

PRYOR CREEK RECREATION CENTER BOARD  
SPECIAL MEETING  
Tuesday, September 29, 2020 at 5:30 P.M.  
Page 1 of 2

Board members: Houston Brittain, Jeremy Cantrell, Cathy Gray, Rebecca Kemp, Steve Riff, Dick Holmes.

**1. Call meeting to order.**

The meeting was called to order at 17:30 by Brittain. Board members present: Houston Brittain, Cathy Gray, Dick Holmes, Rebecca Kemp, Jeremy Cantrell and Steve Riff.

**2. Approve the minutes of the August 31<sup>st</sup>, 2020 special meeting.**

Motion made by Riff, second by Holms. Motion passed.

**3. Approve the minutes of the September 9<sup>th</sup>, 2020 special meeting.**

Motion made by Riff, second by Gray. Motion passed.

**4. Petitions from the Audience. (Limited to 5 minutes, with advance reservation).**

No petitions from the audience.

**5. Discuss, possibly approve Pryor Creek Recreation Center Board Regular Meeting schedule for 2021.**

Motion made by Cantrell, second by Kemp. Motion passed.

**6. Discussion and possible action regarding reassigning Debbie Lyon from Staff Support (Range A, Step 3) to Receptionist/Front Desk (Range A, Step 3) at Pryor Rec Center, effective September 30<sup>th</sup>, 2020.**

Motion made by Cantrell, second by Holms. Motion passed.

**7. Discuss, possibly recommend Council action regarding hiring an Aquatics Coordinator at Range D, Step 1 (annual wage - \$32,534.00).**

This position was approved last year. Director wanted to assess the situation before requesting to hire an Aquatics Coordinator. The pool is a big source of income for the PCRC. The person in this position will be responsible for pool maintenance, hire and train life guards, pool parties, swim lessons, pool events. All of these things would bring in more money into the rec center. Motion made by Cantrell to hire an aquatics coordinator at Range D, Step 1. Second by Holms. Motion passed.

**8. Discussion, possibly recommend Council action regarding hiring Kelly Roberson for the Custodian/Maintenance position at Range A, Step 1 (annual wage - \$27,395.00).**

This position has been posted and interviewed for. The candidate is well qualified and will be a good fit for the team. Candidate would be good with the maintenance issue as well as working well with the senior adults. Motion made by Holms. Second by Cantrell. Motion passed.

**9. Discuss, possibly recommend Council action regarding bids received for cleaning of PCRC downspouts and guttering from Rec Center Repair and Maintenance Account #84-845-5091. Bids received: Joel's Plumbing and Drain, \$4,200.00; S & J Plumbing, \$4,500.00; and Kaska, LLC, \$5,010.00.**

The gutters are full, they do not drain. Kaska's bid is higher because they will provide an additional service of cleaning out the main drain. Concerns that if the main drain is not cleaned out the issue will reoccur. Concerns regarding if the guttering and drain system are adequate for the building size and where does the drain go. Mayor Larry Lees will check with MUB and look at the PCRC plans to determine where the drain goes. Motion made by Holms to accept the bid by Kaska, second by Cantrell, motion passed.

**10. Discuss, possibly recommend Council action regarding bids received for repair of the following: group fitness room heat and air duct, repair door to group fitness room, patch walls and paint in both family restrooms, men's restroom and pool; and repair water fountain. Funds to come from Rec Center Repair and Maintenance Account #84-845-5091. Bids received: Melton's (air duct repair only), \$1,245.00; Kaska, LLC, \$6,287.00; and Wiljo Interiors, Inc. \$9,150.00.**

PRYOR CREEK RECREATION CENTER BOARD  
SPECIAL MEETING  
Tuesday, September 29, 2020 at 5:30 P.M.  
Page 2 of 2

Multiple things around the PCRC need to be repaired. Director tried to find companies that could do all the repairs at once. Kaska and Wiljo will do the same work, Melton's could only do the air duct cleaning, therefore the big difference in the bids. Motion made by Cantrell to accept the Kaska bid, second by Riff. Motion passed.

**11. Discuss, possibly recommend Council action regarding bids received for extensive cleaning of the PCRC pool from Rec Center Aquatic Repair and Maintenance Account #84-846-5091. Bids received: Melone's Pool Service, \$6,647.95; Paddock Enterprises, \$9,759.00; and Sunbelt Pools, \$16,300.00.**

Sunbelt and Melone's have worked with the Claremore Rec Center. Melone's has never cleaned stainless before. Paddock is currently working on the PCRC pool. Power washing was also included in the Paddock bid. Motion made by Cantrell to accept the Paddock bid, second by Kemp, motion passed.

**12. Discuss, possible recommend Council action regarding bids received for camera/security system from Rec Center Repair and Maintenance Account #84-845-5091. Bids received: Digi Security Systems, \$9,484.57; Absolute Technologies, \$45,007.50; and Fiber Interactive Technologies, \$57,531.50.**

Digi is the current security system the PCRC is using. The bid is lower due to the fact they will use the camera's they have in place and only replace the ones they need to. The other companies will come in and replace the entire system. The PCRC has had issues with Digi in the past due to lack of communication, but that appears to be fixed now. Digi is currently meeting the security needs of the PCRC. The Absolute and Fiber Interactive bids come with warranties. Discussed the pros and cons of spending more money up front with no fees for 3 to 5 years (due to the warranties), or less money up front and paying maintenance fees. Motion made by Cantrell to use Digi, second by Holms, motion passed.

**13. Director's Report.**

New group fitness classes are going well. Chelsea coordinates with all the group fitness instructors. Due to the pool closing for one month and not wanting to loose members, the PCRC will use October as Wellness Month. They will have guest speakers and special classes, during the typical water aerobics class time. PCRC is selling tee shirts. More computers have been ordered to replace the outdated ones, 4 total. Kim, Chelsea and Jessica will be getting their personal training certification. The leak in the break room wall has been fixed. The floor needs replaced due to the leak. The chlorinator went out on the pool, it's fixed. Melton's will do preventive maintenance for 4K. Issue with the heat and air in the pool are controlled by a computer panel that has been repaired, have not received the bill yet. Partnering with Mid America Industrial Park for a 5K, Oct 24, 2020. Working on the Boys and Girls club contract. Had a meeting with Melton's to look at cleaning air ducts and paint around the pool however the estimate was too high at 17K, will wait on that. The board requested to see the financials monthly. Houston commended Jessica and Jerome on a job well done.

**a. Pool improvements.** Constant communication between Jerome and Paddock to make sure the pool improvements will be completely in the time quoted.

**b. Operations forward.** Basketball court is open, getting new basketballs, 33 new memberships this month, classes going well, still working on lining out membership dues from COVID shut down time.

**15. Unforeseeable Business.**

No unforeseen business.

**16. Adjourn.**

**Motion made by riff to adjourn. Second by Cantrell. Meeting adjourned at 18:35.**

CITY OF PRYOR CREEK, OKLAHOMA  
**RECREATION CENTER BOARD**  
SCHEDULE OF REGULAR MEETINGS FOR  
2021

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE PRYOR CREEK **RECREATION CENTER BOARD** WILL MEET IN REGULAR SESSION AT 5:30 P.M. ON THE FIRST MONDAY OF EACH MONTH. MEETINGS WILL BE HELD IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND AND PARTICIPATE SHOULD CALL 825-0888 AT LEAST 24 HOURS PRIOR TO THE MEETING.

**MEETINGS WILL BE HELD AT 5:30 P.M. ON:**

**January 4, 2021**  
**February 1, 2021**  
**March 1, 2021**  
**April 5, 2021**  
**May 3, 2021**  
**June 7, 2021**

**July 12, 2021**  
**August 2, 2021**  
**September 13, 2021**  
**October 4, 2021**  
**November 1, 2021**  
**December 6, 2021**

FILED AND POSTED ON THE BULLETIN BOARD ON THE FIRST FLOOR LOBBY AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA THIS \_\_\_ DAY OF DECEMBER 2020.

---

Eva Smith, City Clerk