAL</b>	<b>\$487,691.43</b>	<b>\$490,593.41</b>		

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>LIBRARY</b>					
02-221-5011	LIBRARY SALARIES	\$325,378.91	\$357,806.29		4% COLA
02-221-5012	LIBRARY LONGEVITY	\$840.00	\$960.00		
02-221-5013	LIBRARY OVERTIME	\$500.00			
02-221-5014	LIBRARY TEMPORARY SERVICES	\$2,600.00			
02-221-5016	LIBRARY SICK LEAVE BUY BACK				
02-221-5018	LIBRASALARIES - CAPITAL OUTLAY				
02-221-5021	LIBRARY FICA	\$24,955.75	\$27,486.93		
02-221-5022	LIBRARY RETIREMENT AND PENSION	\$21,347.80	\$24,009.86		
02-221-5023	LIBRARY HEALTH INSURANCE	\$40,153.91	\$45,002.75		
02-221-5024	LIBRARY EMPLOYMENT TAX	\$2,324.81	\$2,407.90		
02-221-5025	LIBRARY WORKERS COMP INSURANCE	\$1,032.68	\$1,032.68		
	<b>SALARIES/BENEFITS SUB TOTAL</b>	<b>\$419,133.86</b>	<b>\$458,706.41</b>		
02-221-5031	LIBRARY LIBRARY SUPPLIES	\$10,700.00	\$10,700.00		
02-221-5032	LIBRARY NON-BOOK MATERIALS	\$16,800.00	\$16,800.00		
02-221-5033	LIBRARY OFFICE SUPPLIES	\$9,900.00	\$9,900.00		
02-221-5034	LIBRARY BOOKS	\$20,000.00	\$20,000.00		
02-221-5035	LIBRARY JANITORIAL SUPPLIES				
02-221-5036	LIBRARY PROGRAMS	\$3,650.00	\$4,650.00		
02-221-5037	LIBRARY IMAGING	\$1,250.00	\$1,250.00		
02-221-5038	LIBRARY PUB USE COP/PRINTR SUP				
02-221-5051	LIBRARY UTILITIES	\$15,000.00	\$20,000.00		
02-221-5061	LIBRARY TELEPHONE	\$10,000.00	\$10,000.00		
02-221-5075	LIBRARY JANITORIAL CONTRACT				
02-221-5091	LIBRARY REPAIR & MAINTENANCE	\$10,000.00	\$10,000.00		
02-221-5092	LIBRARY REPAIR & MAINTENANCE				
02-221-5101	LIBRARY TRAVEL EXPENSE	\$1,000.00	\$1,000.00		
02-221-5111	LIBRARY EDUCATION EXPENSE	\$1,000.00	\$1,000.00		
02-221-5112	LIBRARY CLOTHING ALLOWANCE				

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
02-221-5341	LIBRARY MISCELLANEOUS				
02-221-5342	LIBRARY POSTAGE	\$1,100.00	\$1,100.00		
02-221-5343	LIBRARY PUBLISHING				
02-221-5411	LIBRARY CAPITAL OUTLAY				
02-221-5413	LIBRARYCAPITAL OUTLAY-SM PURCH				
	<b>LIBRARY TOTAL</b>	<b>\$519,533.86</b>	<b>\$565,106.41</b>		



CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>CEMETERY</b>					
02-223-5011	CEMETERY SALARIES	\$123,337.51	\$139,350.00		4% COLA
02-223-5012	CEMETERY LONGEVITY	\$2,940.00	\$3,780.00		
02-223-5013	CEMETERY OVERTIME	\$1,000.00			
02-223-5016	CEMETERY SICK LEAVE BUY BACK				
02-223-5018	CEMETERY TEMPORARY SERVICES	\$21,750.00			
02-223-5021	CEMETERY FICA	\$9,660.23	\$10,949.45		
02-223-5022	CEMETERY RETIRE AND PENSION	\$11,364.98	\$12,881.70		
02-223-5023	CEMETERY HEALTH INSURANCE	\$37,140.11	\$40,815.46		
02-223-5024	CEMETERY EMPLOYMENT TAX	\$720.00	\$744.00		
02-223-5025	CEMETERY WORKER'S COMP.	\$10,393.34	\$10,393.34		
	<b>SALARIES/BENEFITS SUB TOTAL</b>	<b>\$218,306.17</b>	<b>\$218,913.95</b>		
02-223-5027	CEMETERY CLOTHING ALLOWANCE				
02-223-5032	CEMETERY SUPPLIES - GENERAL	\$750.00	\$1,000.00		
02-223-5033	CEMETERY SUPPLIES - CAP OUTLAY				
02-223-5051	CEMETERY UTILITIES	\$5,200.00	\$5,300.00		
02-223-5061	CEMETERY TELEPHONE	\$500.00	\$500.00		
02-223-5091	CEMETERY REPAIR & MAINTENANCE	\$16,000.00	\$21,000.00		backhoe repair
02-223-5102	CEMETERY GAS & OIL	\$5,000.00	\$6,000.00		
02-223-5111	CEMETERY EDUCATION EXPENSE				
02-223-5332	CEMETERY CLOTHING ALLOWANCE				
02-223-5341	CEMETERY MISCELLANEOUS	\$100.00	\$0.00		
02-223-5411	CEMETERY CAPITAL OUTLAY	\$4,300.00	\$0.00		
	CEMETERY ROADS				
02-223-5413	CEMETERY CAP OUTLAY-SM PURCH	\$2,000.00	\$4,000.00		
	<b>CEMETERY TOTAL</b>	<b>\$252,156.17</b>	<b>\$256,713.95</b>		

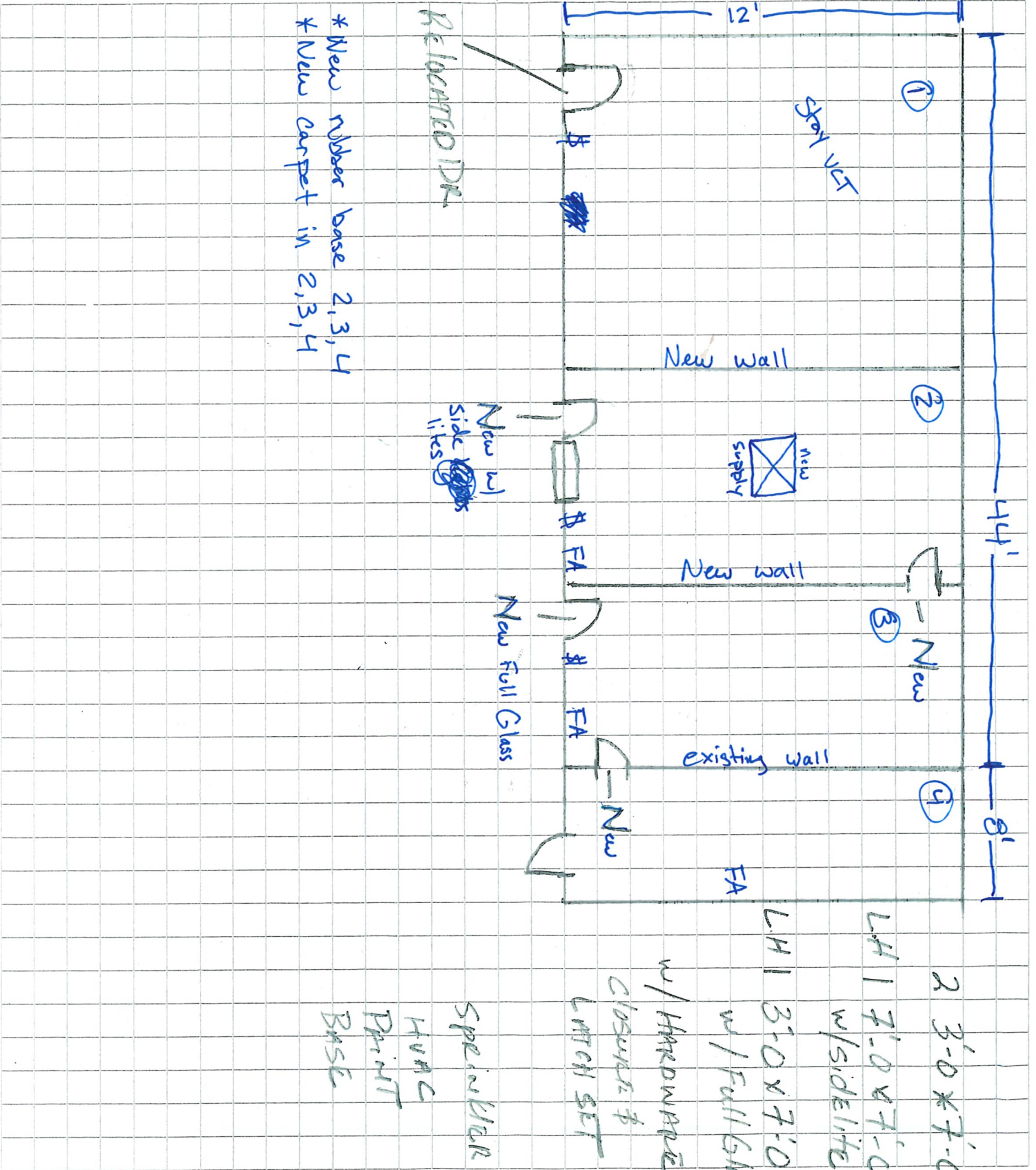
CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>CEM</b>					
02-225-5010	CEM VOLUNTEERS				
02-225-5011	CEM SALARIES	\$16,000.00	\$20,000.00		
02-225-5012	CEM WAGES				
02-225-5013	CEM ASSIST DIRECTOR				
02-225-5016	CEM SICK TIME BUY BACK				
02-225-5021	CEM FICA				
02-225-5022	CEM RETIREMENT				
02-225-5023	CEM HEALTH INSURANCE				
02-225-5024	CEM EMPLOYMENT TAX				
02-225-5025	CEM WORK COMP INSUR	\$621.98			
	<b>SUB TOTAL</b>	<b>\$16,621.98</b>	<b>\$20,000.00</b>		
02-225-5026	CEM CLOTHING ALLOW				
02-225-5031	CEM SUPPLIES - OFFICE				
02-225-5032	CEM SUPPLIES - GENERAL				
02-225-5033	CEM SUPPLIES - CAP OUTLAY				
02-225-5034	CEM SIRENS				
02-225-5051	CEM UTILITIES	\$6,500.00	\$6,500.00		
02-225-5061	CEM TELEPHONE	\$2,000.00	\$2,000.00		
02-225-5062	CEM COMMUNICATIONS				
02-225-5076	CEM VOLUNTEER EXPENSE				
02-225-5091	CEM REPAIR & MAINT	\$4,000.00	\$4,000.00		
02-225-5092	CEM REPAIR &, MAINT SERVICE				
02-225-5102	CEM GAS & OIL				
02-225-5111	CEM EDUCATION EXPEN				
02-225-5341	CEM MISCELLANEOUS				
02-225-5342	CEM POSTAGE				
02-225-5411	CEM CAPITAL OUTLAY				
02-225-5413	CEM CAPIT OUTLAY-SM PURCHASES				

CITY OF PRYOR BUDGET 2021-2022	BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
CITY OF PRYOR BUDGET				
	CIVIL DEFENSE TOTAL	\$29,121.98	\$32,500.00	

CITY OF PRYOR BUDGET 2021-2022	BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
CITY OF PRYOR BUDGET				

CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
<b>CITY OF PRYOR BUDGET</b>					
<b>MUNICIPAL COURT</b>					
02-231-5011	COURT SALARIES	\$74,610.13	\$86,436.00		4% COLA
02-231-5012	COURT LONGEVITY	\$360.00	\$420.00		
02-231-5013	COURT SALARIES -OVERTIME				
02-231-5014	COURT TEMPORARY SERVICES				
02-231-5016	COURT SICK LEAVE BUY BACK				
02-231-5017	COURT SALARIES MUNICIPAL JUDGE	\$11,622.52	\$11,232.00		
02-231-5018	COURT SALARIES CITY PROSECUTOR	\$20,750.21	\$17,692.00		
02-231-5021	COURT FICA	\$8,211.73	\$8,857.17		
02-231-5022	COURT RETIREMENT AND PENSION	\$6,747.31	\$7,817.04		
02-231-5023	COURT HEALTH INSURANCE	\$26,407.72	\$19,984.38		
02-231-5024	COURT EMPLOYMENT TAX	\$717.70	\$720.64		
02-231-5025	COURT WORKERS COMP INSURANCE	\$366.08	\$366.08		
	<b>SALARIES/BENEFITS SUB TOTAL</b>	<b>\$149,793.40</b>	<b>\$153,525.31</b>		
02-231-5032	COURT OFFICE SUPPLIES	\$1,000.00	\$2,000.00		
02-231-5061	COURT TELECOMMUNICATIONS				
02-231-5071	COURT OUTSIDE SERVICES				
02-231 5077	COURT MUNICIPAL JUDGE SERVICES				
02-231-5078	COURT CITY PROSECUTOR SERVICES				
02-231-5079	COURT JURY EXPENSES	\$100.00	\$100.00		
02-231-5091	COURT REPAIR AND MAINTENANCE				
02-231-5111	COURT EDUCATION EXPENSE	\$3,500.00	\$3,500.00		
02-231-5112	COURT CLOTHING ALLOWANCE				
02-231-5341	COURT MISCELLANEOUS-BONUSES				
02-231-5342	COURT COURT POSTAGE				
02-231-5343	COURT OUTSIDE SERVICES				
02-231-5411	COURT CAPITAL OUTLAY				
02-231-5413	COURT CAPITAL OUTLAY-SM PURCH				
02-231-5433	COURT JURY EXPENSES				

CITY OF PRYOR BUDGET 2021-2022	BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 PROPOSED	EXPENSES - ACTUAL	NOTES
CITY OF PRYOR BUDGET				
	MUNICIPAL COURT TOTAL	\$154,393.40	\$159,125.31	
	GEN FUND SALARIES/BENEFITS	\$6,998,548.47	\$7,963,305.07	
	<b>GENERAL FUND TOTAL</b>	\$9,977,404.65	\$10,173,637.00	budgetable amount
	<b>PER JEFF KOLKER - LEGAL BUDGETABLE AMOUNT</b>	\$9,934,404.65	\$10,173,637.00	



\* New Rubber base 2,3,4  
\* New carpet in 2,3,4

Relocated DR

New wall

New wall

existing wall

New w/ side lites

New Full Glass

①

②

③

④



2 3'-0" x 7'-0" R.H.

LH | 7'-0" x 7'-0" w/sidelite

LH | 3'-0" x 7'-0" w/ Full Glass

w/ Hardware

Closet w/ \$

LATCH SET

SPRINKLER

HVAC

PRINT

BASE

Good



**OMNIA Contracts**  
**#R191811 &**  
**R191804**

**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	27689
Date	06/23/2022
Customer PO No	Darla Coats
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	1 of 8

**B** City of Pryor Creek  
**I** 12 N Rowe St  
**L** City Hall  
**L** Pryor, OK 74361  
**T**  
**O** ATTN: Darla Coats  
 Phone: 918-825-4077  
 Email: coatsd@pryorcreek.org

**S** City of Pryor Creek  
**H** 12 N Rowe St, 2d Floor  
**I** City Hall  
**P** Pryor, OK 74361  
**T**  
**O** ATTN: Darla Coats  
 Phone: 918-825-4077  
 Email: coatsd@pryorcreek.org

Line	Qty	Description	Unit Price	Extended Amount
1	2.00 Each	Hon Company HIGS6--.F-.E-.IM-\$(1)-.CU-10-.T Ignition Guest/Multi-Purpose Chair Four-Leg Stacking .F:Arm- Fixed .E:Glide .IM:4-Way Black \$(1):Gr 1 UPH .CU:Centurion 10:COLOR- Black .T:Black Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: IGNITN STG	260.12	520.24
2	1.00 Each	Hon Company HIWMM--.Y1-.A-.H-.IM-\$(1)-.CU-10-.BL-.SB-.T Ignition 2 Task Mid-back, ilira back .Y1:Syncho-Tilt W Seat Slider .A:Arm- Height and Width Adj. Arm .H:Hard Caster .IM:4-Way Black \$(1):Gr 1 UPH .CU:Centurion 10:COLOR- Black .BL:Black Adjustable Lumbar .SB:Base- Standard Base .T:Frame- Black Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: IGNITION2	372.20	372.20
3	1.00 Each	National Office Furniture NAC0236SUR ACCESSORIES,36W,UNDERSURFACE SUPPORT RAIL,BLACK Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	93.15	93.15
4	1.00 Each	National Office Furniture NAC0248SUR ACCESSORIES,48W,UNDERSURFACE SUPPORT RAIL,BLACK Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	108.90	108.90
5	2.00	National Office Furniture	65.70	131.40





**OMNIA Contracts**  
**#R191811 &**  
**R191804**

**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	27689
Date	06/23/2022
Customer PO No	Darla Coats
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	2 of 8

	Each	WW1228SSL--MC WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721		
6	1.00 Each	National Office Furniture WW2315PUBBFL--87MB-X-KRB-MC-MC WAVEWORKS,23DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE,LAM 87MB:BEAM,CINDER X:NO GROMMET KRB:RANDOM CORE,INSTALLED,BLACK MC:AMBER MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	435.60	435.60
7	1.00 Each	National Office Furniture WW2328EPL--X-X-MC WAVEWORKS,23DX28H,END PANEL,LAMINATE X:NO GROMMET X:NO MODIFIED DEPTH (STANDARD) MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	140.85	140.85
8	1.00 Each	National Office Furniture WW2330LFM2L--87MB-X-KS1B-MC-MC WAVEWORKS,23DX30W,LATERAL FILE,UNDERSURFACE,2 DRAWER,LAM 87MB:BEAM,CINDER X:NO GROMMET KS1B:SPECIFY 1 BLACK CORE SEPARATE MC:AMBER MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	496.35	496.35
9	1.00 Each	National Office Furniture WW2442WSSDL--F-V462-X-X-X-X-STD-462 WAVEWORKS,24DX42W,SURFACE,RECTANGULAR,HPL F:FILLER V462:SOFTENED PVC,CINDER X:NO GROMMET X:NO WIRE MANAGER X:NO MODIFIED DEPTH (STANDARD) X:NO MODIFIED WIDTH (STANDARD) STD:STANDARD LAMINATE 462:CINDER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	155.25	155.25
10	1.00 Each	National Office Furniture WW2928EPL--X-X-MC WAVEWORKS,29DX28H,END PANEL,LAMINATE X:NO GROMMET X:NO MODIFIED DEPTH (STANDARD)	153.90	153.90



**OMNIA Contracts**  
**#R191811 &**  
**R191804**

L&M Tulsa  
 12424 East 55th St  
 Tulsa, OK 74146-6224  
 Phone: 918-664-1010

Order Number	27689
Date	06/23/2022
Customer PO No	Darla Coats
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	3 of 8

		MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721		
11	1.00 Each	National Office Furniture WW3066WSSDL--M-V462-X-X-X-STD-462 WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,HPL M:MAIN V462:SOFTENED PVC,CINDER X:NO GROMMET X:NO WIRE MANAGER X:NO MODIFIED DEPTH (STANDARD) X:NO MODIFIED WIDTH (STANDARD) STD:STANDARD LAMINATE 462:CINDER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	269.10	269.10
12	1.00 Each	National Office Furniture WW3072WSSDL--E-V462-X-X-X-STD-462 WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,HPL E:EXTENSION V462:SOFTENED PVC,CINDER X:NO GROMMET X:NO WIRE MANAGER X:NO MODIFIED DEPTH (STANDARD) X:NO MODIFIED WIDTH (STANDARD) STD:STANDARD LAMINATE 462:CINDER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	293.40	293.40
13	1.00 Each	National Office Furniture WW3078WSSDL--M-V462-X-X-X-STD-462 WAVEWORKS,30DX78W,SURFACE,RECTANGULAR,HPL M:MAIN V462:SOFTENED PVC,CINDER X:NO GROMMET X:NO WIRE MANAGER X:NO MODIFIED DEPTH (STANDARD) X:NO MODIFIED WIDTH (STANDARD) STD:STANDARD LAMINATE 462:CINDER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	326.25	326.25
14	2.00 Each	National Office Furniture WW3618SOHML--KS1B-MC-MC WAVEWORKS,36WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE KS1B:SPECIFY 1 BLACK CORE SEPARATE MC:AMBER MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	391.05	782.10
15	1.00	National Office Furniture	112.50	112.50



**OMNIA Contracts**  
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**R191804**

L&M Tulsa  
 12424 East 55th St  
 Tulsa, OK 74146-6224  
 Phone: 918-664-1010

Order Number	27689
Date	06/23/2022
Customer PO No	Darla Coats
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	4 of 8

	Each	WW4227MPL--F-X-X-MC WAVEWORKS,42WX27H,MODESTY PANEL,FULL,LAMINATE F:FILLER X:NO MODESTY GROMMET X:NO MODIFIED WIDTH (STANDARD) MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721		
16	1.00 Each	National Office Furniture WW6627MPL--M-X-X-MC WAVEWORKS,66WX27H,MODESTY PANEL,FULL,LAMINATE M:MAIN X:NO MODESTY GROMMET X:NO MODIFIED WIDTH (STANDARD) MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	156.15	156.15
17	1.00 Each	National Office Furniture WW7227MPL--E-X-X-MC WAVEWORKS,72WX27H,MODESTY PANEL,FULL,LAMINATE E:EXTENSION X:NO MODESTY GROMMET X:NO MODIFIED WIDTH (STANDARD) MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	164.25	164.25
18	1.00 Each	National Office Furniture WW7827MPL--M-X-X-MC WAVEWORKS,78WX27H,MODESTY PANEL,FULL,LAMINATE M:MAIN X:NO MODESTY GROMMET X:NO MODIFIED WIDTH (STANDARD) MC:AMBER Tag: Tag TG: CITY PLANNERS OFFICE Tag GC: GSA SIN CODE: 33721	174.60	174.60
19	1.00 Each	Hon Company HIGS6--F-.E-.IM-\$(1)-.CU-10-.T Ignition Guest/Multi-Purpose Chair Four-Leg Stacking .F:Arm- Fixed .E:Glide .IM:4-Way Black \$(1):Gr 1 UPH .CU:Centurion 10:COLOR- Black .T:Black Tag: Tag TG: CLERKS OFFICE Tag GC: IGNITN STG	260.12	260.12
20	1.00 Each	Hon Company HIWMM--.Y1--.A-.H-.IM-\$(1)-.CU-10-.BL-.SB-.T Ignition 2 Task Mid-back, ilira back .Y1:Syncho-Tilt W Seat Slider	372.20	372.20

**OMNIA Contracts**  
**#R191811 &**  
**R191804**

**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	27689
Date	06/23/2022
Customer PO No	Darla Coats
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	5 of 8

		.A:Arm- Height and Width Adj. Arm .H:Hard Caster .IM:4-Way Black \$(1):Gr 1 UPH .CU:Centurion 10:COLOR- Black .BL:Black Adjustable Lumbar .SB:Base- Standard Base .T:Frame- Black Tag: Tag TG: CLERKS OFFICE Tag GC: IGNITION2		
21	1.00 Each	National Office Furniture NAC0236SUR ACCESSORIES,36W,UNDERSURFACE SUPPORT RAIL,BLACK Tag: Tag TG: CLERKS OFFICE Tag GC: GSA SIN CODE: 33721	93.15	93.15
22	1.00 Each	National Office Furniture WW2315PUBBFL--87MB-X-KS1B-MC-MC WAVEWORKS,23DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE,LAM 87MB:BEAM,CINDER X:NO GROMMET KS1B:SPECIFY 1 BLACK CORE SEPARATE MC:AMBER MC:AMBER Tag: Tag TG: CLERKS OFFICE Tag GC: GSA SIN CODE: 33721	425.70	425.70
23	1.00 Each	National Office Furniture WW2315PUFFL--87MB-X-KS1B-MC-MC WAVEWORKS,23DX15W,PEDESTAL,FILE/ FILE,UNDERSURFACE,LAMINATE 87MB:BEAM,CINDER X:NO GROMMET KS1B:SPECIFY 1 BLACK CORE SEPARATE MC:AMBER MC:AMBER Tag: Tag TG: CLERKS OFFICE Tag GC: GSA SIN CODE: 33721	425.70	425.70
24	1.00 Each	National Office Furniture WW2328EPL--X-X-MC WAVEWORKS,23DX28H,END PANEL,LAMINATE X:NO GROMMET X:NO MODIFIED DEPTH (STANDARD) MC:AMBER Tag: Tag TG: CLERKS OFFICE Tag GC: GSA SIN CODE: 33721	140.85	140.85
25	1.00 Each	National Office Furniture WW2460WSSDL--E-V462-X-X-X-X-STD-462 WAVEWORKS,24DX60W,SURFACE,RECTANGULAR,HPL E:EXTENSION V462:SOFTENED PVC,CINDER X:NO GROMMET	215.10	215.10



**OMNIA Contracts**  
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**R191804**

**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	27689
Date	06/23/2022
Customer PO No	Darla Coats
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	6 of 8

		X:NO WIRE MANAGER X:NO MODIFIED DEPTH (STANDARD) X:NO MODIFIED WIDTH (STANDARD) STD:STANDARD LAMINATE 462:CINDER Tag: Tag TG: CLERKS OFFICE Tag GC: GSA SIN CODE: 33721		
26	2.00 Each	National Office Furniture WW3018SOHML--KS1B-MC-MC WAVEWORKS,30WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE KS1B:SPECIFY 1 BLACK CORE SEPARATE MC:AMBER MC:AMBER Tag: Tag TG: CLERKS OFFICE Tag GC: GSA SIN CODE: 33721	357.75	715.50
27	1.00 Each	National Office Furniture WW3066WSSDL--M-V462-X-X-X-X-STD-462 WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,HPL M:MAIN V462:SOFTENED PVC,CINDER X:NO GROMMET X:NO WIRE MANAGER X:NO MODIFIED DEPTH (STANDARD) X:NO MODIFIED WIDTH (STANDARD) STD:STANDARD LAMINATE 462:CINDER Tag: Tag TG: CLERKS OFFICE Tag GC: GSA SIN CODE: 33721	269.10	269.10
28	1.00 Each	National Office Furniture WW6027MPL--E-X-X-MC WAVEWORKS,60WX27H,MODESTY PANEL,FULL,LAMINATE E:EXTENSION X:NO MODESTY GROMMET X:NO MODIFIED WIDTH (STANDARD) MC:AMBER Tag: Tag TG: CLERKS OFFICE Tag GC: GSA SIN CODE: 33721	144.00	144.00
29	1.00 Each	National Office Furniture WW6627MPL--M-X-X-MC WAVEWORKS,66WX27H,MODESTY PANEL,FULL,LAMINATE M:MAIN X:NO MODESTY GROMMET X:NO MODIFIED WIDTH (STANDARD) MC:AMBER Tag: Tag TG: CLERKS OFFICE Tag GC: GSA SIN CODE: 33721	156.15	156.15
30	1.00 Each	National Office Furniture SURCHARGE	198.37	198.37
31	1.00 Each	L&M - Labor Tulsa Delivery and Install	425.00	425.00



**OMNIA Contracts**  
**#R191811 &**  
**R191804**

L&M Tulsa  
 12424 East 55th St  
 Tulsa, OK 74146-6224  
 Phone: 918-664-1010

Order Number	27689
Date	06/23/2022
Customer PO No	Darla Coats
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	7 of 8

Delivery and Install

Order Sub-Total : \$8,727.13

**TOTAL ORDER : \$8,727.13**

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**OMNIA Contracts**  
**#R191811 &**  
**R191804**

L&M Tulsa  
 12424 East 55th St  
 Tulsa, OK 74146-6224  
 Phone: 918-664-1010

Order Number	27689
Date	06/23/2022
Customer PO No	Darla Coats
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	8 of 8

**Terms & Conditions**

**Quotes:** Special Order product will require a 50% Deposit or written Purchase Order from *Open Accounts* (those Accounts with prior credit approval). Written quotes are valid for 30 days unless otherwise noted and product is subject to all applicable Sales Taxes.

**Deliveries:** Customers requesting Delivery are expected to provide all building condition information pertinent to ensuring an effective and safe installation. Besides Floors, Stairs, Elevators and Doorway information, the area is expected to be empty and ready to receive the furniture delivery. Orders requiring Storage of more than 30 days will be charged a Storage Fee determined by the volume of product. Moving of existing furniture is not part of a normal delivery and can delay or postpone the delivery! If time allows, the moving of existing furniture will incur additional charges. Delivery and Installation unless otherwise noted will be completed during normal business hours: Monday-Friday 8:00am to 5:00pm

**Terms:** Payment Terms for *Open Accounts* are Net 15 Days Cash or Check. Credit Card payment must be approved in advance. Delinquent payments will be accessed a "late fee" based on the total value of the Invoice(s) of 1% per month (any portion of a month constitutes one month).

**Warranty:** Manufacturer warranty information is available upon request. Customer should inspect the goods subject to this transaction and rely on his/her own experience and judgment regarding the quality, use and usefulness of the goods. Most manufacturers may replace product/parts at no charge, but transportation of goods is not included. Customers requesting delivery or pick-up will incur a delivery fee.

**Used Product:** Used furniture is sold "As Is" there is no implied warranty and these items are non- returnable.

Customers purchasing products marked "Used", "As Is" or "Discontinued" understand and acknowledge that all warranties of any type and nature are disclaimed by the manufacturer and L&M, including express warranties and implied warranties of merchantability, fitness for a particular purpose and usage of trade, in exchange for the Customer's special price consideration.

**Returns:** Signed customer Purchase Orders or deposits are considered intent to purchase, and are binding for special order product. Special ordered items are NOT returnable.

Date: \_\_\_\_\_ By: \_\_\_\_\_

Company Name: \_\_\_\_\_ Acct #: \_\_\_\_\_

## 13-8: Leave Sharing Program

There is hereby created the City of Pryor Creek Employee Leave Sharing Program. The purpose of the leave sharing program is to permit City employees to donate vacation or sick leave to a fellow City employee who is suffering from or has an immediate family member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition, which has caused or is likely to cause this employee to terminate employment.

- A. As used in this section:
  - a. Immediate family member shall be limited to the spouse, child, and parent of the employee.
  - b. "Severe" or "Extraordinary" means serious, extreme, or life threatening; and
  - c. "City employee" means a permanent employee with over one (1) year continuous service with the City.
- B. An employee may be eligible to receive shared leave pursuant to the following conditions:
  - a. The Mayor determines that the employee meets the criteria described in this section; and
  - b. The employee has abided by City policies regarding the use of sick leave.
- C. An employee may donate vacation or sick leave to another employee only pursuant to the following conditions:
  - a. The receiving employee has exhausted all vacation leave, sick leave, and holidays due to an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature and involves the employee or immediate family member.
  - b. The condition is likely to cause termination of the employee; and
  - c. The Mayor permits the leave to be shared with an eligible employee.

The donating employee may donate any amount of vacation or sick leave provided the donation does not cause the balance of the donating employee to fall below forty (40) hours.
- D. The Mayor shall determine the amount of donation leave an employee may receive and may only authorize an employee to use up to a maximum of forty (40) hours annually. Any amount requested greater than forty (40) hours will require Council approval on an emergency basis only.
- E. The Mayor shall require the employee to submit, prior to the approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
- F. Any donated leave may only be used by the recipient for the purposes specified in this section.
- G. All forms of paid leave available for use by the recipient must be used prior to using shared leave.
- H. Any shared leave not used by the recipient during each occurrence, as determined by the Mayor, shall be forfeited.

Commented [SP1]: Is this per year or forever?



- I. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave for purposes of the leave sharing program.
- J. The receiving employee will not accrue vacation or sick leave while on donated leave time.

Thomas J. Harrison  
Pryor Public Library

Strategic Plan

July 1, 2022 to June 30, 2025

# Introduction

This strategic plan centers around a singular concept: Rebuild.

Our last strategic plan began less than a year before the world was faced with a global pandemic and the library began construction on an expansion and remodel project. Those two events have been beyond disruptive, which means that many of the activities in our previous plan are carrying over to this one.

The coronavirus pandemic forced the library building to close from March 18, 2020 to May 18, 2020. During our closure, we reinvisioned our service model in an effort to protect staff and patrons. Masks were encouraged, glass partitions were installed at most public service desks, in-person events were canceled in favor of online or grab-and-go activities, and computer use was limited to decrease potential exposure. In the name of safety, we could not be the community's living room as we have come to think of ourselves.

In late September, 2021, construction officially began on our expansion and remodel project. Upon completion, the library will gain about 6,000 square feet that includes two new meeting rooms, three single-use bathrooms, a makerspace, four study rooms, two offices, a new kitchen, and an art museum. The building will also have a new, pitched roof and a sprinkler system throughout.

The construction project required us to relocate to the Graham Community Building's banquet hall from March 1, 2022 to the project's completion. Because of the size of the banquet hall (about 4,000 square feet) we were only able to take about a quarter of the collection, three patron computers, and minimal accommodations for staff.

While our services are returning to something more akin to the normalcy of 2019, our small quarters in the Graham Building limit our ability to truly settle into normal services and workflow.

This strategic plan will begin with the library's staff and services still in an extreme state of flux that will extend until late 2022 and potentially into early 2023.

# The Strategic Plan

We have divided our strategic plan into four sections: Mission Statement, Values, Strategic Priorities, and Goals & Activities.

Our mission statement is the overarching purpose for the Library. It is, in the broadest sense, what we do at the Library.

Our values are the foundation for how we will accomplish our mission, achieve our goals, and serve our community.

Our strategic priorities are the focus of our services. We will provide more services than are listed in the strategic priorities, but these represent where we feel we should spend most of our time, energy, and funding.

Our goals are inspired by our strategic priorities. Our activities are the ways in which we will accomplish those goals. Many of our goals and activities are carryovers from our last strategic plan.

## I. Mission Statement

The mission of the Thomas J. Harrison Pryor Public Library is to enrich lives by being a vibrant community hub that stimulates imagination, satisfies curiosity, promotes literacy, and builds relationships through our collections, services, and staff.

## II. Values

### A. Relationships

1. With members of our community
2. With our municipality
3. With other libraries and educational institutions
4. With community organizations whose missions complement our own

### B. Responsiveness

1. To the changing needs of our community
2. To new materials and changing formats and/or technology as they emerge
3. To the changing and challenging world around us and how this affects library services

### C. Sustainability and Stewardship

Through thoughtful and efficient use of resources and public funds with the mandate to provide free basic library services to community members in Pryor and Mayes County

### D. Intellectual Freedom and Privacy

1. The right of every individual to both seek and receive information from multiple points of view without bias, censorship, or discrimination
2. The right to confidential use of the Library
3. The right to privacy

### E. Equitable Access

To eliminate as many barriers to accessing information and library services as possible while remaining good stewards of our resources and funding

### F. Citizenship

1. To promote full citizenship and participation in society
2. To ensure a thriving democracy by fostering civic responsibility and engagement, mindfulness, and understanding

### III. Strategic Priorities

#### A. Stimulate Imagination: Reading, Viewing, and Listening for Pleasure

Patrons who want materials to enhance their leisure time will find items they want when they want them and will have the help they need to make choices from among the options.

#### B. Satisfy Curiosity: Lifelong Learning

Patrons will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

#### C. Create Young Readers: Early Literacy

Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

#### D. Connect the Community: Internet, Literacy, and Community Resources

Patrons of all ages will be connected to each other, our immediate community, and to the larger world through library services and activities.

#### E. Internal Competencies

The Library will set in-house goals and related activities to ensure its policies, procedures, and practices are up-to-date, efficient, and adaptive while honoring the Library's culture of approachability through humor and passion.

### IV. Goals

#### A. Stimulate Imagination: Reading, Viewing, and Listening for Pleasure

1. **Goal:** Offer an exciting and well-curated collection in a variety of formats.
  - a) **Activity:** Continue to spend at least 30% of the operational budget on materials.
  - b) **Activity:** Continue to include a variety of formats in material purchases such as DVDs, audiobooks, ebooks, magazines, etc.
  - c) **Activity:** Continue to allocate funds to purchase local copies of ebooks and downloadable audiobooks via our digital library platform.
  - d) **Activity:** Continue to ensure at least 15% of the fiction collections have a copyright date of less than five years.
  - e) **Activity:** Review all collections on an annual basis to determine items that should be deselected, replaced, or updated with a goal to deselect at least 5% of the collection annually.
2. **Goal:** Promote and recommend items for reading, viewing, listening for pleasure.
  - a) **Activity:** Continue to offer book talking and readers advisory services.

- b) **Activity:** Post staff book recommendations on the Library's website and/or social media pages at least quarterly.
- c) **Activity:** Continue to curate displays of materials at public service desks.
- 3. **Goal:** Offer activities and events at the Library to promote reading, viewing, and listening for pleasure.
  - a) **Activity:** Offer events that use the Library's movie license at least two times each year.
  - b) **Activity:** Continue to offer in-library and offsite book discussion groups.
  - c) **Activity:** Incorporate, discuss, or display materials during events, classes, workshops, etc., whenever possible.

## **B. Satisfy Curiosity: Lifelong Learning**

- 1. **Goal:** Offer a well-rounded nonfiction collection in a variety of formats.
  - a) **Activity:** Continue to spend at least 20% of the materials budget on nonfiction materials.
  - b) **Activity:** Continue to include a variety of formats in nonfiction material purchases such as DVDs, audiobooks, ebooks, magazines, etc.
  - c) **Activity:** Continue to ensure 25% of the circulating nonfiction collection has a copyright date of less than ten years.
- 2. **Goal:** Provide access to a well-curated selection of online resources to cardholders through the Library's website.
  - a) **Activity:** Continue to allocate adequate funding to support existing online resource subscriptions.
  - b) **Activity:** Evaluate online resource collection and actively consider new and/or different resources every even year.  
The evaluation will be conducted by the Collection Development Librarian, the Genealogy & Reference Librarian, and the Library Director.
  - c) **Activity:** Promote online resources through social media, interpersonal interactions, promotional materials, and any other way appropriate.  
Social media promotion of online resources should be scheduled at least quarterly.
- 3. **Goal:** Offer activities, workshops, and events at the Library to promote lifelong learning.
  - a) **Activity:** Continue to offer workshops or classes that focus on teaching participants a particular skill at least twice a year.
  - b) **Activity:** Continue to offer classes or events that feature a speaker who covers a particular topic of interest at least once a year.
- 4. **Goal:** Offer appropriate resources for patrons who wish to research family or local history.
  - a) **Activity:** Ensure the Local History and Genealogy Department is adequately staffed with knowledgeable employees.
  - b) **Activity:** Evaluate the physical resources available in the Local History and Genealogy Department every odd year.  
The evaluation will be conducted by the Genealogy & Reference Librarian and the Collection Development Librarian.

- c) **Activity:** Continue to catalog obituaries found in current and microfilmed newspaper publications.
- d) **Activity:** Evaluate feasibility of digitizing archival boxes and providing access to the digitized records online.  
The evaluation will be conducted by the Genealogy & Research Librarian and should be concluded by June 30, 2025.

### C. Create Young Readers: Early Literacy

1. **Goal:** Teach parents and caregivers how to increase children’s early literacy skills.
  - a) **Activity:** Continue to offer dedicated classes and activities such as storytime for children and their caregivers where staff model how to read to and interact with young children.
  - b) **Activity:** Continue to incorporate early literacy skills (such as those found in the Every Child Ready to Read program) into classes and activities for young children and their caregivers.
  - c) **Activity:** Evaluate the need for and feasibility of offering outreach classes or storytimes to area daycares, preschools, and/or pre-kindergarten classes.  
The evaluation will be conducted by the Youth Services Librarian and should be completed by June 30, 2023.
  - d) **Activity:** Explore “Family Place Library” certification requirements and evaluate whether becoming certified would benefit the Library and the community.  
The exploration and evaluation will be completed by the Youth Services Librarian and the Library Director and should be completed by June 30, 2024.
  - e) **Activity:** Continue the partnership with the Friends of the Library group to promote and enroll children in the Dolly Parton Imagination Library.
2. **Goal:** Provide a dedicated and inviting space that encourages young children to build early literacy and gross motor skills.
  - a) **Activity:** Monitor play space periodically to ensure toys and equipment are in good working order.  
The evaluation will be conducted by the Youth Services Librarian and Youth Services Department staff.
  - b) **Activity:** Continue to allocate funding for play equipment to be replaced as needed.

### D. Connect the Community

1. **Goal:** Offer quality high-speed internet access to patrons via physical computers and wifi.
  - a) **Activity:** Measure internet speed annually to ensure actual speeds match speeds promised through our internet contract.  
The measurement will be conducted by the Library Director or other IT staff.
  - b) **Activity:** Annually evaluate and allocate funding to support Technology Plan (created in Strategic Priority E, Goal 2, Activity a) and replacement schedule.  
Evaluation will be conducted by the Library Director.



- c) **Activity:** Continue to ensure wifi access points are adequately managed through software that enables updating each device's software and monitoring usage for statistical purposes.
  - d) **Activity:** Continue to evaluate the Library's ISP annually to ensure the quality of the internet provided and the accompanying customer service continues to meet the needs of the Library and its patrons.
  - e) **Activity:** Evaluate cost and feasibility of providing wifi hotspots for patron checkout.  
 Evaluation will be conducted by the Library Director with input from front-line staff and should be concluded by June 30, 2024.
2. **Goal:** Ensure patrons have the knowledge and skill to navigate basic technology and the internet.
    - a) **Activity:** Offer classes, workshops, and one-on-one appointments to teach basic computing and internet skills.  
 Classes and/or workshops will be offered at least annually.
    - b) **Activity:** Ensure the Computer Lab has adequate staffing trained to assist patrons with basic computing, printing, and internet needs.
  3. **Goal:** Offer equipment through our Legacy Lab to allow patrons to digitize personal media collections.
    - a) **Activity:** Evaluate Legacy Lab equipment annually to ensure everything is in working order and satisfies the needs of the community.  
 The evaluation will be conducted by the Genealogy & Research Librarian.
    - b) **Activity:** Promote Legacy Lab through social media at least quarterly and through interpersonal exchanges in the Library as appropriate.
  4. **Goal:** Build a program that offers resources and tutoring for adults, teens, and families needing to increase their reading and/or literacy skills.
    - a) **Activity:** Continue to evaluate and select curriculum needed for tutoring, updating curriculum as needed.  
**Activity:** Promote literacy programs in the community through flyers, word of mouth, and other appropriate measures.
    - b) **Activity:** Partner with the Friends of the Library group to recruit and train volunteers to meet one-on-one with patrons in need of reading and/or literacy tutoring.
    - c) **Activity:** Ensure staff has enough time and support to adequately address the needs of the patrons and volunteers active in reading and/or literacy tutoring.
  5. **Goal:** Build a program that offers English Language Learning (ELL) tutoring to those who want it.
    - a) **Activity:** Evaluate community interest and feasibility to form conversation groups in languages other than English to promote cross-cultural exchange and support ELL tutoring program.  
 This evaluation will be conducted by the Adult Services Librarian and should be concluded by June 30, 2023.
    - b) **Activity:** Continue to evaluate and select curriculum needed for ELL tutoring, updating curriculum as needed.

- c) **Activity:** Promote ELL program in the community through flyers, word of mouth, and other appropriate measures.
  - d) **Activity:** Partner with the Friends of the Library group to recruit and train volunteers to meet one-on-one with patrons in need of ELL tutoring.
  - e) **Activity:** Ensure staff has enough time and support to adequately address the needs of the patrons and volunteers active in ELL tutoring.
6. **Goal:** Ensure students have adequate support from the Library in order to be successful in school.
- a) **Activity:** Continue to build close partnerships with area school librarians and educators to facilitate open communication.
  - b) **Activity:** Offer in-school training on the Library's online resources for teachers and students as needed.
  - c) **Activity:** Offer in-house training on online resources for homeschool and charter school teachers and students as needed.
  - d) **Activity:** Continue to promote online resources to students through interpersonal interactions, promotional material, and other appropriate means.
  - e) **Activity:** Provide regular STEM-based programming geared towards students between 4th and 12th grades and their caregivers. These programs should begin once the Library's makerspace is complete and furnished. They should occur at least twice a year.
7. **Goal:** Ensure young people feel welcomed and encouraged to use the Library as a space for learning, socializing, and community building.
- a) **Activity:** Continue to designate areas within the Youth Services department for the individual age groups served by that department.
  - b) **Activity:** Continue to have age-designated computers available to children and teens who have Library cards or parent permission to access the internet.
  - c) **Activity:** Evaluate the feasibility and benefits of converting the meeting room on the west side of the building into a dedicated teen area. This evaluation will be conducted by the Youth Services Librarian and the Library Director and will be complete by June 30, 2023.
8. **Goal:** Provide services and community resources to keep patrons informed about community events and issues.
- a) **Activity:** Build and maintain mutually beneficial partnerships with area businesses, schools, and nonprofits to enable cross-promotion of events and services as well as cooperation on complementary events and services
  - b) **Activity:** Use demographic information to ensure the Library's collection, promotion of events and services, etc. reflects the community's diversity.
  - c) **Activity:** Provide meeting room space at little or no charge for community groups and nonprofits to use.
  - d) **Activity:** Continue to offer cultural events or other community activities in the Library at least annually.
  - e) **Activity:** Evaluate community interest and feasibility of creating and distributing a Library newsletter.

The evaluation will be conducted by the Library Director with input from all staff members and should be completed by June 30, 2024.

9. **Goal:** Encourage all community members to be patrons of the Library through library card registration and regular use of Library resources.
  - a) **Activity:** Evaluate feasibility and benefits of making the Pryor Library “fine free” using models from other libraries who have already implemented such policies.

The evaluation will be conducted by the Library Director and Board of Trustees and should be completed by June 30, 2023.
  - b) **Activity:** Regularly assess requirements for new library cards/accounts to ensure such requirements are necessary and reasonable.
  - c) **Activity:** Regularly assess requirements for public computer use to ensure such requirements are necessary and reasonable.

## E. Internal Competencies

1. **Goal:** Continue to maintain eligibility status with the Oklahoma Department of Libraries by following their “Rules and Regulations for State Aid Grants.”
  - a) **Activity:** Ensure the Mayor and City Council are aware of these rules and regulations and their effects on the Library.
  - b) **Activity:** Continue to hold monthly Board of Trustee meetings that are open to the public.
2. **Goal:** Draft planning documents that support and complement this strategic plan. Each document will be drafted by the Library Director and Board of Trustees unless otherwise noted.
  - a) **Activity:** Finish Technology Plan by June 30, 2023 that includes replacement schedule for computers and laptops. The Technology Plan will be drafted by the Collection Development & Systems Librarian and the Library Director.
  - b) **Activity:** Create a Disaster Plan by June 30, 2024.
  - c) **Activity:** Create Facilities Plan by June 30, 2025 that includes building maintenance schedule.
3. **Goal:** Draft procedural documentation for various library services and functionality. Each document will be drafted by the Library Director and Board of Trustees unless otherwise noted.
  - a) **Activity:** Create IT documentation by June 30, 2023 that includes usernames, passwords, and how to operate, update, and service the Library’s equipment. IT documentation will be drafted and maintained by the Collection Development & Systems Librarian or his/her designee.
  - b) **Activity:** Continue to update building documentation that includes dates of remodels, dates of installation of various equipment, and any details that may be necessary in the years to come.
  - c) **Activity:** Create a procedure manual for each public service desk by June 30, 2023 that details the various tasks performed there and how to accomplish them.

The Procedure Manual will be drafted by the full-time staff at each public service desk, the Administrative Librarian, and the Library Director.
4. **Goal:** Ensure Library staff are well trained.

- a) **Activity:** Require each employee working more than 20 hours per week to attend at least one continuing education course each calendar year. These courses may be online or, budget permitting, in person.
  - b) **Activity:** Continue to require each full-time employee to become certified as a Public Librarian by the State of Oklahoma and maintain their certification during their employment.
  - c) **Activity:** Administrators and/or supervisors should provide annual employment reviews to all staff.
  - d) **Activity:** Continue to ensure adequate funding for continuing education and training.
  - e) **Activity:** Continue to conduct an annual staff training or inservice day on Columbus Day when the Library would normally be closed. This day should focus on team-building as well as training.
5. **Goal:** Continue to keep the Library connected with the larger library community in Mayes County, in the state, and nationally.
- a) **Activity:** Stay up-to-date on the events, activities, resources, etc. of the other libraries in Mayes County in an effort to cross-promote, share resources where appropriate, and avoid scheduling competing activities and events.
  - b) **Activity:** With the other libraries in Mayes County, evaluate the desire, benefits, risks, feasibility, and steps needed to combine resources into a County Library System.  
The evaluation will be conducted by the Pryor Library Director and the Library Directors or designees from each of the other four libraries in Mayes County. The evaluation should be completed by June 30, 2025.
  - c) **Activity:** Keep organizational memberships to state and national library organizations up-to-date.
  - d) **Activity:** Ensure adequate funding for organizational memberships.
  - e) **Activity:** Encourage staff to become members of and participate in library organizations that interest them.
  - f) **Activity:** Continue to provide reimbursement to staff of up to \$33 each year when they join or renew membership in state or national library organizations.
6. **Goal:** Ensure proper funding for the Library and its services by advocating for the Library and exploring non-municipal funding options.
- a) **Activity:** Maintain a Library “wish list” in the event of grant or other funding opportunities to purchase additional items, resources, or to fund additional services.
  - b) **Activity:** Keep abreast of available grant opportunities and apply for all that fit our needs.
  - c) **Activity:** Continue to advocate for the Library’s budget with the Mayor and City Council.
  - d) **Activity:** Continue to work closely with the Friends of the Library group to keep them abreast of funding needs and the potential for fundraising.
  - e) **Activity:** Continue to evaluate budget use annually and adjust allocations according to anticipated need.

7. **Goal:** Keep the Library's internal documentation, plans, and policies current to ensure the Library can anticipate needed changes and can react quickly and strategically when necessary.
  - a) **Activity:** Review the Strategic Plan every three years or according to State recommendations.
  - b) **Activity:** Review Library Board bylaws every even year.
  - c) **Activity:** Review Library policies every three years or according to State recommendations.
  - d) **Activity:** Once complete, review the Technology Plan every three years.
  - e) **Activity:** Once complete, review the Facilities Plan every three years.
  - f) **Activity:** Review job descriptions every three years with Strategic Plan review.
  - g) **Activity:** Once complete, review the Procedure Manual every odd year.
  - h) **Activity:** Once complete, review the Disaster Plan every year.
  - i) **Activity:** Create an annual calendar to detail the activities and evaluations due in that year according to the Strategic Plan.

# Strategic Plan Calendar

## Routine/Annual Activities:

- Allocate funds for the physical and online collections according to the plan goals and activities in Strategic Priorities A & B.
- Weed collections according to the plan goals and activities in Strategic Priorities A & B.
- Post staff book recommendations quarterly
- Curate material displays
- Use movie license at least twice a year
- Promote online resources at least quarterly
- Offer workshops/classes that teach a skill at least twice a year
- Offer class/event with a speaker once a year
- Monitor play space toys and equipment for damages
- Allocate funds to replace play space toys and equipment as needed
- Measure internet speed annually
- Allocate funds as needed to comply with the Technology Plan
- Offer computer classes/workshops annually
- Evaluate Legacy Lab equipment annually - Genealogy & Reference Librarian
- Promote Legacy Lab quarterly
- Offer STEM classes/workshops for school-aged children and their families twice a year
- Offer cultural events or other community activities annually
- Provide annual reviews of all staff members
- Allocate funds for education and training
- Conduct annual staff training day
- Renew organizational memberships
- Allocate funds to renew organizational memberships
- Maintain Library "wish list" in case funding is available
- Monitor available grant opportunities
- Update Building Documentation
- Review Disaster Plan

## FY 22/23 Activities:

- Evaluate offering outreach classes or storytimes to area daycares, preschools, and/or pre-kindergarten classes - Youth Services Librarian
- Evaluate interest and feasibility in forming conversation groups - Adult Services Librarian
- Finish technology plan - Library Director and Collection Development & Systems Librarian
- Create IT documentation - Collection Development & Systems Librarian
- Finish procedure manual - all full-time staff
- Evaluate physical resources in Local History & Genealogy Department - Collection Development & Systems Librarian, Genealogy & Reference Librarian

FY 23/24 Activities:

- Explore “Family Place Library” certification requirements & evaluate whether becoming certified will benefit the Library and community - Youth Services Librarian
- Evaluate cost and feasibility of providing wifi hotspots for patron checkout - Library Director & front-line staff
- Evaluate community interest and feasibility of creating and distributing a Library newsletter - Library Director & staff
- Evaluate online resources - Collection Development & Systems Librarian, Genealogy & Reference Librarian, and Library Director
- Review Library Board Bylaws
- Create Disaster plan - Library Director

FY 24/25 Activities:

- Evaluate digitizing archival boxes - Genealogy & Research Librarian
- Evaluate the desire, risks, feasibility, and steps needed to form a County Library System - Pryor Library Director and all other Mayes County Library Directors
- Evaluate physical resources in Local History & Genealogy Department - Collection Development & Systems Librarian, Genealogy & Reference Librarian
- Review/revise Strategic Plan
- Review Library Policies
- Review Job Descriptions
- Review Procedure Manual
- Create facilities plan - Library Director

Thomas J. Harrison

# **Pryor Public Library**

2022

## **Policy Manual**

Revised from 2017

505 East Graham Avenue  
Pryor, Oklahoma 74361



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# Library Governance and Policy Adoption

The Thomas J. Harrison Pryor Public Library (the Library) is a department of the City of Pryor Creek, Oklahoma, and falls under the jurisdiction of the City Council and Mayor of Pryor Creek.

The City Charter and City Codes give the Mayor and the City Council authority to create and appoint members to the Library Board of Trustees (the Library Board). The Library Board's responsibilities include approving the policies within this manual (see Appendices 1 and 2).

The policies that follow inform the day-to-day operations of the Library. They were adopted as a whole by the Library Board on August 4, 2022 and by the City Council on **DATE**. Any revisions made after that adoption are dated with the revision.

## Statement of Purpose

The mission of the Thomas J. Harrison Pryor Public Library is to enrich lives by being a vibrant community hub that stimulates imagination, satisfies curiosity, promotes literacy, and builds relationships through our collections, services, and staff.

In fulfilling its mission, the Library will provide information without bias or discrimination. The Library will also actively promote and encourage the use of its services, collection, and facility.

## Hours of Operation & Holidays

Monday	9:00 a.m. to 6:00 p.m.
Tuesday	9:00 a.m. to 6:00 p.m.
Wednesday	9:00 a.m. to 6:00 p.m.
Thursday	9:00 a.m. to 8:00 p.m.
Friday	9:00 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.
Sunday	Closed

The Library's holiday closures align with those of the Pryor Creek City Hall and may include:

New Year's Day  
Martin Luther King Jr. Day  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving  
Saturday after Thanksgiving (employees do not receive holiday pay)  
Christmas Eve  
Christmas Day

When a recognized holiday falls on Saturday, the Library will close both on the holiday and the preceding Friday. When the holiday falls on Sunday, the Library will close the following Monday.

When a recognized holiday falls on a Friday, the Library may close the adjacent Saturday at the Library Director and/or Library Board's discretion.

The Library may also close due to emergencies, inclement weather, or by other Library Board, Mayoral, or City Council actions.

## Inclement Weather Policy

In the case of inclement weather, the Library Director and the Mayor will collaborate to determine if the Library will open. Safety of Library staff and patrons will be the main consideration.

Road conditions and forecasts will be the primary determinations of potential closure due to weather. The Library Director may also opt to delay opening in order to allow staff adequate time to safely travel to work.

The opened/closed status of the Pryor Public School System will not determine the status of the Library, but may trigger late opening of the Library.

## Tornado Warnings

In the event of a tornado warning that affects the Pryor area, Library staff and patrons will immediately take shelter in the designated tornado safety area(s) and will remain in place until the warning expires.

Library staff will not check patrons out or help with any library services during a tornado warning.

Library patrons are not required to shelter with staff, but if they choose not to, they must leave the Library building.

All Library entrances will remain unlocked during a Tornado warning.

# Materials Selection Policy

## Objectives

The objective of the Library is to select, organize, and make accessible Library materials to meet the expressed and anticipated needs and interests of the community.

The Library recognizes the importance of basic materials of permanent value and timely materials on current issues. In selecting materials, the Library does not promote any particular belief or view, but strives to provide a forum where individuals can examine different sides of issues and make their own decisions.

Materials will be purchased for all ages in the formats that best suit patron needs.

## Guidelines

The Library and the Library Board support the Library Bill of Rights (see Appendix 3) and the Freedom to Read Statement (See Appendix 4) adopted by the American Library Association, which will serve as the basis for this policy and other lending policies of the Library.

Materials will be selected from a variety of professional journals, popular reviewing media, and patron suggestions.

## Responsibility

The Library Director has the final responsibility for the selection of all materials to be incorporated into the Library's collection, regardless of the mode of acquisition.

Materials selection for the Library is performed by selectors under the supervision of the Library Director. These selectors choose new materials, evaluate donated material, compile selection lists, review orders, oversee collection evaluation and management projects, guide deselection/weeding decisions, and monitor collection budgets.

# Selection Criteria

## General

All material, whether purchased or donated, is considered in terms of the standards listed below. Material is evaluated on the entirety of the work rather than individual parts. When judging the quality of material, several standards and combinations of standards may be used. Material need not meet all of the criteria in order to be acceptable.

The following principles will guide selection:

- Contemporary significance or permanent value
- Community interest
- Accuracy of content
- Reputation and/or authority of the author, editor, or illustrator
- Literary merit
- Relation to existing collection and to other materials on subject
- Price, availability, and demand
- Format and ease of use
- Scarcity of information in the subject area
- Availability of material in other area libraries
- Attention of critics, reviewers, media, and public

Authors and/or creators who would like the Library to add their publications and/or works to the Library's collection may donate a copy of the work to the Library. Such materials will be considered gifts and must satisfy the criteria set forth in our Materials Selection Policy before they are added to the collection.

## Material Specific

- Children's material is selected based on literary and artistic merit, contribution to the balance of the total collection, and the suitability of their content and vocabulary to the age of the reader. Material will be sought which presents an accurate and fair picture of the subject.
- Textbooks are purchased only when information is not available in any other formats. The goal of the Library is to supplement textbooks by providing materials which will help broaden interests stemming from the use of the textbook rather than the textbook itself.
- Periodicals **may be** purchased to supplement the book collection, provide recreational and professional reading, and/or provide material not yet published in book form. Selection of periodicals will be based upon their consideration as authoritative, objective, of local interest, and demand.



## Collection Maintenance

To maintain an up-to-date, useful, and attractive collection, the Library may deselect/weed material based on condition, age of the material, and/or lack of use. The Library will strive to replace out of date material with new, up-to-date material, but does not automatically replace all withdrawn material.

## Reconsideration

The Library recognizes that some materials may be controversial and that any given material may offend some patrons. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered, except to protect it from theft. Parents and legal guardians have sole responsibility for their children's material choices.

Patrons requesting that material in the collection be reconsidered may complete a "Material Reconsideration Form" found in Appendix 5. The form will be given to the Library Director who will respond by letter.

Should the patron wish to appeal the Library Director's decision, the patron may request that the reconsideration request be put on the agenda of the Library Board's next regularly scheduled meeting. The Library Board's decision will be based on the Library's Selection Policy. Library materials found to meet the standards set in the selection policy will not be removed from public access. The Library Board's decision will be final.

# Circulation Policy

## Definition of Service Area

The corporate limits of Mayes County, Oklahoma, define the free service area of the Library. Anyone living in this area is a resident.

## Registration of Borrowers

All borrowers are required to have a valid library card. Such cards are obtained by completing the application form, presenting photo ID, and providing proof of mailing address. Children under the age of 18 years must have the signature of a parent or guardian to acquire a library card. Parents/guardians are responsible for any and all fines and fees incurred on their minor's library card.

Library registrations expire annually in order for the Library to ensure accurate contact information for all borrowers.

In the event that a library card is lost or stolen, patrons should notify the Library immediately. Replacement library cards can be obtained by presenting photo ID and paying \$1.00.

## Residents and Non-Residents

All persons who have a current Mayes County mailing address or Mayes County Post Office box are eligible for a free library card.

Anyone living outside of the corporate limits of Mayes County, Oklahoma, can purchase a non-resident library card for \$5.00.

Anyone wishing to have a library card as a souvenir or for other non-use purposes will be asked to pay the replacement cost of the library card.

# Circulation

## General Guidelines

- Materials are borrowed/checked out for a four (4) week lending period unless otherwise noted.
- Videos in any format (DVD, Blu-ray, etc.) are borrowed/checked out for seven (7) days.
- Current issues of magazines are for in-house use only; but all back issues may be checked out.
- Materials may be renewed one time for an additional lending period as long as the materials in question are not reserved by the Library or another patron.
- Due to the limited collection, the Library reserves the right to limit the number of materials allowed to be checked out.
- Once notified, patrons will be given seven (7) days to pick up any reserved material(s).
- Items not available in the local collection may be obtained through interlibrary loan (see policy below).
- The entire library collection is open to all patrons.
- Reference material, microfilm, and archival material may not be checked out.
- Parents and/or guardians are responsible for supervising the material selection of the children in their care.
- Circulation records are protected by law and will only be revealed in the three circumstances stated in Disclosure of Records 1-105 Title 65 of Oklahoma Statutes (see Appendix 6).
- Patrons wishing to check out library equipment must have a library card in good standing that has been active for thirty (30) days or more. The Library reserves the right to require a deposit for equipment checkout. To ensure availability, it is recommended that equipment available for checkout be reserved in advance.
- A driver's license may be used in lieu of a library card for checkout on existing accounts.

## Checkout Limits

Library patrons may check out twenty (20) items at a time.

Due to the high demand of our audiovisual materials, additional limits apply to these formats. They are:

- DVDs and Blu-Rays 6
- Audiobooks 10

## Charges

All library materials will be loaned free of charge. Charges will only be assessed if materials are lost, damaged, or returned overdue.

Patrons wishing to borrow materials from another library through interlibrary loan (ILL) will be charged postage to send the material one way. Additional charges may be applied according to the ILL policy below.

## Fines and Bills

Overdue charges for library materials are \$0.10 per day per item, excluding any days the Library is closed. The maximum fine for an overdue item is \$5.00 per item. Additional charges may apply if materials are lost or damaged with the maximum fee being the replacement cost of the material.

Overdue notices will be issued via postal mail, text, or email in the following manner:

First Notice	7 Days following the due date
Second Notice	14 Days following the due date
Third Notice	21 Days following the due date

Ninety (90) days after the original due date any material not returned will be marked as “lost,” the patron account will be blocked, privileges associated with a library card will be suspended, and a bill will be issued for the replacement cost of the material. To reinstate privileges, patrons must return the material in question **in usable condition** and/or pay all fines and fees on their account.

**Fees incurred due to lost or damaged items** in the amount of \$5.00 or more will result in a blocked account and suspension of privileges associated with a library card. To reinstate privileges, patrons must pay **fees** to below \$5.00.

Fines **and/or fees** left unpaid for 90 days or more **may** result in a blocked account and suspension of privileges associated with a library card. To reinstate privileges, patrons must pay all fines **and/or fees** assessed 90 days or before, even if they are less than \$5.00.

All payments should be made to a member of the library staff during regular library hours to insure the proper posting of payments and to receive a receipt for the payment.

Any money found in the book drop will be treated as a donation to the Library.

Checks may be mailed to Thomas J. Harrison Pryor Public Library, 505 E. Graham Ave., Pryor, OK 74361, and should include the library card number associated with the fines or fees being paid. Overpayments through mailed payments will be treated as a donation to the Library.

## Lost or Damaged Material

If material is returned damaged so badly it is no longer usable or if material is lost, the borrower will be charged the replacement cost of the material or a fee as determined by the Library Director or her/his designee. Patrons who consistently return materials with damages may lose their borrowing privileges.

Materials returned containing insects or evidence of insect infestation will be considered damaged. These materials, depending on the severity of the infestation, must be quarantined or destroyed to protect the rest of the Library collection and prevent spread of insects to other areas. The Library Director and/or her/his designee will evaluate each incident and may discuss the situation with the responsible patron. The Library Director will consider the severity of the infestation, incident frequency, and the species of insect to determine if the responsible patron's borrowing privileges should be suspended. Privileges may be restored when the patron can assure the Library that no insects will be returned with future checkouts.

Under no circumstances should Library materials, including newspapers and magazines, be torn, clipped, or otherwise altered. The Library has a copier for public use (see the Copying and Printing policy below).

## Interlibrary Loan (ILL)

Interlibrary loan allows patrons to access materials that are not in the Library's collection. Patrons requesting an ILL must have a valid library card and are limited to five (5) active requests at any given time.

The lending library has ultimate authority over all ILL materials. The lending library dictates the loan period, renewal, and replacement cost of their materials. The borrower is responsible for paying any costs or late fees on an ILL.

One-way postage will be charged to the patron's account on the day the ILL material arrives at the Library. Postage must be paid regardless of whether the ILL is picked up by the patron.

Once requested, delivery of an ILL varies depending on the material, location of the lending library, and availability. Rare or recently published materials are sometimes difficult or impossible to get through ILL.

Renewal requests should be made before the ILL is due so that overdue fines do not accrue while the lending library processes the request.

Because returning ILL materials to their lending library is vital to maintaining positive relationships with lending libraries, overdue fines for ILL materials will be \$1.00 per day, per item.

ILL materials not returned a week after their due date will be considered lost. In addition to the overdue fines described above, the borrower will be charged any other fines or fees for the lost ILL materials as determined by the lending library.

# Local History and Genealogy Collection

The Library has a variety of resources available to patrons who wish to research Pryor and Mayes County history or their family genealogy. These resources include:

- Print documents and newspapers
- Microfilm images of newspapers and other material
- Digital resources
- Photographs
- Local history books

Patrons handling materials in the local history area of the library should take care not to damage materials. To prevent damage, patrons should wear gloves (when appropriate and available), wash hands frequently, and avoid using products (like lotions, hand sanitizers, etc.) that may leave residue on the materials.

The local history and genealogy collection does not check out, but is available during normal library hours. Some materials, due to their rarity and/or age may require staff supervision while being handled.

Patrons requesting Library staff to conduct extensive research on their behalf will be charged \$10.00 per research hour. This fee must be paid in full before any research information or documentation will be released. All research fees will be used to fund materials and/or databases for the Local History and Genealogy Collection.



# Copying and Printing

## Copyright Protection

The Library provides a copier for public use. Patrons printing and/or making copies in the Library are solely responsible for making sure they do not violate any copyright law of the United States. (Title 17, United States Code).

The Library is not responsible for and expressly prohibits the improper or illegal use of any copies of materials from its collection or on its copier. It is the patron's responsibility to guard against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions.

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement. The Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

## Printing Fees

Black and white prints and copies are \$0.15 per page.  
Color prints and copies are \$0.50 per page.

## Scanning Services

Patrons wishing to scan documents to a USB drive or to be emailed can do so free of charge.

# Public Computer Use

Internet computers are available for patrons 6 years and older. Early literacy stations are available for patrons aged 2-5. Because they do not connect to the internet, patrons aged 2-5 may use the early literacy stations with or without a library card.

Internet computers are divided by age group -- Adults will use computers in the adult computer lab. Teens (12-17 years) will use the computers in the Teen Area of the Youth Services Department. Children (6-11 years) will use the computers in the main area of the Youth Services Department. Young children (5 years and under) will use the early literacy stations in the main area of the Youth Services Department.

Caregivers of children age 5 and under may request a laptop or tablet for use in the Youth Services Department.

All computers will automatically shut down 15 minutes before the Library closes.

In order to use an internet computer, patrons need to have a library card in good standing. Adults without a library card may show staff their photo ID to obtain a one-time guest pass. No child under 18 years of age without a library card will be allowed on an internet computer without consent from a parent or guardian.

Public computers are available on a first come, first served basis. If all computers are in use, patrons may request to be placed on the reservation list for the next available computer.

Patrons using public computers may download data to an external device, but should provide their own devices.

Patrons may not download or install software to Library computers.

Patrons must use headphones or earbuds when sound is playing on a computer or other device. Adult patrons must supply their own headphones or earbuds. Children and teens using public computers may borrow headphones from the Youth Services Desk.

The Library, to the best of its ability, will erase all patron data from public computers.

# Internet Usage Guidelines

Unacceptable use of the Library's computers and/or wifi include, but is not limited to:

- Displaying, viewing, storing, printing, or sending any harassing material.
- Accessing sexually oriented web sites or storing or viewing sexually oriented images.
- Intentionally or recklessly introducing a virus or virus-like program onto a library computer or network.
- Using software in such a manner as to violate copyright laws.
- Participating in any illegal activities.
- Loading, downloading, or using any software that may be harmful to the Library's computers or network.
- Altering the default setting of the Library's computers.
- Using a library card or credentials that belong to someone else in order to use a library computer.

Patrons who fail to abide by these guidelines may be restricted from internet access and/or use of the Library's computers for a minimum of 30 days. General library privileges may be suspended depending on the severity of the violation.

## Exam Proctoring

The Library offers exam proctoring for both written and computer-based exams. Patrons needing an exam proctored should schedule the time with library staff well in advance of the exam's due date. It is the patron's responsibility to remember their scheduled exam proctoring time. Library staff will not call patrons to remind them of upcoming exams.

Because exam proctoring requires a staff member to be scheduled off-desk, patrons requesting this service will be charged \$10 per scheduled hour whether the full **scheduled** time is used or not. Exam proctoring fees must be paid in full before the test may begin. All exam proctoring fees will be used toward the cost of the Library's database subscriptions.

# Meeting Rooms

The Library's meeting rooms are open for community non-profit use during normal library operating hours.

The meeting rooms must be reserved prior to use. Individuals should contact Library staff before their event to check the rooms' availability and make the reservation.

Light refreshments may be served. Users are responsible for meeting room setup and for restoring the room and its contents to its original state unless other arrangements are made at the time of the room's reservation.

The meeting rooms may not be used by individuals, businesses, or organizations for profit purposes.

**Users may not charge admission or fees during their event without consent from the Library Director.**

The Library does not endorse or advocate the viewpoints of meetings or meeting room users.

## Open Meetings

While every effort will be made to ensure an uninterrupted event, meetings held in libraries are open to the public.

## Frequency of Use

Due to its limited availability, priority for meeting room reservations will be given to Library programming. Groups and organizations may schedule the meeting room on a first come, first served basis. No group will be allowed to reserve the room more than 12 times in a calendar year unless approved by the Library Director.

## Occupancy Loads

The meeting room occupancy loads are:

Open floor or chairs only: 50 people

Tables and chairs: 30 people

# Display Policy

The library assumes no liability for articles placed in any display cases. Non-profit organizations and/or educational institutions with instructional or recreational purpose displays may be considered at the discretion of the Library Director or her/his designee. All displays must be approved by the Library Director or her/his designee and are subject to removal/replacement at any time.

Non-profit organizations wishing to display promotional material at the Library must submit their material to Library staff for approval. Due to limited space, promotional material for other organizations may be taken down at any time.

# Library Programs

The Library will present programs and activities to entertain, educate, and/or enrich the lives of Library patrons. Staff may restrict participation in these programs and activities based on several factors. These restrictions may include, but are not limited to:

- A restriction on the total number of people in a program or activity
- A restriction on the age of people who may attend or participate in a program or activity
- A requirement for participants to pre-register and/or attend regularly

The purpose of the restrictions will be to permit the Library to conduct programming in a safe, orderly manner using the available resources. Restrictions on program participants will be kept to a minimum and will be applied equitably.

The Library Director may implement additional restrictions on Library programs and patrons in accordance with established Library policies and guidelines as deemed appropriate on a temporary basis.

# Gifts and Donations

## Gifts

Any materials donated to the Library become the property of the Library and the City of Pryor Creek. All donated materials must adhere to the Materials Selection Policy above before being added to the collection.

The Library staff will not appraise or estimate the value of gifts donated to the Library.

## Memorial Donations

Monetary donations may be earmarked by the donor for material purchase in memory of someone. Library staff will ask for title recommendations as well as information about the person to be honored so as to better select materials for that purpose.

If a specific title is requested by the donor, the title must adhere to the Materials Selection Policy above.

Once selected, a suitable bookplate will be placed in the memorial material and a letter of notification will be sent from the Library to the family, if possible.



# Rules and Regulations for Patrons

The rules and regulations outlined below have been adopted for the safety and convenience of Library patrons and staff.

The following activities are not allowed:

- Violent behavior toward other patrons or Library staff.
  - Library staff will report to the appropriate authorities any behavior which endangers or threatens another person.
- Any behavior that disrupts other patrons, Library staff, normal Library operations, or damages Library materials or property.
- Leaving children unattended.
  - Children five years of age and younger must be accompanied by a responsible caregiver at all times.
  - Children eight years of age or younger may not be left in the building without a responsible caregiver under any circumstances.
  - Library staff are not responsible for the supervision and/or safety of unattended children.
- Bringing weapons into the building.
- Possession of alcoholic beverages or illegal substances.
- Intoxicated behavior.
- Excessive body odor or extremely unclean clothing.
  - Patrons whose bodily hygiene is offensive so as to constitute a disruption to other people shall be asked to leave the Library until they have bathed and washed their clothes.
- Smoking or use of other tobacco products including electronic cigarettes and/or vaping devices.
- Sleeping in the building or on Library grounds.
- Consuming food or drink at a public computer.
  - Food and drinks may be consumed in other parts of the Library at the discretion of Library staff.
- Bringing pets into the building. Service dogs are welcome.

Any person found to be in violation of any of the above rules and regulations may be asked to leave the Library. Failure to comply with a request to leave the premises will result in the filing of trespassing charges against the offender.

# Appendix 1: Pryor Creek City Charter - Article VI, Section 59

## **Library, Park And Cemetery Boards, Powers.**

The Mayor and Council may elect to place the operation of the City Library, the City Parks and the City Cemetery under the control of boards whose members shall be appointed by the Mayor with the consent and approval of the Council, and serve without pay. They shall have the custody and care of the departments under their control.

Boards so appointed shall employ all persons needed in the operation of their departments and fix their compensation.

Thirty (30) days prior to the beginning of each fiscal year said boards shall present to the City Council a detailed statement of the estimated needs and expenses for the ensuing year.

More information about the Pryor Creek City Charter can be found at [http://pryorcreek.org/city/city\\_static/government](http://pryorcreek.org/city/city_static/government)

## Appendix 2: Pryor Creek City Code - Title 7, Chapter 5

### **7-5-1: LIBRARY BOARD CREATED:**

The library board of the city is composed of five (5) members, appointed by the mayor by and with the consent and confirmation of the city council. All appointments shall be for a term of three (3) years, except appointments to fill vacancies, which appointments shall be for the unexpired term for the member who is replaced. (1988 Code § 11-201; amd. 2000 Code)

### **7-5-2: DUTIES OF BOARD:**

The library board shall serve as an advisory board for the purpose of assisting the mayor and council in the operations of the city libraries. The control of operations of the libraries shall remain in the mayor and city council. The library board shall have the duty and may consider and investigate any subject matter pertaining to the establishment, development, management, operation, and maintenance of all libraries owned and operated by the city and shall have the power and duty to recommend to the mayor and the city council plans, ordinances, rules or regulations pertaining to the establishment, development, management, operation, and maintenance of all such libraries. The library board shall have the power and duty to recommend for approval of the mayor and the city council, the purchase of books and other supplies necessary for the operation of the library. The library board shall have the power and duty to recommend to the mayor and city council the receipt of gifts of money, books or other property which may be used or held in trust for the purpose given. All gifts of money shall be properly accounted for, deposited and held, and expended according to state law. All expenses upon claims shall be itemized, filed and paid by the city clerk, upon approval of the city council, as required by state law. When said claims have been presented and payment authorized, they shall be delivered to the library board for delivery to the various claimants therefor. The library board may submit employment recommendations and job description recommendations to the city council for positions within the library. All employees of the library are employed by the city of Pryor Creek and are under the supervision of the mayor and city council and subject to disciplinary action by the same. (Ord. 2015-2, 7-21-2015)

### **7-5-3: CONTRACT WITH OTHER AGENCIES:**

The library board, with the approval of the city council, may cooperate with or enter into any contract or other agreement, arrangement or understanding with the board of county commissioners of the county, the state library commission and any agency of the federal government for the purpose of maintaining the library or deriving benefits from either of the agencies. (Ord. 2003-14, 11-4-2003)

### **7-5-4: ORGANIZATION; OFFICERS:**

At the first meeting of the library board, it shall organize by electing one of its members chairman, one of its member vice chairman and the librarian shall be ex officio member of the board and secretary-treasurer. (1988 Code § 11-204)

**7-5-5: COMPENSATION:**

The members of the library board shall serve without compensation. (1988 Code § 11-205)

More information about the Pryor Creek City Code can be found at  
[http://pryorcreek.org/city/city\\_static/government](http://pryorcreek.org/city/city_static/government)

## Appendix 3: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

More information about the Library Bill of Rights can be found at <http://www.ala.org/advocacy/intfreedom/librarybill>

## Appendix 4: Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture

depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
3. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
4. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
5. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
6. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
7. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

8. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
9. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
10. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
11. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
12. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
13. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*
14. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of



enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

More information about the Freedom to Read Statement can be found at <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

# Appendix 5: Materials Reconsideration Form

Your Name: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_ Your Email Address: \_\_\_\_\_

Whom do you represent?

Yourself \_\_\_\_\_ Other Organization (Please Specify): \_\_\_\_\_

Title of work in question:

\_\_\_\_\_

Author: \_\_\_\_\_ Format (book, DVD, etc.): \_\_\_\_\_

Did you read/view/listen to the material in its entirety? \_\_\_\_\_

If not, to which parts did you read/view/listen?

\_\_\_\_\_

Have you read our Materials Selection Policy? \_\_\_\_\_

Do you believe this material violates that policy? If so, in what way(s)? \_\_\_\_\_

\_\_\_\_\_

What are your specific concerns or issues with this material? (use additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you like the Library to do with this material?

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 6: Oklahoma Statutes - Title 65, Chapter A, Article 1

## Section 1-105 Authorized Disclosure of Records

A. Any library which is in whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

B. The requirements of this section shall not prohibit middle and elementary school libraries from maintaining a system of records that identifies the individual or group to whom library materials have been loaned even if such system permits a determination, independent of any disclosure of such information by the library, that documents or materials have been loaned to an individual or group.

C. All registration information of minors collected by any library which is supported in whole or in part by public funds including but not limited to public, academic, school or special libraries shall not be disclosed to any person except:

1. Persons acting only within the legitimate scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual; or
3. By order of a court of law.

For purposes of this section, "registration information" includes any information required of a minor in order to become eligible to borrow books, utilize library services, and other materials.

D. Any suspicious requests for records of minors that may be indicative of criminal intent shall be reported immediately to appropriate law enforcement authorities.

More information about the Oklahoma Statutes governing libraries at <http://libraries.ok.gov/law-legislative-reference/library-laws/statutes-public-libraries/>



# OMNIA Contract #R191811

L&M Tulsa  
12424 East 55th St  
Tulsa, OK 74146-6224  
Phone: 918-664-1010

Order Number	28168
Date	07/27/2022
Customer PO No	
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	1 of 3

B City of Pryor Creek  
I 12 N Rowe St  
L City Hall  
L Pryor, OK 74361  
T  
O ATTN: Cari Rerat - 918-825-0777

S Thomas J Harrison Pryor Public Library  
H 505 E Graham Ave  
I Pryor, OK 74361-3828  
P  
T ATTN: Cari Rerat  
O Phone: 918-825-0777  
Email: reratc@pryorlibrary.org  
Cell: 417-438-7792

Line	Qty	Description	Unit Price	Extended Amount
1	1.00 Each	Hon Company HCLA65--X Backpack Hook (10 per carton) .X:Color- X Tag: Tag TG: MAKERSPACE Tag GC: SMARTLINK ACC	49.16	49.16
2	4.00 Each	Hon Company HEBS4LEG--\$(P2)-.T1 Build Standing Height Leg - 4/pk \$(P2):P2 Paint Opts .T1:Platinum Metallic Tag: Tag TG: MAKERSPACE Tag GC: BUILD TBL	115.95	463.80
3	4.00 Each	Hon Company HESQ48E--.N-\$(L1STD)-.D-.RE Build Square Top 48 inch .N:No Grommets \$(L1STD):Grd L1 Standard Laminates .D:Natural Maple .RE:Regatta Tag: Tag TG: MAKERSPACE Tag GC: BUILD TBL	177.36	709.44
4	4.00 Each	Hon Company HFMSC183930RWB--.X-.G-\$(P1)-.S Modular Storage Cabinet 18"D x 39 1/8"H x 30"W .X:Omt Core to Order Key Alike .G:Glide \$(P1):P1 Paint Opts .S:Charcoal Tag: Tag TG: MAKERSPACE Tag GC: FLGSHP SC	570.27	2,281.08
5	4.00 Each	Hon Company HLVMSC3330R--.X-\$(P3)-.P8M Mobile Stg Cab w/ Bins 18"D x 30"W x 32 1/4"H .X:Omt Core to Order Key Alike \$(P3):P3 Paint Opts .P8M:Regatta Tag: Tag TG: MAKERSPACE	764.30	3,057.20



# OMNIA Contract #R191811

L&M Tulsa  
12424 East 55th St  
Tulsa, OK 74146-6224  
Phone: 918-664-1010

Order Number	28168
Date	07/27/2022
Customer PO No	
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	2 of 3

6	8.00 Each	Tag GC: SMARTLINK VST Hon Company HMG4--.N-.E-.ON-\$(3)-.SX-37-.P7A Motivate Four Leg Couner Height Stool Uph Seat .N:Arm- No Arm .E:Standard Nylon Glide .ON:Onyx \$(3):Grade- III Uph .SX:Moxie 37:Tangerine .P7A:FRAME- Textured Charcoal Tag: Tag TG: MAKERSPACE Tag GC: MOTVAT STG	248.86	1,990.88
7	2.00 Each	Hon Company HT42AL72--\$(P3)-.P8M Preside 42.5H Angled Leg for 72W Top \$(P3):P3 Paint Opts .P8M:Regatta Tag: Tag TG: MAKERSPACE Tag GC: Preside LM	874.26	1,748.52
8	2.00 Each	Hon Company HTLC3672--.G-D-.N-\$(L1STD)-D Preside 72W x 36D Rectangular Shaped Laminate Top .G:2MM/Flat D:Edge- Natural Maple .N:No Grommets \$(L1STD):Grd L1 Standard Laminates .D:Natural Maple Tag: Tag TG: MAKERSPACE Tag GC: Laminate table tops	296.13	592.26
9	8.00 Each	Hon Company HF23C--.X101E Lock Core Replacement Kit Brushed Chrome .X101E:KEY NUMBER- 101E Tag: Tag GC: VERT ACC	24.24	193.92
10	1.00 Each	L&M - Labor Tulsa Delivery and Install Delivery and Installation with other order	0.00	0.00

Order Sub-Total : \$11,086.26

**TOTAL ORDER : \$11,086.26**

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



# OMNIA Contract #R191811

L&M Tulsa  
12424 East 55th St  
Tulsa, OK 74146-6224  
Phone: 918-664-1010

Order Number	28168
Date	07/27/2022
Customer PO No	
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	3 of 3

## Terms & Conditions

**Quotes:** Special Order product will require a 50% Deposit or written Purchase Order from *Open Accounts* (those Accounts with prior credit approval). Written quotes are valid for 30 days unless otherwise noted and product is subject to all applicable Sales Taxes.

**Deliveries:** Customers requesting Delivery are expected to provide all building condition information pertinent to ensuring an effective and safe installation. Besides Floors, Stairs, Elevators and Doorway information, the area is expected to be empty and ready to receive the furniture delivery. Orders requiring Storage of more than 30 days will be charged a Storage Fee determined by the volume of product. Moving of existing furniture is not part of a normal delivery and can delay or postpone the delivery! If time allows, the moving of existing furniture will incur additional charges. Delivery and Installation unless otherwise noted will be completed during normal business hours: Monday-Friday 8:00am to 5:00pm

**Terms:** Payment Terms for *Open Accounts* are Net 15 Days Cash or Check. Credit Card payment must be approved in advance. Delinquent payments will be accessed a "late fee" based on the total value of the Invoice(s) of 1% per month (any portion of a month constitutes one month).

**Warranty:** Manufacturer warranty information is available upon request. Customer should inspect the goods subject to this transaction and rely on his/her own experience and judgment regarding the quality, use and usefulness of the goods. Most manufacturers may replace product/parts at no charge, but transportation of goods is not included. Customers requesting delivery or pick-up will incur a delivery fee.

**Used Product:** Used furniture is sold "As Is" there is no implied warranty and these items are non- returnable.

Customers purchasing products marked "Used", "As Is" or "Discontinued" understand and acknowledge that all warranties of any type and nature are disclaimed by the manufacturer and L&M, including express warranties and implied warranties of merchantability, fitness for a particular purpose and usage of trade, in exchange for the Customer's special price consideration.

**Returns:** Signed customer Purchase Orders or deposits are considered intent to purchase, and are binding for special order product. Special ordered items are NOT returnable.

Date: \_\_\_\_\_ By: \_\_\_\_\_

Company Name: \_\_\_\_\_ Acct #: \_\_\_\_\_



**Proposal**  
**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	28282
Date	08/02/2022
Customer PO No	Cari Rerat
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	1 of 9

**B** City of Pryor Creek  
**I** 12 N Rowe St  
**L** City Hall  
**L** Pryor, OK 74361  
**T**  
**O** ATTN: Cari Rerat  
 Phone: 918-825-0777  
 Email: reratc@pryorlibrary.org

**S** Thomas J Harrison Pryor Public Library  
**H** 505 E Graham Ave  
**I** Pryor, OK 74361-3828  
**P**  
**T** ATTN: Cari Rerat  
**O** Phone: 918-825-0777  
 Email: reratc@pryorlibrary.org  
 Cell: 417-438-7792

Line	Qty	Description	Unit Price	Extended Amount
1	2.00 Each	Hon Company HBTTD30--\$(P2)-.PR8 Between Seated height disc base \$(P2):P2 Paint Opts .PR8:Silver Texture Tag: Tag TG: BREAKROOM Tag GC: BETWEEN	184.63	369.26
2	2.00 Each	Hon Company HBTTST36--.N-(L1STD)-.LDW1-.DW 36" Soft Square Top .N:No Grommets \$(L1STD):Grd L1 Standard Laminates .LDW1:Designer White 15051 .DW:EDGE- Designer White Tag: Tag TG: BREAKROOM Tag GC: BETWEEN	166.85	333.70
3	1.00 Each	Hon Company HMS1--.N-.RE-.PLAT Motivate High Density Stacker-Sled Base-Set/4 .N:Arm- No Arm .RE:Regatta .PLAT:Platinum Metallic Tag: Tag TG: BREAKROOM Tag GC: MOTVAT STG	423.80	423.80
4	1.00 Each	Hon Company HSDLP651218RL--.BX-.S-PR6-\$(P1)-.PJW-\$(L1STD)-.LFW1-.L Contain 65Hx12Wx18D DbILckr Plinth LamFronts 2 Dr .BX:Recessed Plinth .S:Square PR6:Silver \$(P1):P1 Paint Opts .PJW:Designer White \$(L1STD):Grd L1 Standard Laminates .LFW1:Florence Walnut .L:Standard Tag: Tag TG: BREAKROOM Tag GC: CONTN LCKR	658.12	658.12
5	3.00	Hon Company	985.91	2,957.73



**Proposal**  
**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

<b>Order Number</b>	28282
<b>Date</b>	08/02/2022
<b>Customer PO No</b>	Cari Rerat
<b>Customer Name</b>	City of Pryor Creek
<b>Salesperson</b>	Tom Tatro
<b>Project Name</b>	
<b>Terms</b>	NET 15 DAYS
<b>Page</b>	2 of 9

	Each	HSQLP652418RL--BX-.S-PR6-\$(P1)-.PJW-\$(L1STD)-LFW1-.L Contain 65Hx24Wx18D QuadLckr Plinth LamFronts 4 Dr .BX:Recessed Plinth .S:Square PR6:Silver \$(P1):P1 Paint Opts .PJW:Designer White \$(L1STD):Grd L1 Standard Laminates .LFW1:Florence Walnut .L:Standard Tag: Tag TG: BREAKROOM Tag GC: CONTN LCKR		
6	2.00 Each	Carolina Business Furniture 480-60B--DMS-MNW-X9-7-CJ-3056987-X9 Elani Lounge 60" Bench DMS:Deep Mink Solid Surface MNW:Root (MNW) X9:None (std) 7:Grade 7 Material CJ:CFStinson Juxy 3056987:Photon JUX05 X9:No Selection of Option Tag: Tag TG: MUSEUM	1,325.94	2,651.88
7	2.00 Each	National Office Furniture N58L1MUAX--2-21206-2-21206-2-21202-EW HOBSEN,LOUNGE,MID UPH BACK,ARMS,CONTRAST 2:GRADE 2 21206:BLISS HEARTH 2:GRADE 2 21206:BLISS HEARTH 2:GRADE 2 21206:BLISS HEARTH 2:GRADE 2 21202:BLISS SHADOW EW:CLEAR WALNUT Tag: Tag TG: MUSEUM Tag GC: GSA SIN CODE: 33721	1,595.25	3,190.50
8	1.00 Each	National Office Furniture N58T18ENRDG--EW HOBSEN,18DX18W,END TABLE,ROUND,GLASS TOP EW:CLEAR WALNUT Tag: Tag TG: MUSEUM Tag GC: GSA SIN CODE: 33721	1,179.00	1,179.00
9	1.00 Each	Ergonomic Solutions - ESI AMB-CLSC--WHT 11.5 Watt Amble Classic LED Light, White Finish WHT:White Tag: Tag TG: OFFICE 1	207.80	207.80
10	1.00 Each	Ergonomic Solutions - ESI FCH4C--WHT Desktop Power Module Including (2) AC Power and (1) USB-A Outlet, (1) USB-	133.66	133.66

## Proposal

**L&M Tulsa**  
12424 East 55th St  
Tulsa, OK 74146-6224  
Phone: 918-664-1010

Order Number	28282
Date	08/02/2022
Customer PO No	Cari Rerat
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	3 of 9

		C Outlet. Mounts on Top or Under Desk WHT:White Tag: Tag TG: OFFICE 1		
11	1.00 Each	Hon Company H10517--\$(L1STD)-.LFW1-LFW1 10500 Series 36Wx20Dx45-1/2H Lateral File-Three-Drawer \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut LFW1:LAM- Florence Walnut Tag: Tag TG: OFFICE 1 Tag GC: 10500 SER	762.35	762.35
12	1.00 Each	Hon Company H105895R--\$(L1STD)-.LFW1-LFW1 10500 Series 72Wx36Dx29-1/2H Sgl edDskRH B/B/F RectTop \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut LFW1:LAM- Florence Walnut Tag: Tag TG: OFFICE 1 Tag GC: 10500 SER	649.23	649.23
13	1.00 Each	Hon Company H105906L--\$(L1STD)-.LFW1-LFW1 10500 Series 48Wx24Dx29-1/2H Return Lt File/File Ped \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut LFW1:LAM- Florence Walnut Tag: Tag TG: OFFICE 1 Tag GC: 10500 SER	458.94	458.94
14	1.00 Each	Hon Company H105LT242450BFL--\$(L1STD)-.LFW1-LFW1-\$(L1STD)-.LFW1-.L-P-.L 105 SER TWR 24Wx24Dx50H WDRB/OPEN/BF Left \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut LFW1:LAM- Florence Walnut \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut .L:Linear P:Black .L:Standard Random Key Lock Tag: Tag TG: OFFICE 1 Tag GC: 10500 SER	953.44	953.44
15	4.00 Each	Hon Company HARCHA2 Field Install Dwr/Door Kits Arch Blk 2-pack Tag: Tag TG: OFFICE 1 Tag GC: LAM ACC	30.30	121.20
16	2.00 Each	Hon Company HARCHA3 Field Install Dwr/Door Kits Arch Blk 3-pack Tag: Tag TG: OFFICE 1 Tag GC: LAM ACC	33.94	67.88
17	2.00		254.12	508.24

## Proposal

**L&M Tulsa**  
12424 East 55th St  
Tulsa, OK 74146-6224  
Phone: 918-664-1010

Order Number	28282
Date	08/02/2022
Customer PO No	Cari Rerat
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	4 of 9

	Each	Hon Company HIGS6--F-.H-.IM-\$(3)-.SX-23-.T Ignition Guest/Multi-Purpose Chair Four-Leg Stacking .F:Arm- Fixed .H:Hard .IM:4-Way Black \$(3):GRADE- III UPHOLSTERY .SX:Moxie 23:Basalt .T:Black Tag: Tag TG: OFFICE 1 Tag GC: IGNITN STG		
18	1.00 Each	Hon Company HIWMM--Y1-.A-.S-.IM-\$(L)-.SS-11-.BL-.SB-.T Ignition 2 Task Mid-back, ilira back .Y1:Syncho-Tilt W Seat Slider .A:Arm- Height and Width Adj. Arm .S:Black All-Surface Caster .IM:4-Way Black \$(L):GRADE- L Leather .SS:SS Leather 11:COLOR- Black .BL:Black Adjustable Lumbar .SB:Base- Standard Base .T:Frame- Black Tag: Tag TG: OFFICE 1 Tag GC: IGNITION2	418.95	418.95
19	1.00 Each	Hon Company HL72TW--\$(A)-.TP-35 Tackboard for 72" W Wallmount Tackboard \$(A):Grd A Fabric .TP:FABRIC- Tempest 35:COLOR- Zebra Tag: Tag TG: OFFICE 1 Tag GC: Lam Acc	193.11	193.11
20	1.00 Each	Ergonomic Solutions - ESI AMB-CLSC--WHT 11.5 Watt Amble Classic LED Light, White Finish WHT:White Tag: Tag TG: OFFICE 2	207.80	207.80
21	1.00 Each	Ergonomic Solutions - ESI FCH4C--WHT Desktop Power Module Including (2) AC Power and (1) USB-A Outlet, (1) USB-C Outlet. Mounts on Top or Under Desk WHT:White Tag: Tag TG: OFFICE 2	133.66	133.66
22	1.00 Each	Hon Company H10560--\$(L1STD)-.LFW1-LFW1 10500 Series Bridge 42W x 24D x 29-1/2H \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut	167.26	167.26



**Proposal**  
**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	28282
Date	08/02/2022
Customer PO No	Cari Rerat
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	5 of 9

		LFW1:LAM- Florence Walnut Tag: Tag TG: OFFICE 2 Tag GC: 10500 SER		
23	1.00 Each	Hon Company H105896L--\$(L1STD)-.LFW1-LFW1 10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F RectTop \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut LFW1:LAM- Florence Walnut Tag: Tag TG: OFFICE 2 Tag GC: 10500 SER	649.23	649.23
24	1.00 Each	Hon Company H105903R--\$(L1STD)-.LFW1-LFW1 10500 Series 72Wx24Dx29-1/2H Single Ped Cred RH F/F Ped \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut LFW1:LAM- Florence Walnut Tag: Tag TG: OFFICE 2 Tag GC: 10500 SER	577.32	577.32
25	1.00 Each	Hon Company H105LT242450BFR--\$(L1STD)-.LFW1-LFW1-\$(L1STD)-.LFW1-.L-P-.L 105 SER TWR 24Wx24Dx50H WDRB/OPEN/BF Right \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut LFW1:LAM- Florence Walnut \$(L1STD):Grd L1 Standard Laminates .LFW1:LAM- Florence Walnut .L:Linear P:Black .L:Standard Random Key Lock Tag: Tag TG: OFFICE 2 Tag GC: 10500 SER	953.44	953.44
26	1.00 Each	Hon Company HARCHA2 Field Install Dwr/Door Kits Arch Blk 2-pack Tag: Tag TG: OFFICE 2 Tag GC: LAM ACC	30.30	30.30
27	2.00 Each	Hon Company HARCHA3 Field Install Dwr/Door Kits Arch Blk 3-pack Tag: Tag TG: OFFICE 2 Tag GC: LAM ACC	33.94	67.88
28	1.00 Each	Hon Company HBTDD30--\$(P1)-.P8V Between Seated height disc base \$(P1):P1 Paint Opts .P8V:Textured Titanium Tag: Tag TG: OFFICE 2 Tag GC: BETWEEN	176.55	176.55
29	1.00 Each	Hon Company	166.85	166.85

**Proposal**  
**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	28282
Date	08/02/2022
Customer PO No	Cari Rerat
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	6 of 9

		<p>HBTTTRND36--.N-\$(L1STD)-.LAHC-.R          36" Round Top          .N:No Grommets          \$(L1STD):Grd L1 Standard Laminates          .LAHC:Handspun Chestnut          .R:EDGE- Greige          Tag: Tag TG: OFFICE 2          Tag GC: BETWEEN</p>		
30	4.00 Each	<p>Hon Company          HIGS6--.F-.H-.IM-\$(3)-.SX-23-.T          Ignition Guest/Multi-Purpose Chair Four-Leg Stacking          .F:Arm- Fixed          .H:Hard          .IM:4-Way Black          \$(3):GRADE- III UPHOLSTERY          .SX:Moxie          23:Basalt          .T:Black          Tag: Tag TG: OFFICE 2          Tag GC: IGNITN STG</p>	254.12	1,016.48
31	1.00 Each	<p>Hon Company          HIWMM--.Y1-.A-.S-.IM-\$(3)-.QUL-05-.BL-.SB-.T          Ignition 2 Task Mid-back, ilira back          .Y1:Syncho-Tilt W Seat Slider          .A:Arm- Height and Width Adj. Arm          .S:Black All-Surface Caster          .IM:4-Way Black          \$(3):GRADE- III UPHOLSTERY          .QUL:FAB- Quill          05:COLOR- Ink          .BL:Black Adjustable Lumbar          .SB:Base- Standard Base          .T:Frame- Black          Tag: Tag TG: OFFICE 2          Tag GC: IGNITION2</p>	357.54	357.54
32	1.00 Each	<p>Hon Company          HL72TW--\$(A)-.TP-35          Tackboard for 72" W Wallmount Tackboard          \$(A):Grd A Fabric          .TP:FABRIC- Tempest          35:COLOR- Zebra          Tag: Tag TG: OFFICE 2          Tag GC: Lam Acc</p>	193.11	193.11
33	1.00 Each	<p>Hon Company          HWH2SS--.B-\$(3)-.QUL-03-.SM-P8V          West Hill Two Seat Lounge-Std Cushion          .B:Both Arms          \$(3):Grade 3 Uph          .QUL:Quill          03:COLOR- Aviary          .SM:Square Metal</p>	1,767.90	1,767.90

**Proposal**  
**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

<b>Order Number</b>	28282
<b>Date</b>	08/02/2022
<b>Customer PO No</b>	Cari Rerat
<b>Customer Name</b>	City of Pryor Creek
<b>Salesperson</b>	Tom Tatro
<b>Project Name</b>	
<b>Terms</b>	NET 15 DAYS
<b>Page</b>	7 of 9

		P8V:Textured Titanium Tag: Tag TG: OFFICE 2 Tag GC: WEST HILL		
34	4.00 Each	Hon Company HMBTLEG24--G-\$(P1)-.P8T Huddle Fixed Height T-leg bas For 24" tops .G:Glide \$(P1):P1 Paint Opts .P8T:Titanium Tag: Tag TG: STUDY ROOMS 1-4 Tag GC: Table Bases	228.26	913.04
35	8.00 Each	Hon Company HMN2--.F-.H-.IC-.ON-\$(3)-.SX-04-.BLCK Motivate Nest/Stack Chair-Flex Bck-Uph Seat .F:Arm- Fixed Arm .H:Hard .IC:4-Way Charcoal .ON:Onyx \$(3):Grade- III Uph .SX:Moxie 04:Elysian .BLCK:FRAME- Black Tag: Tag TG: STUDY ROOMS 1-4 Tag GC: MOTVAT STG	334.11	2,672.88
36	8.00 Each	Hon Company HMN2--.F-.H-.IC-.ON-\$(3)-.SX-11-.BLCK Motivate Nest/Stack Chair-Flex Bck-Uph Seat .F:Arm- Fixed Arm .H:Hard .IC:4-Way Charcoal .ON:Onyx \$(3):Grade- III Uph .SX:Moxie 11:Terracotta .BLCK:FRAME- Black Tag: Tag TG: STUDY ROOMS 1-4 Tag GC: MOTVAT STG	334.11	2,672.88
37	4.00 Each	Hon Company HMT3060G--.N-\$(L1STD)-.LAHS-.S Huddle 30x60 Table Top w/Edgeband .N:No Grommets \$(L1STD):Grd L1 Standard Laminates .LAHS:Handspun Slate .S:Edge- Charcoal Tag: Tag TG: STUDY ROOMS 1-4 Tag GC: Table Tops	215.33	861.32
38	13.00 Each	Hon Company HMS2--.N-.ON-\$(3)-.SX-05-.PLAT Motivate High Density Stacker-Uph Seat Set/4 .N:Arm- No Arm .ON:Onyx	561.96	7,305.48



**Proposal**  
**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

<b>Order Number</b>	28282
<b>Date</b>	08/02/2022
<b>Customer PO No</b>	Cari Rerat
<b>Customer Name</b>	City of Pryor Creek
<b>Salesperson</b>	Tom Tatro
<b>Project Name</b>	
<b>Terms</b>	NET 15 DAYS
<b>Page</b>	8 of 9

		\$(3):Grade- III Uph .SX:Moxie 05:Blueberry .PLAT:Platinum Metallic Tag: Tag TG: TRAINING Tag GC: MOTVAT STG		
39	2.00 Each	Hon Company HMSCART Motivate Cart for Stacking Chairs Tag: Tag TG: TRAINING Tag GC: MOTVAT STG	243.21	486.42
40	24.00 Each	MityLite Inc RT3060 ABS Rectangle 3060, Smooth Top, Speckled Beige. Wishbone Legs. Tag: TRAINING	301.22	7,229.28
41	2.00 Each	MityLite Inc CRT18-60EBLK2 Cart - Holds 1860 to 3060 Rectangular Table; Edge; Blk Frame; Non-Marring 5" Casters. Cart holds 20 Tables Tag: TRAINING	598.78	1,197.56
42	1.00 Each	MityLite Inc FREIGHT MityLite Freight	840.00	840.00
43	1.00 Each	Carolina Business Furniture Carolina Freight	89.00	89.00
44	1.00 Each	L&M - Labor Tulsa DELIVER AND INSTALL Delivery & Installation	3,550.00	3,550.00

Order Sub-Total : \$50,521.97

**TOTAL ORDER : \$50,521.97**

**A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



# Proposal

**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	28282
Date	08/02/2022
Customer PO No	Cari Rerat
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	9 of 9

## Terms & Conditions

**Quotes:** Special Order product will require a 50% Deposit or written Purchase Order from *Open Accounts* (those Accounts with prior credit approval). Written quotes are valid for 30 days unless otherwise noted and product is subject to all applicable Sales Taxes.

**Deliveries:** Customers requesting Delivery are expected to provide all building condition information pertinent to ensuring an effective and safe installation. Besides Floors, Stairs, Elevators and Doorway information, the area is expected to be empty and ready to receive the furniture delivery. Orders requiring Storage of more than 30 days will be charged a Storage Fee determined by the volume of product. Moving of existing furniture is not part of a normal delivery and can delay or postpone the delivery! If time allows, the moving of existing furniture will incur additional charges. Delivery and Installation unless otherwise noted will be completed during normal business hours: Monday-Friday 8:00am to 5:00pm

**Terms:** Payment Terms for *Open Accounts* are Net 15 Days Cash or Check. Credit Card payment must be approved in advance. Delinquent payments will be accessed a "late fee" based on the total value of the Invoice(s) of 1% per month (any portion of a month constitutes one month).

**Warranty:** Manufacturer warranty information is available upon request. Customer should inspect the goods subject to this transaction and rely on his/her own experience and judgment regarding the quality, use and usefulness of the goods. Most manufacturers may replace product/parts at no charge, but transportation of goods is not included. Customers requesting delivery or pick-up will incur a delivery fee.

**Used Product:** Used furniture is sold "As Is" there is no implied warranty and these items are non- returnable.

Customers purchasing products marked "Used", "As Is" or "Discontinued" understand and acknowledge that all warranties of any type and nature are disclaimed by the manufacturer and L&M, including express warranties and implied warranties of merchantability, fitness for a particular purpose and usage of trade, in exchange for the Customer's special price consideration.

**Returns:** Signed customer Purchase Orders or deposits are considered intent to purchase, and are binding for special order product. Special ordered items are NOT returnable.

Date: \_\_\_\_\_ By: \_\_\_\_\_

Company Name: \_\_\_\_\_ Acct #: \_\_\_\_\_





# Proposal

**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	28385
Date	08/09/2022
Customer PO No	
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	1 of 3

**B** City of Pryor Creek  
**I** 12 N Rowe St  
**L** City Hall  
**L** Pryor, OK 74361  
**T**  
**O** ATTN: Cari Rerat  
 Phone: 918-825-0777  
 Email: reratc@pryorlibrary.org

**S** Thomas J Harrison Pryor Public Library  
**H** 505 E Graham Ave  
**I** Pryor, OK 74361-3828  
**P**  
**T** ATTN: Cari Rerat  
**O** Phone: 918-825-0777  
 Email: reratc@pryorlibrary.org  
 Cell: 417-438-7792

Line	Qty	Description	Unit Price	Extended Amount
1	2.00 Each	Brodart Co S1-711-S00--STD-O89-- D/F Starter, wood shelves, 24"D x 36"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top Tag: Tag TG: BOOKCASES	607.50	1,215.00
2	4.00 Each	Brodart Co S2-711-S00--STD-O89-- D/F Adder, wood shelves, 24"D x 36"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top Tag: Tag TG: BOOKCASES	459.58	1,838.32
3	6.00 Each	Brodart Co SB-616-S00--STD-O89 D/F Shelving Partition, 36"H STD:Standard Oak Finishes O89:Natural Oak Tag: Tag TG: BOOKCASES	52.50	315.00
4	1.00 Each	Brodart Co S1-991-S00--STD-O89-- D/F Starter, wood shelves, 24"D x 42"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top Tag: Tag TG: BOOKCASES	668.33	668.33
5	9.00 Each	Brodart Co S2-991-S00--STD-O89-- D/F Adder, wood shelves, 24" Dx 42" STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top Tag: Tag TG: BOOKCASES	509.58	4,586.22
6	10.00 Each	Brodart Co SB-605-S00--STD-O89 D/F Shelving Partition, 42" H STD:Standard Oak Finishes	57.08	570.80



**Proposal**  
**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	28385
Date	08/09/2022
Customer PO No	
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	2 of 3

		O89:Natural Oak Tag: Tag TG: BOOKCASES		
7	1.00 Each	Brodart Co S1-976-S00--STD-O89-- S/F Starter, wood shelves, 10"D x 82"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top Tag: Tag TG: BOOKCASES	566.67	566.67
8	9.00 Each	Brodart Co S2-976-S00--STD-O89-- S/F Adder, wood shelves, 10"D x 82"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top Tag: Tag TG: BOOKCASES	429.58	3,866.22
9	10.00 Each	Brodart Co SB-600-S00--STD-O89 S/F Shelving Back, 82" H STD:Standard Oak Finishes O89:Natural Oak Tag: Tag TG: BOOKCASES	75.00	750.00
10	4.00 Each	Brodart Co S1-991-S07--STD-813-- D/F Mobile Starter, wood shelves, 24"D x 42"H STD:Standard Oak Finishes 813:Mocha on Oak ~:Standard Top Tag: Tag TG: MUSEUM	827.92	3,311.68
11	1.00 Each	Brodart Co FREIGHT Brodart Freight	1,900.00	1,900.00
12	1.00 Each	L&M - Labor Tulsa Delivery and Install Delivery and Install	1,925.00	1,925.00

Order Sub-Total : \$21,513.24

**TOTAL ORDER : \$21,513.24**

**A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



# Proposal

**L&M Tulsa**  
**12424 East 55th St**  
**Tulsa, OK 74146-6224**  
**Phone: 918-664-1010**

Order Number	28385
Date	08/09/2022
Customer PO No	
Customer Name	City of Pryor Creek
Salesperson	Tom Tatro
Project Name	
Terms	NET 15 DAYS
Page	3 of 3

## Terms & Conditions

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**Used Product:** Used furniture is sold "As Is" there is no implied warranty and these items are non- returnable.

Customers purchasing products marked "Used", "As Is" or "Discontinued" understand and acknowledge that all warranties of any type and nature are disclaimed by the manufacturer and L&M, including express warranties and implied warranties of merchantability, fitness for a particular purpose and usage of trade, in exchange for the Customer's special price consideration.

**Returns:** Signed customer Purchase Orders or deposits are considered intent to purchase, and are binding for special order product. Special ordered items are NOT returnable.

Date: \_\_\_\_\_ By: \_\_\_\_\_

Company Name: \_\_\_\_\_ Acct #: \_\_\_\_\_



## Proposal

Indeco - San Antonio  
 805 E. 4th Avenue  
 Belton, TX 76513  
 Phone: 1-800-692-4256

Order Number	6033
Date	08/10/2022
Customer PO No	
Customer Name	Pryor Public Library
Salesperson	Wayne Goldston
Project Number	
Terms	NET 30
Page	1 of 2

T Pryor Public Library  
 O 505 E Graham Ave  
 Pryor, OK 74361

ATTN: Cari Boatright Rérat  
 Phone: 918-825-0777  
 Email: reratc@pryorlibrary.org

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Pryor Public Library  
 505 E Graham Ave  
 Pryor, OK 74361

ATTN: Cari Boatright Rérat  
 Phone: 918-825-0777  
 Email: reratc@pryorlibrary.org

Prepared for : Wayne Goldston

Line	Quantity	Description	Unit Price	Extended Amount
1	2.00 Each	Brodart S1-711-S00--STD-O89 D/F Starter, wood shelves, 24"D x 36"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top	721.00	1,442.00
2	4.00 Each	Brodart S2-711-S00--STD-O89 D/F Adder, wood shelves, 24"D x 36"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top	546.00	2,184.00
3	6.00 Each	Brodart SB-616-S00--STD-O89	63.00	378.00
4	1.00 Each	Brodart S1-991-S00--STD-O89 D/F Starter, wood shelves, 24"D x 42"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top	794.00	794.00
5	9.00 Each	Brodart S2-991-S00--STD-O89 D/F Adder, wood shelves, 24" Dx 42" STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top	605.00	5,445.00
6	10.00 Each	Brodart SB-605-S00--STD-O89 D/F Shelving Partition, 42" H STD:Standard Oak Finishes O89:Natural Oak	68.00	680.00
7	1.00 Each	Brodart S1-976-S00--STD-O89 S/F Starter, wood shelves, 10"D x 82"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top	727.00	727.00



## Proposal

**Indeco - San Antonio**  
**805 E. 4th Avenue**  
**Belton, TX 76513**  
**Phone: 1-800-692-4256**

Order Number	6033
Date	08/10/2022
Customer PO No	
Customer Name	Pryor Public Library
Salesperson	Wayne Goldston
Project Number	
Terms	NET 30
Page	2 of 2

8	9.00 Each	Brodart S2-976-S00--STD-O89 S/F Adder, wood shelves, 10"D x 82"H STD:Standard Oak Finishes O89:Natural Oak ~:Standard Top	552.00	4,968.00
9	10.00 Each	Brodart SB-600-S00--STD-O89	89.00	890.00
10	1.00 Each	Brodart BRODART SURCHARGE	1,050.00	1,050.00
11	1.00 Each	Brodart BRODART FREIGHT BRODART FREIGHT	2,349.00	2,349.00
12	1.00 Each	Indeco Install Install Install	1,750.00	1,750.00
			Order Sub-Total :	\$22,657.00
			<b>TOTAL ORDER :</b>	<b>\$22,657.00</b>

Please review the quotation and notify us if any changes are needed. Pricing is valid for 30 days from date above.  
 Thank you for the opportunity to be of service!





Tramel, Kevin <tramelk@pryorcreek.org>

**Rock River Arms A4 SBR**

Sports World, Inc. <info@sportsworldtulsa.com>  
To: "Tramel, Kevin" <tramelk@pryorcreek.org>

Wed, Aug 10, 2022 at 12:24 PM

Hi Kevin

I got some information on the Rock River SBRs. I'll type this the best I can but if you have any questions please call me.

The rifles will run \$925.00/each. Totaling \$3700.00

Rock River will ship the rifles directly to the PD. However, they will need your FET Exemption Form and they will need the order on your letter head. The letter head order just needs to show Rock River Arms name and address and show the quantity, description, item number and price of the SBRs being purchased. Doing this will allow them to ship directly to you and will save you several hundred dollars in Federal Excise Tax. Please let me know if you have any questions.

Thank you

Chris

Sports World, Inc

6841 E. 41<sup>st</sup> Street

Tulsa, OK 74145

P (918) 742-4027

F (918) 742-3981

sportsworld@tulsacoxmail.com

From: Tramel, Kevin [mailto:tramelk@pryorcreek.org]  
Sent: Friday, July 29, 2022 1:52 PM  
To: Sports World, Inc. <info@sportsworldtulsa.com>  
Subject: Re: Rock River Arms A4 SBR



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GT Distributors - Austin  
 1124 New Meister Ln., Ste 100  
 Pflugerville TX 78660  
 (512) 451-8298 Ext. 0000

Quote	QTE0158672
Date	7/28/2022
Page:	1

**Bill To:**

**Ship To:**

Pryor Creek Police Dept (OK)  
 Attn Accounts Payable  
 214 South Mill Street  
 Pryor OK 74361

Pryor Police Dept (OK)  
 214 South Mill Street  
 Attn:  
 Pryor OK 74361

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
220728 SBR	006335	RA	FACTORY DIRECT	NET 15	0/0/0000	2,623,141
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
4	RRA-LE2025*	RRA LAR-15 LE ENHANCED CAR A4 SBR	Each	\$947.06	\$3,788.24	

**QUOTE IS GOOD FOR 30 DAYS. IN ORDER TO RECEIVE QUOTED PRICE  
 PLEASE PRESENT A COPY OF QUOTE AT POINT OF SALE IN STORES OR  
 REFERENCE QUOTE NUMBER ON PO OR REQUISITION**

Your salesperson is Juan Montalvo. Thank You.  
 Tramel, Kevin <tramelk@pryorcreek.org>

<b>Subtotal</b>	\$3,788.24
<b>Misc</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Total</b>	\$3,788.24