

# PROCLAMATION

## BARBARA HAWKINS DAY

### January 3, 2023

**WHEREAS, Barbara Hawkins** began working with the Pryor Area Chamber of Commerce in 1996 as the director; and

**WHEREAS, Barbara Hawkins** has always had the Pryor Area's Community Development and Economic Development as a priority; and

**WHEREAS, Barbara Hawkins** has been a dedicated and valued volunteer to the City of Pryor Creek and Northeast Oklahoma; and

**WHEREAS, Barbara Hawkins** is a member of the Green Country Tourism Board and Northeast Oklahoma Regional Alliance Board; and

**WHEREAS, Barbara Hawkins** is a valued member of the Center on Rural Innovation Project and the Jefferson Highway Project; and

**WHEREAS, the City of Pryor Creek** appreciates and respects **Barbara Hawkins** for her commitment to service and for her many contributions to the City of Pryor Creek and surrounding communities; and

**WHEREAS, Barbara Hawkins** had the courage to come forward with her experience and concerns in the interest of the betterment of the City of Pryor Creek;

**NOW, THEREFORE, BE IT PROCLAIMED, BY THE MAYOR AND CITY COUNCIL OF PRYOR CREEK, that this Council, for and on behalf of the people of Pryor Creek, does hereby declare January 3, 2023, to be "BARBARA HAWKINS DAY" in the City of Pryor Creek.**

\_\_\_\_\_  
*Larry Lees, Mayor*

\_\_\_\_\_  
*Choya Shropshire*

\_\_\_\_\_  
*Terry Lamar*

\_\_\_\_\_  
*Dennis Nance*

\_\_\_\_\_  
*Steve Smith*

\_\_\_\_\_  
*Randy Chitwood*

\_\_\_\_\_  
*Evet Barham*

\_\_\_\_\_  
*Chris Gonthier*

\_\_\_\_\_  
*Lori Siever*

Attest: \_\_\_\_\_

*City Clerk*



Coats, Darla <coatsd@pryorcreek.org>

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## Ritchie 1099

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**Kim Ritchie** <kritchie@rrmalaw.com>

Sat, Dec 24, 2022 at 6:11 PM

To: Darla Coats <coatsd@pryorcreek.org>, Eva Smith <smithe@pryorcreek.org>, "Jeffrey D. Kolker" <jeff@kolkercpa.com>

Effective January 1, 2023 I request you pay City attorney compensation to Ritchie, Rock & Atwood Law Firm on a contractor 1099 basis. I previously supplied the research on this to Jeff. I think I also supplied it to Eva.

If there are questions or if we need to discuss it let me know.

## **MEMORANDUM OF AGREEMENT**

**Pryor Creek – City Attorney**

**July 1, 2020 – June 30, 2021**

**THIS AGREEMENT** shall be effective as of the 1<sup>st</sup> day of July 2020, by and between the City of Pryor Creek, Oklahoma, a municipal corporation, (hereinafter referred to as the CITY) and K. Ellis Ritchie, Attorney at Law, City Attorney for the CITY, (hereinafter referred to as RITCHIE) regardless of the date signed.

### **NOW ALL MEN BY THESE PRESENTS:**

**WHEREAS**, the CITY wishes to enter into an agreement with RITCHIE to maintain his services on behalf of the CITY while at the same time attempting to establish a fixed monthly cost for same in order to manage costs and properly budget for this important service; and

**WHEREAS**, the parties have agreed upon a flat rate annual payment to be paid in Twenty-Six (26) equal bi-weekly payments to accomplish these goals.

**NOW THEREFORE**, in consideration of the above the parties hereto agree as follows:

1. Effective July 1, 2020, the CITY shall pay to RITCHIE the annual sum of Sixty-Three Thousand Dollars and No/100 (\$63,000.00) for his services as City Attorney, as more fully described below, and for the level of service required by this agreement. Said sum shall be paid in Twenty-Six (26) equal bi-weekly installments of Two Thousand Four Hundred Twenty-Three Dollars and 08/100 (\$2,423.08) in accordance with the CITY's bi-weekly payroll.
2. In addition thereto, and in compliance with the applicable regulations of the Internal Revenue Service, the CITY shall additionally cause to be paid at its expense the employer's applicable FICA payments due as a result of the agreed compensation. No other benefits ordinarily attributed to an employer/employee relationship shall be required of the CITY and payable to RITCHIE.
3. In exchange for said payments RITCHIE agrees to provide legal services to the CITY in the capacity as the appointed City Attorney at a level required by the CITY. The parties agree the CITY has the right to require, and RITCHIE shall so provide, a level of service of not to exceed 420 otherwise billable hours annually (35 hours per month). For any billable hours reasonably required by the CITY in excess of 420 annually, the CITY shall pay for each of said hours at the rate of Two Hundred Twenty-Five Dollars and No/100 (\$225.00) per hour. It is the further agreement of the parties that the CITY will retain other attorneys to perform the services of City Prosecutor in Municipal Court and RITCHIE shall not be required to perform said services.
4. RITCHIE shall be reimbursed for job related expenses including but not limited to mileage at the IRS rate for mileage, copy charges at the rate of \$0.10 per sheet, specialized education and training (CLE) appropriate to the position of City Attorney and such other job related expenses as necessarily and reasonably incurred in the performance of the office of City Attorney.

5. Upon request, RITCHIE shall provide to the CITY a history of hours otherwise billable to the CITY and performed by him pursuant to this agreement to ensure the required level of services is being reasonably furnished.
6. Despite the negotiation and execution of this agreement, the employment status of RITCHIE shall remain as part-time "at will" employee of the CITY reporting directly to the Mayor and City Council and shall be subject to any employment action by the Mayor and City Council deemed for the "good of the service" as is any other part-time employee of the CITY. The execution of this agreement does not create, nor vest in RITCHIE, any contract or property right, or the reasonable expectation of a contract or property right, for continued employment with the CITY.
7. This contract shall terminate on June 30, 2021.
8. Either party may cancel this agreement without cause upon Sixty (60) days written notice to the other party.
9. This agreement shall be for an initial term of one (1) year as herein set forth and shall be deemed automatically renewed for successive one (1) year periods for the succeeding fiscal year at the end of each fiscal year unless terminated pursuant to paragraph "8" hereof.

Executed this 16<sup>th</sup> day of June, 2020.

**CITY OF PRYOR CREEK**

By:

  
Larry Lees,  
Mayor of City of Pryor Creek

  
K. Ellis Ritchie  
City Attorney for City of Pryor Creek

ATTEST:

  
Eva Smith, City Clerk

CITY OF

PRYOR CREEK

CLERK

OFFICE

330 S. MAIN ST.

PRYOR CREEK, OK 73455

PHONE (405) 334-2222

FAX (405) 334-2223

WWW.PRYORCREEKOK.GOV

# FIRST AMENDED MEMORANDUM OF AGREEMENT

Dated January 1, 2023

**Pryor Creek – City Attorney**

**July 1, 2020 – June 30, 2021**

**WHEREAS**, the City of Pryor Creek and K. Ellis Ritchie currently have in place an agreement whereby K. Ellis Ritchie serves as City Attorney for the City of Pryor Creek which is identical in terms to this “First Amended Memorandum Of Agreement” save and except this amendment to the agreement which alters the agreement such that it changes tax treatment of the compensation to be paid to K. Ellis Ritchie. This change is necessitated by a change in organizational structure of the law firm (Ritchie, Rock & McBride), and

**WHEREAS**, Mr. Ritchie has been, and will continued to be employed by the City under this agreement in a professional capacity as an independent contractor providing professional legal services as City Attorney and not an employee of the City, and

**WHEREAS**, Mr. Ritchie had formerly chosen to be paid personally and directly to him with City making withholdings but however due to a change in structure of his law firm he has requested to be paid on a contractor IRS Form 1099 basis, and

**WHEREAS**, there are no amendments to the parties’ existing agreement save and except as stated herein.

**NOW THEREFORE**, the parties agree to amendment of the agreement as follows: (amended language underlined; stricken language shown by “strike-out”)

**THIS AGREEMENT** shall be effective as of the 1<sup>st</sup> day of July 2020, by and between the City of Pryor Creek, Oklahoma, a municipal corporation, (hereinafter referred to as the CITY) and K. Ellis Ritchie, Attorney at Law, City Attorney for the CITY, (hereinafter referred to as RITCHIE) regardless of the date signed.

## **NOW ALL MEN BY THESE PRESENTS:**

**WHEREAS**, the CITY wishes to enter into an agreement with RITCHIE to maintain his services on behalf of the CITY while at the same time attempting to establish a fixed monthly cost for same in order to manage costs and properly budget for this important service; and

**WHEREAS**, the parties have agreed upon a flat rate annual payment to be paid in ~~Twenty-Six (26) equal bi-weekly~~ Twelve monthly payments to accomplish these goals.

**NOW THEREFORE**, in consideration of the above the parties hereto agree as follows:

1. Effective ~~July 1, 2020~~ January 1, 2023, the CITY shall pay to RITCHIE the annual sum of Sixty-Three Thousand Dollars and No/100 (\$63,000.00) for his services as City Attorney, as more fully described below, and for the level of service required by this agreement. Said sum shall be paid in ~~Twenty-Six (26) equal bi-weekly~~ Twelve equal monthly installments of ~~Two Thousand Four Hundred Twenty-Three Dollars and 08/100 (\$2,423.08)~~ in accordance with the CITY’s bi-weekly payroll ~~Five Thousand Two Hundred Fifty Dollars (\$5,250.00)~~

- ~~2. In addition thereto, and in compliance with the applicable regulations of the Internal Revenue Service, the CITY shall additionally cause to be paid at its expense the employer's applicable FICA payments due as a result of the agreed compensation. No other benefits ordinarily attributed to an employer/employee relationship shall be required of the CITY and payable to RITCHIE. Payment of compensation to RITCHIE shall be made to the Law Firm of "Ritchie, Rock & Atwood" on or before the 15<sup>th</sup> day of each month commencing in the month of January of 2023. Payments of compensation may be made by check or by means of electronic transfer or other form of payment as may be convenient and agreed upon by the parties.~~
3. In exchange for said payments RITCHIE agrees to provide legal services to the CITY in the capacity as the appointed City Attorney at a level required by the CITY. The parties agree the CITY has the right to require, and RITCHIE shall so provide, a level of service of not to exceed 420 otherwise billable hours annually (35 hours per month). For any billable hours reasonably required by the CITY in excess of 420 annually, the CITY shall pay for each of said hours at the rate of Two Hundred Twenty-Five Dollars and No/100 (\$225.00) per hour. It is the further agreement of the parties that the CITY will retain other attorneys to perform the services of City Prosecutor in Municipal Court and RITCHIE shall not be required to perform said services.
4. RITCHIE shall be reimbursed for job related expenses including but not limited to mileage at the IRS rate for mileage, copy charges at the rate of \$0.10 per sheet, specialized education and training (CLE) appropriate to the position of City Attorney and such other job related expenses as necessarily and reasonably incurred in the performance of the office of City Attorney.
5. Upon request, RITCHIE shall provide to the CITY a history of hours otherwise billable to the CITY and performed by him pursuant to this agreement to ensure the required level of services is being reasonably furnished.
6. Despite the negotiation and execution of this agreement, the employment status of RITCHIE shall remain as ~~part time "at will" employee~~ a professional services contractor of the CITY reporting directly to the Mayor and City Council and shall be subject to ~~any employment retention or termination action~~ by the Mayor and City Council deemed for the "good of the service" as is any other ~~part time employee~~ professional service provider of the CITY. The execution of this agreement does not create, nor vest in RITCHIE, any contract or property right, or the reasonable expectation of a contract or property right, for continued employment with the CITY.
7. This contract shall terminate on June 30, 2021.
8. Either party may cancel this agreement for any reason and without cause upon Sixty (60) days written notice to the other party.
9. This agreement shall be for an initial term of one (1) year corresponding with the City's fiscal year of July 1 until June 30 each year as herein set forth and shall be deemed automatically renewed for successive one (1) year periods for the succeeding fiscal year at the end of each fiscal year unless terminated pursuant to paragraph "8" hereof.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

This amended agreement approved by majority vote of the City Council for the City of Pryor Creek, Oklahoma, in regular session on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**CITY OF PRYOR CREEK**

By: \_\_\_\_\_  
Larry Lees,  
Mayor of City of Pryor Creek

\_\_\_\_\_  
K. Ellis Ritchie  
City Attorney for City of Pryor Creek

ATTEST:

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

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, DECEMBER 20<sup>TH</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](http://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 Dennis Nance. Roll Call was conducted by City Clerk Eva Smith. Council members present included Terry Lamar, Choya Shropshire, Dennis Nance, Randy Chitwood, Chris Gonthier, Lori Siever. Members absent: Steve Smith and Evett Barham.

Department Heads and other City Officials present: Police Chief Dennis Nichols, Fire Chief BK Young and Library Director Cari Rerat.

Others present: Police Sergeant Dustin Van Horn, Becki Sams-Benham, Maria Harges, Autumn Graybill, Gilbert Graybill, Nathan Graybill, Houston Brittain, Zakk Gipson, Zac Doyle, Charles Tramel and Terry Aylward.

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

There were no petitions.

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

**a. Building Inspector**

No report.

**b. Emergency Management**

No report.

**c. Fire**

Young introduced the new firefighter, Zakk Gipson.

**d. Golf**

No report.

**e. Library**

Rerat reported that the library has been open for two days.

**f. Parks / Cemetery**

No report.

**g. Police**

Nichols reported that they are moved into the new building. Animal Shelter had no report.

**h. Recreation Center**

Brittain reported that the new lights are up in the parking lot.

**i. Street**

No report.

**4. MAYOR'S REPORT:**

Mayor had no report.

**5. CITY ATTORNEY'S REPORT:**

No report.



## 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 December 6<sup>th</sup>, 2022 Council meeting.
- b. Approve minutes of the December 13<sup>th</sup>, 2022 Special Council meeting.
- c. Approve payroll purchase orders through December 23<sup>rd</sup>, 2022.
- d. Approve claims for purchase orders through December 20<sup>th</sup>, 2022.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2220221525 – 2220221431	170,651.57
STREET & DRAINAGE	2220221431 – 2220221391	6,457.45
GOLF COURSE	2220221434 – 911301B	9,600.43
CAPITAL OUTLAY	2220221196 – 911294B	92,766.31
RECREATION CENTER	2220221432 - 2220221414	15,942.25
DONATIONS AND EARMARKED	2220220805 - 2220221518	19,834.71
TOTAL		315,252.72
BLANKETS		
911350B	BANK OF COMMERCE	38,797.14
TOTAL		38,797.14

- e. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- f. Discussion and possible action regarding seeking applications for an additional Deputy Clerk in the City Clerk's office, as budgeted in the 2022-2023 fiscal year budget.
- g. Discussion and possible action regarding Hotel / Motel grant application from Pryor Area Arts and Humanities in the amount of \$2,000.00 for Northeast Oklahoma Area Artists Show March 24<sup>th</sup> – April 1<sup>st</sup>, 2023.
- h. Discussion and possible action authorizing Life Fellowship Church to take possession of maps #801 and #787, from their sanctuary renovation in April 2016. Retention policy states that the city is no longer required to retain them after five years.
- i. Discussion and possible action regarding an expenditure in the amount of \$4,805.50 to Boney's Diesel and Automotive for repair and maintenance of a 2016 Ford – F350 Super Duty XL at the Pryor Creek Fire Department from Ag Department Grass Fire Donation Account #96-965-5520.
- j. Discussion and possible action regarding an expenditure in the amount of \$154.92 to Bostick Electric LLC for Recreation Center parking lot LED bulb installation from Recreation Repair and Maintenance Account #84-845-5091. Council approved the amount of \$6,729.00 on November 15<sup>th</sup>, 2022, but there was an extra cost for material and labor for wire pull.

Motion was made by Gonthier, second by Lamar to approve items a – j, less items a, b, c, f, i and j. Voting yes: Lamar, Shropshire, Nance, Chitwood, Gonthier, Siever. Voting no: none.

### a. Approve minutes of the December 6<sup>th</sup>, 2022 Council meeting.

Motion was made by Gonthier, second by Shropshire to approve minutes of the December 6<sup>th</sup>, 2022 Council meeting. Voting yes: Nance, Chitwood, Gonthier, Siever, Lamar. Abstaining, counting as a no vote: Shropshire. Voting no: none.

### b. Approve minutes of the December 13<sup>th</sup>, 2022 Special Council meeting.

Motion was made by Gonthier, second by Chitwood to approve minutes of the December 13<sup>th</sup>, 2022 Special Council meeting. Voting yes: Chitwood, Gonthier, Siever, Lamar. Abstaining, counting as a no vote: Nance and Shropshire. Voting no: none.

### c. Approve payroll purchase orders through December 23<sup>rd</sup>, 2022.

Motion was made by Gonthier, second by Chitwood to approve payroll purchase orders through December 23<sup>rd</sup>, 2022. Voting yes: Chitwood, Gonthier, Siever, Nance. Abstaining, counting as a no vote: Lamar and Shropshire. Voting no: none.

### f. Discussion and possible action regarding seeking applications for an additional Deputy Clerk in the City Clerk's office, as budgeted in the 2022-2023 fiscal year budget.

Motion was made by Gonthier, second by Siever to table seeking applications for an additional Deputy Clerk in the City Clerk's office, as budgeted in the 2022-2023 fiscal year budget. Voting yes: Gonthier, Siever, Lamar, Shropshire, Nance, Chitwood. Voting no: none.

### i. Discussion and possible action regarding an expenditure in the amount of \$4,805.50 to Boney's Diesel and Automotive for repair and maintenance of a 2016 Ford – F350 Super Duty XL at the Pryor Creek Fire Department from Ag Department Grass Fire Donation Account #96-965-5520.

Motion was made by Shropshire, second by Chitwood to approve an expenditure in the amount of \$4,805.50 to Boney’s Diesel and Automotive for repair and maintenance of a 2016 Ford – F350 Super Duty XL at the Pryor Creek Fire Department from Ag Department Grass Fire Donation Account #96-965-5520. Shropshire and Chitwood then amended their motion and second to approve the expenditure from Fire Repair and Maintenance Account #02-217-5091. Voting yes: Siever, Lamar, Shropshire, Nance, Chitwood, Gonthier. Voting no: none.

**j. Discussion and possible action regarding an expenditure in the amount of \$154.92 to Bostick Electric LLC for Recreation Center parking lot LED bulb installation from Recreation Repair and Maintenance Account #84-845-5091. Council approved the amount of \$6,729.00 on November 15<sup>th</sup>, 2022, but there was an extra cost for material and labor for wire repull.**

Motion was made by Gonthier, second by Chitwood to approve an expenditure in the amount of \$154.92 to Bostick Electric LLC for Recreation Center parking lot LED bulb installation from Recreation Repair and Maintenance Account #84-845-5091. Council approved the amount of \$6,729.00 on November 15<sup>th</sup>, 2022, but there was an extra cost for material and labor for wire repull. Voting yes: Lamar, Shropshire, Nance, Chitwood, Gonthier, Siever. Voting no: none.

**7. COMMITTEE REPORTS:**

**a. Budget and Personnel (Shropshire)**

Shropshire reported that the next Budget and Personnel Committee meeting will be Tuesday, January 10<sup>th</sup>, 2023.

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

Shropshire reported that an Ordinance and Insurance Committee meeting is tentatively set for Thursday, January 12<sup>th</sup>, 2023.

**c. Street (Smith)**

It was reported that there are no agenda items for the regular meeting at this time.

**8. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business.

**9. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 6:25 p.m.

**2. APPROVE MINUTES OF DECEMBER 6<sup>th</sup>, 2022 MEETING.**

Motion was made by Gonthier, second by Chitwood to approve minutes of December 6<sup>th</sup>, 2022 meeting. Voting yes: Nance, Chitwood, Gonthier, Siever, Lamar. Abstaining, counting as a no vote: Shropshire. 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 Chitwood, second by Gonthier to adjourn. Voting yes: Chitwood, Gonthier, Siever, Lamar, Shropshire, Nance. Voting no: none.

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

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MINUTES WRITTEN BY CITY CLERK/P.P.W.A. SECRETARY EVA SMITH

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December 14, 2022

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

**SUBJECT:** Closure of SH-20 (East Graham Avenue) from Coo-Y-Yah Street to Hogan Street for the Welcome Home Event, 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, January 19, 2022, from about 4:30 p.m. to about 8:00 p.m. for the "Welcome Home" event.

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](http://www.pryorok.org)

December 13, 2022

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

**RE: Highway Closure Request**

The Thomas J Harrison Pryor Public Library will host a "Welcome Home" event on Thursday, January 19, 2023 from 5:00 p.m. – 8:00 p.m. The City of Pryor Creek requests to close the highway for this event. Details are as follow:

- Highway 20/East Graham Avenue
- From Coo-Y-Yah Street to Hogan Street
- January 19, 2023
- Close streets to all traffic. No parking. 4:30 p.m. – Close Graham Avenue, from Coo-Y-Yah Street to Hogan Street, to all traffic. 5:00 p.m. -8:00 p.m. – "Welcome Home" Event. 8:00 p.m. - Remove street barricades to reopen Graham Avenue and all secondary streets that have been closed to vehicle traffic.
- 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





(918) 783-5793  
Fax: (918) 783-5786

December 16, 2022

City of Pryor  
P O Box 1167  
Pryor OK 74362

It is again time to appoint or reappoint your representative to the Grand Gateway Board of Directors for 2023.

Appointments are made each year during the month of January, and representatives will serve for a period of one year, beginning February 1. Meetings are held every other month, and Board members are reimbursed for transportation to and from the meetings. Officers of the Association will be elected from among the members at the February meeting.

The City of Pryor, in Mayes County, is a member of the Association and eligible to have **one** representative on the Grand Gateway Board of Directors. Any additional representative named will be considered an alternate. This can be accomplished at your next city meeting. The representative may or may not be a member of your governing body.

Your current representative is: Larry Lees

You are requested to take this action, complete and sign the enclosed form and return it no later than **January 23, 2023**, in the self-addressed, stamped envelope enclosed for your convenience.

If you have questions, you may call me at 1-800-482-4594 ext. 235.

Sincerely,

A handwritten signature in blue ink that reads 'Mary Satterwhite'.

Mary Satterwhite  
Grand Gateway Board Clerk

Enclosures

**APPOINTMENT OF REPRESENTATIVE  
TO  
THE BOARD OF DIRECTORS  
GRAND GATEWAY ECONOMIC DEVELOPMENT ASSOCIATION**

Each municipality, as defined by the statutes of the State of Oklahoma, who becomes a signatory of this Resolution and Agreement, and has a population in excess of 4,000 according to the latest official State Estimate by the Oklahoma Employment Security Commission, shall appoint by and through the act of their governing body, one (1) director who shall be their direct representative thereon, which director may or may not be a member of said governing body. Providing that each municipality that has a population 8,000 in excess of the basic 4,000 mentioned herein shall be entitled to one (1) additional representative with a maximum of two (2) representatives for any one municipality.

The City Council for the Municipality of \_\_\_\_\_, at their regular scheduled meeting on \_\_\_\_\_, 20\_\_\_\_, appointed the following individual(s) to represent them on the Board of Directors for the Grand Gateway Economic Development Association, to serve for a period of one (1) year, beginning February 1, 2023.

NAME

ADDRESS

TELEPHONE

#1

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Alternate)

#2

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_

<b>Title</b>	<b>Date</b>	<b>Box</b>
Veteran's Program/American Legion Agreements	FY06-07 to FY16-17	1
Garage Bids and Quotes	2012	1
Franchise - Letter from PSO	2017	1
FIPS Info (Wikipedia printout)	2015	1
Freedom Fest (Copy of Invoice)		1
File Check Out	1997-1989	1
Federal Government (letters from army inviting to meeting)	2020	1
Fire Negotiations	2006-2017	1
Fire Volunteer Compensation Package	2009	1
Fire Trailer, Coachman (compliance Letter for Fed Surplus	2007	1
Fire - District Court Copies	2013	1
Fire Bids	2014	1
Fire Claims Complaints		1
Fire - Catholic Church (compliance correspondence)	2010	1
Fire Bids	2010-2011, 2013-2014	1
Fire Bids - Surplus	2014	1
Fire Generator Bid - Not Used	2014	1
Fire Fuel Prices	2010	1
Fire EMT License Plate Fee	2002	1
Experience Works Senior Work Program	2012	1
EAP	2011	1
Emergency Equipment Check off List	2006-2018	1
RFP's for Employee Benefits	2017	1
Proposal - Electronic Smoking Devices	2014	1
Donations Troop Celebration	2003-2012	1
District Court Cases	1983	1
Council Attendance Records	2005-2008	1
Department of Energy	2004	1
Deshazo Tang and Associates Task Orders (invoices)	2009	1
Dilapidated Hearings	2015	1
American Legion Agreements (3)	2014-2017	1
Mayes County Veteran's Council Agreements (7)	2006-2012	1
Cable Misc	2009	1
Fire - ISO - Public Protection Summary Report		1
Daughters of American Revolution	2015	1
Council Correspondence	2004-2009	1
Checks - Insufficient Funds	2017	1

<b>Title</b>	<b>Date</b>	<b>Box</b>
Chamber Pigeon Cleanup Project		1
Chamber Market Study	2008	1
Chamber of Commerce Application - Trade Days	2014	1
CEM - Emergency Disaster - Ice Storm	2010	1
FEMA	2011-2012	1
Attorney - K. Ellis Ritchie (invoice)	2015	1
Temporary Appropriation Requests	1993-2005	2
Attorney - Ritchie - RE:Subpoena in Gruel V Sludge Tech		2
Bid List	2009-2011	2
Attorney - John H. Vincent Jr		2
Braums Correspondence		2
Budget	2003-2004	2
Building Code Commission Letters	2010	2
Audit Requests (stack of copies made from audit only)	2011	2
Demo Bids	2015	2
Bids	2016	2
Building Inspector (misc correspondence)		2
Building Inspector Information (misc letters)		2
Building Inspector Reports	2013-2014	2
Building Inspector GCMHC Issues	2013	2
Building Inspector Stop Work Order	2006	2
CEM Fed Assistance (Application only)	2009	2
CEM - Surplus - 1969 Boat and Motor	2016	2
Civil Emergency Management - Storm Ready Certificate	2017	2
CEM Invoices	2013	2
Census - US Census Bureau	2010-2020	2
Census & Surveys	2010	2
City, Organizational Chart		2
City - Halfway house issues (correspondence)	2016-2017	2
City Complaint Forms	2020	2
City - Awards (correspondence only)	2014	2
City Administrator (Job posting only)	2006	2
Bids - Phone System new city hall project	2013	2
City - Bids - Employment Companies		2
Checks/Drafts NOT collected	2008-2016	2
Checks - Insufficient Funds / Letters Returned	2009-2010	2



<b>Title</b>	<b>Date</b>	<b>Box</b>
Checkbook Register - Petty Cash	2010-2013	2
Checks - Voided and Reissued	2009-2010	2
Cherokee Nation Misc & Events		2
New City Hall Quotes and Bids	2011-2014 (3 files)	2
City Repairs by MUB (Invoice and check stub)	2014	2
City of Pryor Creek Retail Market Information	2015	2
COPC - Webpage (instructions to update)	2015	2
City Hall - New Bldg Sidewalk Issue (Complaint)	2013	2
City Manager - (research printed from other cities)	2002	2
Comic Convention Report	2017	2
City - Plan Reviews by Steve Powell (invoices)	2017	2
Community Room Rental Key Sign Out	2007-2013	2
Community Room Fee Waived Letters	2004-2017	2
Community Room Deposits	2007-2013	2
Community Room Quotes	2011	2
Complaint Forms	2003-2021	2
Consultants - Information Received	2001	2
Contract: Northeast Technology Center (sale of property on elliott)	2012	2
Contractor Notification Letter	1993	2
Credit Card Misc	2014	2
Housing Reinvestment Act of 2002	2002	2
Hospital Easement Summons (copies from district court case)	2012	2
Holidays- City	2004-2016	2
Great Day of Service (not signed, presented to council)		2
Golf - Liquor Laws (2019 State law updates)	2019	2
Golf Course - Beverage Sales License	2005	2
Golf Bathroom Repairs (proposal submitted to Corp. of Engineers)	2010-2014	2
Gatorade Layoffs	2010	2
Garage Misc	2003	2
Alcoholic Beverage Information & Applications	1990's-2004	3
Hotel/Motel Grant Log	1999-2008	3
Hotel/Motel MISC (correspondence)	2004-2013	3
International City/County Management Association	2011	3
Legal Fees (invoices)	2011	3
Legal Fees (invoices)	2007-2010	3
Library Floor (bids)	2010	3
Library - Grant	2015	3

<b>Title</b>	<b>Date</b>	<b>Box</b>
Newspaper - Bids for Legal Ads	2002	3
Newspaper clippings	2012-2014	3
Centers for Medicare and Medicaid Services - Questionnaires	2008-2010	3
Employment Applications	2019	3
Medical Clinic - Free Medical Clinic of Mayes County - Proposal	2000	3
Mosquito Bid	2007	3
Mayes County Medical Center	2015	3
Mayes County Families in Action	2006	3
Library - Policy Manual	2017	3
Oklahoma Department of Transportation / Railroad Project 49th St (not in city limits)	2008	3
ODOT Street Closing Approval (letters only say that we're liable for anything that happens and they can't give approval)	2019	3
ODOT - Right of Way (just letting us know it's taking place, out of limits)	2014	3
ODOT (letters and outdated maps that mayor was supposed to sign and return based off of census)	2009-2013	3
ODOT Driveway Agreements (only sent to us to make us aware)	2010	3
ODOT Agreement Brown&Brown (same as above driveway agreement)	2006	3
State of Oklahoma Dept of Central Services Property Distribution Division (application only)	2009	3
Oklahoma Dept. of Environmental Quality MUB	2006	3
Oklahoma Emergency Management and Homeland Security (letter requesting audit completed)	2020	3
Oklahoma Dept of Commerce Certificate of Authorized Signatures (had to be signed and sent in to them yearly)	2010	3
OK Office of Homeland Security (NIMS Certificate of completing 2017 NIMS Implementation Objectives)	FY 2017-2018	3
Oklahoma Highway Dept. (Local Highway Finance Reports)	2006-2015	3
Oklahoma Floodplain Managers Association Application	2014	3
OMAG	2003-2017 (7 files)	3
Park Basketball Court (invoice only)	2013	4
Park Donations	2016-2017	4
Park: Grace Samuel (surveys of citizens requests only)	2001	4
Park - Pool - Misc	2017	4
Pelivan Transit	2000-2013	4
Permit - Beaver Control	2007	4
Pigeon Control (Bid)	2011	4

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Pikepass (invoices and sign out sheet)	1996-2016	4
Police - Cherokee Nation	2001	4
Police - US Marshall Vehicle (invoice only)	2014	4
Police - Voice Recording Quotes	2013	4
Police - Office Equipment - Lakeland	2012	4
FOP Requests	2012	4
Petitions	2004	4
Animal Shelter Bids & Quotes	2017	4
Animal Control - Property Arts, Inc - Pay Applications (invoice)	2008	4
Proclamations (6 files)	2010, 2011, 2013-2016	4
Sanitation Exemptions	1995	4
Rec Center / Estimation of Probable Costs (bid)	2002	4
Rec - Optimist Club - Harvey Incident	2010	4
Rec Center / Proof of Publication	2002	4
Rec Center Suggestion Contest	2004	4
Rec Center 1 year Flooring Warranty	2006	4
Railroad	2008-2009	4
Restitution - Henning vs City of Pryor	2015	4
Safety Classes	2009	4
Sealed bids for new wheeler loader / Street (5 envelopes)	2013	4
Street - AT&T Damages to Phone Line	2009	4
Street City and Mayes County Projects (Invoice only)	2009	4
HUB and Spoke Sidewalk Accessibility: Street Grant	2004	4
Street Department Mowing (Nuisances)	2004	4
Quote - Temp Quote	Unknown year	4
Towers - Branch Communications - Hidden Park - NOT APPROVED	2016	4
Collective Bargaining Agreements Police (12 files)	2004-2016	4
OK Dept of Ag, Food and Forestry - Agreement	2015	4
Oklahoma Department of Transportation - Agreement	2015	4
Onenet - Agreement	2015	4
John H Vincent - Agreement	2015	4
Walter P Moore - Agreement	2015	4
Unifirst - Library - Agreement	2017	4
Xerox Copy Agreement	2015	4
Agreement - Peoplelink	2017	4
Agreement - RSU Law Enforcement Services Agreement	2017	4
Agreements - Civil Em Mgmnt	2014	4
Agreement - Fire HGACBuy	2017	4

<b>Title</b>	<b>Date</b>	<b>Box</b>
Agreement - Golf RCB Contract	2015	4
Tort Claims	2006-2008	5
Tort Claims - Brad Craig	1997	5
Various Income	2012	6
Proof of Publications, OML, Mub Allocations	1980-1999	7
Tort Claims	1998	8
Various Street Overlays & Projects	1995-2007	9
Worker's Comp COI	2014-2017	10
Accounts Payable	2016-2017	10
Tort Claims	1994-2008	11
Accounts Payable	2017	11
Trash Pick Up Petition	Unknown, 1900's	12
Temp Agency Bids	2006	12
Accounts Payable	2016-2017	12
Accounts Payable	2016-2017	13
Accounts Payable	2017-2018	14
Treasurer's	2012	15
Cash Receipting	2013	16
Cash Receipting	2012-2013	17
Financials	2011-2012	18
Financials	2012	19
Daily Deposits	2017	20
Daily Deposits	2016-2017	21
Proof of Publications	2000-2017	22
Park Bids and Quotes		22
Bill Moon Petition		22
Pool Reports	2001-2005	22
Expired Permits	2007-2008	23
Various Income & Daily Deposits	2014-2015	24
Employee W4's	1984	25
Employee Applications	1992	25
Employee Time Cards & Payroll Documents	1983-1984	25
W2's	1992	25
Cleet PA's	1995-2004, 2007-2008	25
Property Insurance	2002	25
Daily Deposits - Receipts	2016	25
Worker's Comp COI	2008	25
Clerk Applications	1991	25
Worker's Comp COI's	1984-2013	26
Misc Income	2013	26

<b>Title</b>	<b>Date</b>	<b>Box</b>
Inland Marine Equipment Policies	2004-2005	26
Various Income	2017	27
Proof of Publications	1980-1997	28
Street and Drainage Projects	1999-2007	28
Agreement - Park - Jaybelle Construction	2016	29
Oklahoma Highway Safety	2016	29
Police Agreement - OLEAP	2016	29
Agreement - Rec Center PR Fitness	2015	29
Agreement - Rec Center Union Pacific	2016	29
Agreement - Rec - Equipment Prev. Maint. Plan	2017	29
Agreement - Rec Center - Paddock	2017	29
Agreement - Street - Cherokee Pride	2016	29
Agreement - Street - Mehburger Brawley	2017	29
Golf - Drainage Project	2017	29
Petty Cash Check books	2017	29
Appraisal: Pryor Public Schools	2000	29
Tort Claims	2010-2017	29
Agreement - MUB Parking lot at Former City Hall	1992	29
Agreement - Dunn, James Building Inspector	2016	29
Agreement - CGI Communications	2015	29
Agreement - AT&T ILEC Plexar II	2017	29
Agreement - Long Distance	2017	29
Agreement - CBA Fire	2007-2017	29
Agreement - Golf - Reservations Software	2017	29
Permits	2018	30
Permits	2017	31
Permits	2018	32
Residential Permits	2018	33
Contractor Licenses/Applications	2016-2017	34
Flood Plain Bid/Design Prep	2000	34
Flood Plain Board Budget	2001-2002	34
Stormwater Management Study (guidelines/standards were created and stored perm)	1990	34
Report to Mayor & City Council on Admin & Appeals of Stormwater Drain Design	1990	34
Rezoning and Annexation Zoning Map	1997	34
Sidewalk Inventory Map (no date, has Washington School listed)		34
P&Z Transmittal to City Council Regarding Zoning Map Amendment	1996	34

<b>Title</b>	<b>Date</b>	<b>Box</b>
Copy of Newspaper Article Proposed Zoning Amendment	1980	34
Planning Commission Study	1997	34
Map of 87 Irving St Remodel	Prior to 2014	34
Permits & Inspections	2016-2017	34
Permits & Inspections	2016-2017	35
License/Applications	2018	36
Nieto Permits	2018	36
Permits	2018	36
Residential Permits	2018	37
International, Mechanical, Plumbing, Electrical, Fire, Residential, Gas, Energy Conservations, Building, and Sewage Codes	2003-2011	38
Flood Plain Literature	1999	39
Misc Code Enforcer Files	1992	40