

PRYOR CREEK RECREATION CENTER BOARD
SPECIAL MEETING
Wednesday, October 28, 2020 at 5:30 P.M.
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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 17:36 by Brittain. Board members present: Houston Brittain, Cathy Gray, Dick Holmes, Steve Riff.

2. Approve the minutes of the September 29th, 2020 special meeting.

Motion made by Riff to approve the minutes of the September 29, 2020 special meeting, second by Holms. Motion passed.

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

No petitions from the audience.

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

Motion made by Holmes to approve Pryor Creek Recreation Center Board Regular Meeting schedule for 2021, second by Riff. Motion passed.

5. Discussion and possible recommend Council action regarding appointment of Marty Marsh to Recreation Board Seat #5, term ending 08/31/21.

Mayor Lees nominated Marsh and stated she is a business owner in Pryor, has experience with Mayes County, has children in the schools, and has a good business mind and a good mind for the community.

Motion made by Riff to appoint Marty Marsh to Recreation Board Seat #5, term ending 08/31/21, second by Holms. Motion passed.

6. Possible Executive Session pursuant to the Oklahoma Open Meeting Act for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of:

a. Jacquelyn Moyers (25 O.S. 307 (B)(1))

Motion made by Holms to go into executive session. Second by Riff. Motion passed.

7. Consider resuming regular session.

Motion made by Holms to resume regular session, second by Riff. Motion passed.

8. Possible action based on Executive Session concerning the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of:

a. Jacquelyn Moyers (25 O.S. 307 (B)(1))

Motion made by Riff to hire Jacquelyn Moyers, second by Holms, motion passed.

9. Discuss, possibly recommend Council action regarding hiring Jacquelyn Moyers as Aquatics Coordinator at Range D, Step 1 (annual wage - \$32,534.00)

Motion made by Riff to make an amendment to the agenda for item 9 to read: Discuss, possibly recommend Council action regarding hiring Jacquelyn Moyers as Aquatics Coordinator at Range D, Step 2 (annual wage - \$35,104.00). Second made by Holms. Motion passed.

10. Discuss, possibly recommend Council action regarding bids received for new computer software and accepting a bid of \$15,120.00 to Vermont Systems from Rec Center Computer Tech Support Account #84-845-546. Other bids received: Mindbody, \$7,188.00; Club Automation, \$25,941.28.

Jessica explained that Mindbody is more like the iCloud and no software is involved. Her research turned up that Mindbody increases their rates often and the price does not include all the extra fees. Club Automation is an upgrade from what the rec center has now, they will have a mobile phone app, it will be \$2,000.00 per month more than what the rec center is paying now and the service is terrible. Vermont is the system Claremore is using. Vermont will provide training. Jessica has been to the

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Claremore rec center and the software will be more efficient. Tech support responds within 5 to 10 mins. Goal is to have the new system up and running by Jan. 1, 2021. The current software contract expires the end of Jan 2021, this will prevent a gap in service. Motion made by Riff to accept the bid from Vermont in the amount of **\$15,120.00**, second by Holms, motion passed.

11. Director's Report

a. Pool Improvements and Maintenance: Pool is on schedule to re-open Nov. 5, 2020.

b. Facility Repair and Maintenance

1. Downspout and gutter cleaning: work will begin Nov. 2, 2020, they will start inside the building in the group fitness room will do most work in the morning, classes will be moved to the gym. Evening classes will not be disturbed. Then move to the water fountains and then to outside.

2. Misc. repairs by Kaska

3. Security system rework: working well, new cameras are up

4. Other: New computers are coming in. Kelly is going to fix the floor in the break room. The leak is fixed. This will be a fraction of the original cost. Two popular exercise machines are down, new ones are coming.

c. Finance report: given by Mayor Lees.

d. Personnel report: Jessica has sent information to PHS regarding interested students to contact the PCRC if they want to become lifeguards. They will schedule lifeguard training ASAP. Pool parties will begin with CDC guidelines in place. All staff are working well together and doing a great job.

e. Misc.: Last Saturday was the 5K with HOPE, they raised \$1,900.00 for HOPE. They had 66 runners. The self-defense class was a success. A Halloween challenge has been put together. Maintain don't gain with start soon, the rec center will partner with PPS and CrossFit. A planning meeting is in the works to help plan ways to bring more revenue into the rec center and provide new promotions.

f. Q & A: how many new members this month? 37

12. Unforeseeable business

No unforeseeable business.

13. Adjourn

Motion made by Riff to adjourn, second by Holms, meeting was adjourned at 18:45.



November 12, 2020

Mayor Larry Lees
City of Pryor Creek
12 N Rowe, Suite B
Pryor, OK 74361

RE: Design Services for Pryor Recreation Center Master Plan

Dear Mayor Lees:

I appreciate the opportunity to submit this proposal for your consideration for design services for the Pryor Recreation Center Master Plan. We can provide these services in the high quality that the City of Pryor would expect. I propose the following scope of services and fee schedule for your consideration.

SCOPE OF SERVICES

1. **Conceptual Master Plan**

Working from base survey information provided by the City of Pryor or its City Engineer, we will prepare a master plan as outlined in the following items:

- A) Prepare an overall site master plan fully developing the site with outdoor recreation amenities that serve the existing Pryor Recreation Center and that meets the full vision of the City. We understand that the Recreation Center does have funding available for a phase I project, however, the specific scope and programming elements have not yet been identified. It is the intent that the master plan be created first so that a Phase I scope and fees may be identified. Remaining phases will be built out as more funding becomes available.
- B) PDG will prepare a conceptual master plan for the items that have been identified by the City, consisting of but not limited to:
 - a. Paved BMX tract with possible expansion of existing track area
 - b. Stock the existing pond with fish and add a new handicap accessible fishing dock.
 - c. A paved walking trail/track
 - d. Outdoor exercise equipment
 - e. Small children's playground
 - f. Outdoor gathering/patio space with shade structures for rental around the pool area
 - g. Pavilions/shade structures
 - h. Cornhole boards (3 minimum)
 - i. Landscaping
 - j. Perimeter fencing
 - k. Lighting
 - l. Identify areas for stormwater detention and drainage improvements
 - m. Service drive access and location

2. Final Master Plan

Following owner's review and input of conceptual master plan phase, we will prepare the final master plan incorporating into the plans any revisions requested by the City. The following outlines activities within this phase:

- A) Refine items from the Conceptual Master Planning phase, incorporating owner's comments and input.
- B) Refine final Master Plan design utilizing AutoCAD computer system. The final plan will be completed allowing smooth interaction with other consultants for the development of construction documents.
- C) The final development plan will consist of a colored rendering to be used for any formal presentations and/or promotional uses.

3. Basic Compensation

To execute the scope of services as indicated above, the work will be performed for a lump sum of \$7,500.00.

Billings for services are sent out monthly for work in progress or at the completion of the project or a specified phase of work. Terms of payment are "Net 10 Days" from the date of the invoice. A finance charge may accrue on any invoice unpaid after the 30 days.

4. Reimbursable Expenses

Reimbursable expenses are in addition to the basic compensation Fee as set forth in Section 3 of this proposal. Reimbursable expenses include actual expenditures made by Planning Design Group required by the project as follows:

- A) Prints, computer plots, copies and other reproductions (excluding copies for office use), all expendable supplies, photography requested by the owner.
- B) Any additional insurance coverage or limits, including professional liability insurance in excess of the landscape architects current limit. Current limits are as follows:
 - 1) Comprehensive Business Liability: \$1,000,000. limit.
 - 2) Worker's Compensation: \$100,000/500,000/100,000 limit.
 - 3) Professional Liability: \$1,000,000 limit.

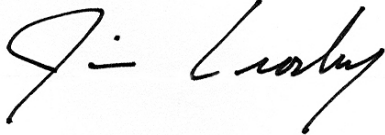
5. Additional Services

Any services requested which are not included under the basic scope of service in this proposal will be billed based on hourly rates or can be quoted as a lump sum upon request. All additional fees will be approved in advance by the owner. Phase I and subsequent cost estimating, detail site design, and construction documentation will take place under a separate contract once the Master Planning has been completed.

We look forward to the opportunity of working with you and making this a project the City of Pryor can be proud of for generations to come.

Sincerely,

PLANNING DESIGN GROUP



Jim Crosby
Principal

The above is an acceptable procedure and Planning Design Group is hereby authorized to proceed as outlined herein.

Owners Approval

By _____ Date _____
Signature and Title