

MINUTES
PRYOR CREEK RECREATION CENTER BOARD
REGULAR MEETING
MONDAY, SEPTEMBER 12TH, 2022, AT 5:30 P.M.

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE RECREATION CENTER BOARD WILL MEET IN REGULAR SESSION IN CITY COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA, AT THE ABOVE DATE AND TIME, FOR SPECIAL ACCOMMODATIONS TO ATTEND, PLEASE CONTACT 918-825-6909.

Board members: Houston Brittain, Terry Lamar, Jeremy Cantrell, _____, Rebecca Kemp, Steve Riff, Marty Marsh

1. Call to order.

The meeting was called to order by Brittain. Board members present: Houston Brittain, Terry Lamar, Jeremy Cantrell, Rebecca Kemp and Steve Riff. Members Absent: Marty Marsh.

2. Approve minutes of the August 1st, 2022 regular meeting.

Motion made by Riff, second by Lamar to approve the minutes of the August 1st, 2022 regular meeting. Motion carried.

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

There were no petitions.

4. Discuss, possibly recommend Council action regarding appointment of Walter Olson to Recreation Board, Seat #3, term ending 08/31/24.

Motion made by Lamar, second by Riff to recommend Council action regarding appointment of Walter Olson to Recreation Board, Seat #3, term ending 08/31/24. Motion carried.

5. Discussion and presentation by Thomas Keeter of TFK Engineering, Inc. regarding the findings of the HVAC study conducted at Pryor Creek Recreation Center.

No action. Mr. Keeter spoke to his findings and provided a written report for the Board. His report provided findings and recommendations. He reported that a vapor barrier does not exist in the walls between the pool and the non-pool space. This means that moisture moves through those walls as if they are not there. There are things they can do to improve this area, but the fundamental problem is the lack of barrier. The problem will remain as long as there is no moisture barrier in the West and South walls. Water being retained in the HVAC units on the roofs is adding to the issue. This is not an easy or quick fix. An exhaust system is not an effective solution. The space is too big for a dehumidifier. An architectural engineer would need to tell us what needs to be done to remedy the issue. Mr. Keeter will get with the engineer for this.

6. Discuss, possibly recommend Council action regarding bids received for PCRC drain replacement project, per advisement from TFK Engineering's HVAC study from Recreation Repair and Maintenance Account # 84-845-5091. Bids received: Melton's A/C & Appliance Service in the amount of \$2,300.00; Masters Heating Cooling Inc in the amount of \$7,345.00; and Vickrey Heat & Air in the amount of \$9,099.00.

Motion was made by Cantrell, second by Kemp to reject all bids and rebid PCRC drain replacement project, per advisement from TFK Engineering's HVAC study from Recreation Repair and Maintenance Account # 84-845-5091. Bids received: Melton's A/C & Appliance Service in the amount of \$2,300.00; Masters Heating Cooling Inc in the amount of \$7,345.00; and Vickrey Heat & Air in the amount of \$9,099.00. Motion carried.

7. Discussion and presentation by Roy Jackson, PCRC member, regarding closing the basketball gym one night a week for Pickleball.

Mr. Jackson spoke regarding how the sport has grown. They have added a third court. The largest demographic has been 50-60 years old. All ages are welcome. They would like to have more time in the evenings to offer to those who work. They ask that they possibly have some time on Monday, Tuesday or Thursday evenings.

Tiger spoke regarding the issue with closing the basketball courts to the basketball players, in order to accommodate the pickleball players. She stated that 43% of the people who utilize the gym are in it from 4:00 pm – 7:00 pm. She stated that there are so many activities going on, the basketball players already feel gypped. She does her best to work with all of her members. Her best option would be to set pickleball from the 7:30 pm - 10:00 pm timeframe on Thursdays.

Brittain stated that this is not on the agenda for a vote, so they are only able to discuss it. His thought is that the facility was built to accommodate basketball and other things, and patrons who want to participate in all those events. Our goal is to take care of all of our patrons. Perhaps we need to begin thinking about expansion with another bond. Pickleball courts are also in the outdoor plan. Brittain stated that the Director is in charge of these decisions, and the Board does not desire to override her decisions.

Mr. Jackson stated that they would be open to utilize the courts when Tiger suggested, if that is the best option.

Brittain stated, on record, they need to be finding a way to expand their facility.

8. Discussion and possible action regarding amending the 2022-2023 Pryor Creek Recreation Budget to fund the following accounts: Aquatic Temp Salaries Account #84-846-5018 in the amount of \$48,000.00; Swim Instructors Temp Salaries Account #84-846-5019 in the amount of \$6,000.00; and Floor Staff Temp Fitness Salaries Account #84-848-5018 in the amount of \$35,000.00. Said funding is a deduction in PCRC Capital Improvements Account #84-845-5413 in the total amount of \$89,000. This action clears the error of non-funding the listed accounts without changing the total for the PCRC 2022-2023 Budget.

Motion was made by Lamar, second by Cantrell to recommend Council action regarding amending the 2022-2023 Pryor Creek Recreation Budget to fund the following accounts: Aquatic Temp Salaries Account #84-846-5018 in the amount of \$48,000.00; Swim Instructors Temp Salaries Account #84-846-5019 in the amount of \$6,000.00; and Floor Staff Temp Fitness Salaries Account #84-848-5018 in the amount of \$35,000.00. Said funding is a deduction in PCRC Capital Improvements Account #84-845-5413 in the total amount of \$89,000. This action clears the error of non-funding the listed accounts without changing the total for the PCRC 2022-2023 Budget. Motion carried.

9. Director's Report.

a. Facility repair and Maintenance

The pickleball lines are in place. Lawn and landscape beds are high maintenance to redo. The sprinkler system is repaired, and sod has been laid. Fitness Court design in place. They are working on lighting and cameras for the Fitness Court. They plan to have the kickoff within the first couple of weeks in October.

b. Finance Report

Tiger reported that their revenue was down some. They took a month off from swim lessons, which caused about a \$2,000.00 hit. With summer winding down and kids going back to school, it is not surprising that the revenues were down in August. Mayor reported that all the balances that have our reserves have not been transferred yet, so the numbers are not accurate. When we are dealing with the end of one year and going into a new year, it takes time. Mayor anticipates that next month's report will be more complete.

c. Aquatics Report

They have had 14 public and three private lessons. A lot is starting back up now.

d. Personnel Report

e. Misc.

137 new members in August. The retention rate was back up over 80%, which is what they shoot for. The basketball tournament in memory of Debbie Lyon was held, and her husband was very appreciative of the funds

raised. Another tournament will be held later in the month. A new Zumba class has started. In September and October there is a swim challenge to swim the distance of the Lake Hudson shoreline, which requires 77 laps a day. They hosted the Dam J.A.M. for the first time, and it went very well. Tiger looked into the credit card fee situation. The customer can pay most of the fee on top of their charge. Tiger will continue to look into this, and they can decide when to implement it.

f. Q&A.

None

10. Unforeseeable Business.

None

11. Adjourn.

Motion made by Lamar, second by Cantrell to adjourn. Motion carried.



DIGI
SECURITY SYSTEMS

We have prepared a quote for you

Pryor Rec Center - Security Camera Addition
Dual Head Camera - State Contract SW1048D

Quote # 008730
Version 1

Prepared for:

Pryor Rec Center

Jessica Long
longj@pryorcreek.org

11333 East 51st Place
Tulsa, OK 74146
www.digiss.com
(918) 824-2520



DIGI
SECURITY SYSTEMS

Thursday, September 15, 2022

Pryor Rec Center
Jessica Long
1111 SE 9th Street
Pryor, OK 74361
longj@pryorcreek.org

Dear Jessica,

Pryor Rec Center
Security Camera Addition Dual Head Camera
State Contract SW1048D

Scope of work:

Digi will run Cat6 Plenum cabling from head-end closet location to designated camera location
Digi will install (1) Dual head camera with 2 sensors
Digi will install (1) ACC7 STD camera license
Digi will terminate cabling at head-end location and at camera location
Digi will commission, configure & test camera
Digi will adjust settings for optimal performance

Pryor Rec Center (Partner) will need to provide:

Partner will need to provide access to all areas necessary for completion of this project.
Partner will need to provide necessary space for installation of devices for this system.
Partner will need to provide network connectivity for offsite/remote monitoring of the system.
Please contact me with any questions or concerns.

Thank you,

Sean Hardani
Account Manager
Digi Security Systems - Tulsa

11333 East 51st Place
Tulsa, OK 74146
www.digiss.com
(918) 824-2520



DIGI
SECURITY SYSTEMS

Equipment

Product Details		Suggested Price	Discount Amount	State Contract Price	Qty	Ext. Contract Price
ACC7-STD	Avigilon Control Center v. 7.0 Standard - License - 1 Camera	\$190.88	\$57.26	\$133.62	1	\$133.62
10.0C-H5DH-DO1-IR	2x 5MP H5A Dual Head Camera. Outdoor camera with built-in IR	\$1,792.04	\$537.61	\$1,254.43	1	\$1,254.43
H5DH-MT-NPTA1	Pendant adapter for the H5A Dual Head camera. Also compatible with an optional wall arm; CM-MT-WALL1.	\$70.80	\$21.24	\$49.56	1	\$49.56
CM-MT-WALL1	Pendant wVideo arm for H4 Fisheye (needs H4F-MT-NPTA1); H4SL (needs H4SL-MT-NPTA1); H4 PTZ or H3-xMH-DP-B cameras.	\$82.61	\$24.78	\$57.83	1	\$57.83
H4-MT-CRNR1	Corner mount adapter for use with H4A-MT-Wall1; H4-BO-JBOX1; H4SL; H4F; H4 PTZ; H4 IR PTZ and H4 Multisensor cameras.	\$106.20	\$31.86	\$74.34	1	\$74.34
CABLE-CAT6-CMP-1	Cabling - Category 6 - Network - Plenum with J-Hooks Etc.	\$335.00	\$67.00	\$268.00	1	\$268.00
DSS-INST-CAM-OUT	Digi Professional Installation Materials - Outdoor Camera	\$125.00	\$25.00	\$100.00	1	\$100.00
TECH-SENIOR-LABOR	SENIOR TECH (FIRE AND SECURITY)	\$140.00	\$42.00	\$98.00	10	\$980.00

Subtotal: \$2,917.78

11333 East 51st Place
Tulsa, OK 74146
www.digiss.com
(918) 824-2520



DIGI
SECURITY SYSTEMS

Pryor Rec Center - Security Camera Addition Dual Head Camera - State Contract SW1048D

Prepared by:



Digi Security Systems - Tulsa

Sean Hardani
(918) 824-0001
seanh@digiss.com

Prepared for:

Pryor Rec Center

1111 SE 9th Street
Pryor, OK 74361
Jessica Long
(918) 864-1365
longj@pryorcreek.org

Quote Information:

Quote #: 008730

Version: 1
Delivery Date: 09/15/2022
Expiration Date: 12/13/2022

Quote Summary

Description	Amount
Equipment	\$2,917.78
Subtotal:	\$2,917.78
Shipping:	\$50.00
Total:	\$2,967.78

This quotation does not include applicable taxes unless specifically listed above. Acceptance of this quote or any purchase order generated as a result of this quote indicates acceptance of the Digi standard terms and conditions. The Digi standard terms and conditions can be found at www.digiss.com or a copy may be requested from your Digi representative. This proposal is valid for 30 days. Conduit, back boxes and hangers are excluded from this proposal unless specifically listed above. All 120v work is excluded from this proposal unless specifically listed. Any and all painting and patching is excluded. Asbestos work of any kind is excluded from this proposal. No cost for any required abatement is included in this proposal. Any cancellation or returns may be subject to a restocking fee and other charges, for which the Purchaser shall be responsible.

Digi Security Systems - Tulsa

Pryor Rec Center

Signature: _____

Name: Sean Hardani

Title: Account Manager

Date: 09/15/2022

Signature: _____

Name: Jessica Long

Date: _____



6823 E 106th Pl
Tulsa, OK 74133-7147
(918) 221-9686 / (918) 995-1051
janna@jaycoheatandair.com

Estimate

ESTIMATE#	1004852387
DATE	09/14/2022
PO#	

CUSTOMER

Pryor Creek Recreation Center
1111 Southeast 9th Street
Pryor OK 74361
(918) 825-6909

SERVICE LOCATION

Pryor Creek Recreation Center
1111 Southeast 9th Street
Pryor OK 74361
(918) 825-6909

DESCRIPTION

Demolish and remove existing condensate drain from rooftops.

Installation of new schedule 40 PVC condensate drain lines, all rooftop HVAC systems.

Indirect connection of all condensate lines to the drain stack pipe and/or gutter.

New piping will be uv rated or painted depending on availability of pipe from supplier.

Proper support of all drain lines to prevent sagging. Will follow mechanical code for spacing and required slope toward drain.

Clear condensate pans of obstructions.

Installation of new traps at each unit per manufactures specs/dimensions (trap depth).

Price includes parts and labor.

Estimate

Description	Qty	Rate	Total
Installation Parts & Labor	1.00	2,500.00	2,500.00
Installation Parts & Labor			

CUSTOMER MESSAGE

Estimate Total: **\$2,500.00**

PRE-WORK SIGNATURE

Signed By:

1028 W Graham Ave.
Pryor, OK 74362
918-824-2300
mastersheatcool@att.net



Estimate

ESTIMATE # 9-13-22
DATE 09/13/2022
EXPIRATION DATE 10/13/2022

ADDRESS

Pryor Recreational Center
1111 SE 9th St
Pryor, OK 74361

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

P.O. NUMBER

Drains on roof

CREW

Nick

JOB LOCATION

Pryor

DATE	ITEM	DESCRIPTION	QTY	PRICE	AMOUNT
09/13/2022	Quote	Installation new drain lines on roof. Demolish all existing drain lines. Run new drain to stack pipes. Support all drain lines every 4 ft. to prevent sagging and water accumulation. Check all drain lines to verify All pipe will be sch.40 & UV resistant or painted.	1	5,850.00	5,850.00
TOTAL				\$5,850.00	

Accepted By

Accepted Date



Vickrey Heat & Air, Inc.
P.O. Box 926
Claremore, Ok 74018
918-341-5104
www.vickreyheatandair.com

BILL TO

City of Pryor
1119 Southeast 9th Street
Pryor, OK 74361 USA

ESTIMATE
35296116

ESTIMATE DATE
Sep 07, 2022

JOB ADDRESS

City of Pryor
1119 Southeast 9th Street
Pryor, OK 74361 USA

Job:

ESTIMATE DETAILS

Pryor Rec Center Drain Replacement:

Replace all Rooftop Equipment Drains From Unit To Termination Point on Roof. All Drains to be Strapped Every 4' Across Roof, Drain Line to be Painted White, All Traps To be Rebuilt at Unit Location

TASK	DESCRIPTION	QTY	PRICE	TOTAL
Remodel Commercial	Remodel Commercial	1.00	\$9,099.00	\$9,099.00

POTENTIAL SAVINGS \$0.00

SUB-TOTAL \$9,099.00

TOTAL \$9,099.00

Thank you for choosing Vickrey Heating and Air Conditioning, Inc.

CUSTOMER AUTHORIZATION

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Vickrey Heat & Air Inc. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Sign here

Date



cardconnect.

Merchant Surcharge Program

Running a business can be costly.

Wouldn't it be nice if you could reduce the scope of your credit card transaction expenses?

With the Merchant Surcharge Program, you can now add a fixed 3.5% fee at checkout to help offset processing costs - all while remaining compliant with card brand regulations!

Available for:

- Eligible Visa, Mastercard, Discover and American Express OptBlue card-present **and** card-not-present **credit** transactions
- US-based merchants in eligible states

Program Features

Offset Processing Costs: You keep more of the sale when your customers choose to pay with a credit card

- Affordably accommodate the ways your customers choose to pay

Simple Pricing: Receive a flat discount rate for credit card transactions that corresponds to your surcharge rate

- Easy to understand pricing

Seamless Integration: Thanks to end-to-end implementation, you'll enjoy a frictionless surcharging experience

- Our surcharging technology automatically calculates and applies the percentage surcharge fee on eligible transactions all while following card brand guidelines

Start offsetting credit card transaction expenses today! Email signup@cardconnect.com

Merchant Surcharge Program Addendum

Sales Rep. Name: _____

Sales Code: _____

1 Your Business Information

Merchant Identification (MID) Number(s): _____

Your Business Legal Name (Merchant): _____

DBA Name: _____

Business Phone: _____

2 What This Addendum Does

- 2.1 This Addendum adds the Merchant Surcharge Program (as applicable, the **MSP** or the **MSP Services**) to your merchant processing agreement. The terms of your merchant processing agreement and the terms of this Addendum both apply to the MSP Services and all transactions processed in connection with the MSP Services, but if anything in this Addendum directly conflicts with your merchant processing agreement, this Addendum will control. If your merchant processing agreement includes terms and conditions for any of the MSP Services, the terms in this Addendum replace them entirely while this Addendum is in effect.
- 2.2 This Addendum becomes effective as of the last date that appears in the signature block and continues in effect until (a) your merchant processing agreement terminates, in which case, this Addendum will automatically terminate, or (b) you or we choose to terminate this Addendum by giving the other written notice (subject to our reasonable operational timelines), or (c) as otherwise provided in this Addendum. If you have been processing transactions under your merchant processing agreement prior to the effective date of this Addendum, the MSP Services will be provided to you on the first day of the month following the effective date of this Addendum. If you have not been processing transactions under your merchant processing agreement prior to the effective date of this Addendum, the MSP Services will be provided to you within a reasonable time after the effective date of this Addendum.

3 Fees*

	Discount Fees	Transaction Fees
Credit Card	3.3816%	\$0.00
Debit Card	1.25%	\$0.25

*These Fees will replace the Credit and Debit Discount Fees and Transaction Fees currently reflected in your merchant processing agreement. You are still responsible to pay Processor all other Fees reflected in your merchant processing agreement.

The **Surcharge Rate** that you assess on your customers is **3.5%**.

4 Definitions

- 4.1 **Payments Organization** means any payments association or payments network whose cards or other payment forms you accept under your merchant processing agreement. If **Card Organization** is a defined term in your merchant processing agreement, then **Payments Organization** replaces it for purposes of the MSP and all transactions processed in connection with the MSP.
- 4.2 **Rules** means the rules, requirements, and standards of each Payments Organization, including the PCI DSS. If **Card Organization Rules** is a defined term in your merchant processing agreement, then **Rules** replaces it for purposes of the MSP and all transactions processed in connection with the MSP.

5 Merchant Surcharge Program

- 5.1 A **Surcharge** is an additional fee that you add to relevant transactions as permitted by the Rules and applicable laws (together, **Applicable Laws**). By choosing to assess a Surcharge and participate in the MSP, you agree that you are solely responsible for: (1) complying with all Applicable Laws and the Your Payments Acceptance Guide contained within the Program Guide; (2) properly and clearly disclosing the existence and amount of any Surcharge to Cardholders in accordance with Applicable Laws; and (3) ensuring any Surcharge you add to a transaction does not exceed the limit provided in the Rules.
- 5.2 You also agree that: (1) you are assessing a Surcharge on Cardholders for certain Credit Card transactions in an amount equal to the Surcharge Rate reflected in this Addendum; (2) you will pay us the Discount Fees for Credit Card and Debit Card transactions on gross sales for all of the transactions that you submit (without reduction for refunds, returns, or chargebacks); (3) you will pay us the Transaction Fee (the fixed charge per transaction reflected in this Addendum for each Debit Card transaction) for each sale and refund that you submit, as well as any other fees or charges reflected in your merchant processing agreement and not replaced by the MSP; (4) you will not assess a Surcharge for the portion of the transaction that is tip on paper, and you will be responsible to pay us the Discount Fee for the gross amount of all tips on paper; (5) you will be responsible to refund Cardholders any Surcharge you assess in the amount billed on such transaction; (6) you will not assess a Surcharge for card not present transactions on cardholders whose billing ZIP code corresponds to states or US territories where Surcharging is prohibited by Applicable Law (including but not limited to, Colorado, Connecticut, Kansas, Massachusetts, Puerto Rico), you will be responsible to pay us the Discount Fee for such transactions, and you will comply with Applicable Laws any time you apply the MSP; and (7) we may change or cancel this Merchant Surcharge Program and/or Addendum upon notice to you.

6 Addendum Approval

By signing below, you acknowledge that:

- you have read and understand this Addendum;
- you are choosing to enroll in the MSP;
- you agree to comply with this Addendum and any Applicable Laws;
- you understand that the terms of this Addendum (including the fees) may be changed from time to time as described in your merchant processing agreement; and
- you understand that if you sign this Addendum using an electronic signature process, the resulting signature has the same legal effect as if you had signed it by hand.

The individual signing below represents that s/he is authorized to sign on behalf of the business identified in *Section 1*.

Authorized Signatures:

Merchant

By: _____

Name: _____

Title: _____

Date: _____

Processor

By: _____

Name: _____

Title: _____

Date: _____