

**MINUTES**  
**PRYOR CREEK RECREATION CENTER BOARD**  
**REGULAR MEETING**  
**MONDAY, MARCH 6<sup>TH</sup>, 2023 AT 5:30 P.M.**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE RECREATION CENTER BOARD MET IN REGULAR SESSION IN CITY COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA, AT THE ABOVE DATE AND TIME.

Board members: Houston Brittain, Jamie Nofsinger, Jeremy Cantrell, Walter Olson, Rebecca Kemp, Steve Riff, Marty Marsh

**1. Call to order.**

The meeting was called to order by Brittain. Board members present: Houston Brittain, Jamie Nofsinger, Steve Riff and Walter Olson Members absent: Rebecca Kemp, Jeremy Cantrell and Marty Marsh.

**2. Administer Oath of Office to Jamie Nofsinger to Recreation Board Seat #1, term ending 8/31/24.**

Mayor Lees administered the Oath of Office to Jamie Nofsinger.

**3. Approve minutes of the February 6<sup>th</sup>, 2023 regular meeting.**

Motion was made by Riff, second by Olson to approve the minutes of the February 6<sup>th</sup>, 2023 regular meeting. Motion carried.

**4. Approve minutes of the March 1<sup>st</sup>, 2023, special meeting.**

Motion was made by Riff, second by Olson to approve minutes of the March 1<sup>st</sup>, 2023, special meeting. Motion carried.

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

There were no petitions.

**6. Discuss, possibly recommend Council action regarding hiring Michael Moore for the Director position at Pryor Creek Recreation Center Range G, Step 4 (annual wage - \$65,643.00), effective March 22nd, 2023.**

Motion was made by Riff, second by Olson to recommend Council action regarding hiring Michael Moore for the Director position at Pryor Creek Recreation Center Range G, Step 4 (annual wage - \$65,643.00), effective March 22<sup>nd</sup>, 2023. Motion carried.

**7. Discussion and possible action regarding an expenditure in the amount of \$3,500.00 to Jayco Heat & Air for temporary repair of Recreation Center pool heater from Aquatics Repair & Maintenance Account #84-846-5091.**

Motion was made by Riff, second by Olson to recommend Council action regarding an expenditure in the amount of \$3,500.00 to Jayco Heat & Air for temporary repair of Recreation Center pool heater from Aquatics Repair & Maintenance Account #84-846-5091. Motion carried.

**8. Director's Report.**

**a. Facility repair and Maintenance**

Tiger read a report from Steve Powell regarding a report from mechanical engineer and a meeting with JayCo about the humidity issue in the group fitness area. Seth with JayCo met with Powell and mechanical engineer. Repairs can be made that will allow it to work for at least a couple more years before having to spend over \$25,000.00 to replace the entire unit.

Heat exchanger in lobby is down and will be on the April agenda.

**b. Finance Report**

Tiger passed out her report. Having issues with RecTrak. Some of the extra charges were not billed in February. Swim with a Mermaid brought in a lot of revenue.

Mayor presented his report. Total fund equity at end of February: \$934,251.22; Sales Tax at end of January: \$54,390.21. Will be asking Budget & Personnel Committee to adjust some funds in the budget to reappropriate from Recreation Repair & Maintenance to Aquatics Repair & Maintenance. Up about \$43,000 for the year, revenue over expenditures.

**c. Aquatics Report**

There are four burners on the pool heater, but only one is functioning. Swim parties in February: 17 public, 4 private; GRDA, Thunderbird and Mermaid events; family swim will be extended for Spring Break. Infant aquatic swim program started today. A Senior from Adair, Jacob Perryman, who began his swimming at the Rec Center and recently won back-to-back state championships in 50-yd freestyle and 100-yd backstroke.

**d. Personnel Report**

No report.

**e. Misc.**

In February, 153 new members; retained 85%; heart-health awareness walk with Cherokee Nation; Swim challenge started today through April 14 – swimming laps; new classes: spin class, Zumba and Aqua Zumba; a form of Tai Chi; pickleball is busting at the seams; Outdoor Fitness Court getting some use – will have a kick-off in April; purchased some necessary items for Child Watch; Tiger's last day will be April 3<sup>rd</sup>, instead of April 6<sup>th</sup>.

**f. Q&A.**

None.

**9. Unforeseeable Business.**

None

**10. Adjourn.**

Motion made by Olson, second by Nofsinger to adjourn. Motion carried.



**HEAT & AIR**

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

# Estimate

<b>ESTIMATE#</b>	1013389901
<b>DATE</b>	02/03/2023
<b>PO#</b>	

<b>CUSTOMER</b>
City of Pryor Creek 100 East Graham Avenue Pryor OK 74361

<b>SERVICE LOCATION</b>
City of Pryor Creek 111 Southeast 9th Street Pryor OK 74361

<b>DESCRIPTION</b>	Installation of a new heat exchanger.
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## Estimate

Description	Qty	Rate	Total
Parts and Labor			
Parts and Labor	1.00	4,950.00	4,950.00

<b>CUSTOMER MESSAGE</b>

**Estimate Total: \$4,950.00**

<b>PRE-WORK SIGNATURE</b>

Signed By:



# QUOTE

MELTON'S A/C & APPLIANCE  
 PO BOX 38, 27 SO TAYLOR  
 PRYOR, OK 74362  
 918-825-0461 FAX 918-825-0459

DATE: FEBRUARY 6, 2023

QUOTE FIRM FOR 30 DAYS

TO PRYOR REC CENTER

SALESPERSON		PAYMENT TERMS	DUE DATE	
NICKIE REMER		Due on receipt		
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL	
	QUOTE TO REPLACE HEAT EXCHANGER IN LOBBY			
	HEAT EXCHANGER & LABOR TO INSTALL		\$5,276.05	
	16 WEEK LEAD TIME			
		SALES TAX		
		TOTAL		

Quotation prepared by: \_\_\_\_\_

To accept this quotation, sign here and return: \_\_\_\_\_

**Thank you for your business!**

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



# Estimate

ESTIMATE # 02-08-23  
DATE 02/08/2023  
EXPIRATION DATE 02/08/2023

**ADDRESS**

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

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

**P.O. NUMBER**

Unit #7

**CREW**

Nick

**JOB LOCATION**

Pryor Rec Center

DATE	ITEM	DESCRIPTION	QTY	PRICE	AMOUNT
02/08/2023	Quote	Heat Exchanger replacement.  Install new ht. exch. Quote includes: Crane cost labor and heat. exch.  Quote is for replacement only. Any other issues with unit will be accessed once exchanger is relaced and fired off. Quote doesn't include other parts or material. Unit Serial #200503-AMGK14273	1	7,940.00	7,940.00
TOTAL					<b>\$7,940.00</b>

Accepted By

Accepted Date

# Attachment 6: Supplemental Data Sheet

For justification of change in salary/position classification

Employee Name: Jessica Reger  
Department: PCRC  
Current Job Title: Assistant Director

Type of Action Requested:

Step Increase

Present Range & Step: \_\_\_\_\_

Recommended Range & Step: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Promotion

Present Range & Step: \_\_\_\_\_

Recommended Range & Step: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Reclassification

Present Range & Step: \_\_\_\_\_

Recommended Range & Step: \_\_\_\_\_

Recommended Title: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Transfer

Present Range & Step: Range E, Step 2

Recommended Range & Step: Range D, Step 2

Recommended Title: Fitness Coordinator

Evaluation Date: 10-19-22

Give a brief, but full, explanation for the action requested. Use the reverse side of this form if required.

Upon the resignation of Kelsie Kerns as Fitness Coordinator, Jessica Reger has requested to be transferred from Asst. Director into the Fitness Coordinator position. Ms Reger has expressed that she no longer wants a mgmt position. She is very qualified for the fit coordinator position.

Department Head (Preparer) Signature: Jessica Reger Date: 3/23/23

**Concur** Mayor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Not Concur**



Tiger, Jessica <tigerj@pryorcreek.org>

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## Jessica Reger's Request to transfer

1 message

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**Reger, Jessica** <regerj@pryorcreek.org>

Mon, Mar 27, 2023 at 3:57 PM

To: Jessica Tiger <tigerj@pryorcreek.org>, Michael K Moore <mooremk@pryorcreek.org>

To Whom it May Concern,

I have requested to take the Fitness Coordinator position when it opens up after Kelsie Brooke's departure. I am aware of the decrease in pay for the position.

Thank you,

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Jessica Reger  
Recreation Center Assistant Director  
City of Pryor Creek  
918.825.6909  
regerj@pryorcreek.org



Tiger, Jessica <tigerj@pryorcreek.org>

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## Kelsie Brooke's Letter of Resignation

1 message

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**Brooke, Kelsie** <brookek@pryorcreek.org>

Mon, Mar 27, 2023 at 3:57 PM

To: Michael K Moore <mooremk@pryorcreek.org>, "Tiger, Jessica" <tigerj@pryorcreek.org>

To whom it may concern,

I have determined that my last day as the Fitness Coordinator at PCRC will be May 12th, 2023. Thank you for allowing me to learn and grow here this past year and a half. I plan to continue to help out in a part time capacity for the foreseeable future.

Thank you,

Kelsie Brooke





## Estimate: EST-1

Bill To

### Pryor Recreational Center

Estimate Date: 03/24/23

Total: \$3,200.00

## Creative Vision Lawn Care

Michael

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

(<mailto:creativevisionlawnservice@gmail.com>)

15511 Hwy 66

Claremore Oklahoma

74017

P: 9183734593

### Billed Items

Item	Unit Cost	Quantity	Cost
Maintain just front part of property mowing weedeating blowing off of all hard surfaces edging all hard surface check flower beds for weeds and pull weeds pick up trash that is in grass areas and in parking lot. This will be done twice a month price is for a month with 4 mowings if the month.	\$500.00	2	\$1,000.00
Maintain full property front and back side to side mowing weedeating edging all hard surfaces blowing off all hard surfaces check flowerbeds and pull any weeds also work on cleaning up areas that have not been taken care of before this will be done twice a month price is for a month	\$1,100.00	2	\$2,200.00
	<b>\$1600</b>		
		Subtotal	\$3,200.00

### Bill To

Pryor Recreational Center

1111 Se 9th Street

Pryor

Oklahoma 74361

[MOOREMK@pryorcreek.org](mailto:MOOREMK@pryorcreek.org)

P: 9188256909

**Total: \$3,200.00 (USD)**



## QUOTE #440

SENT ON:

Mar 25, 2023

RECIPIENT:

### Pryor Creek Recreation Center

1111 Southeast 9th Street  
Pryor, Oklahoma 74361  
Phone: 9188256909

SENDER:

### Oklahoma Mowing Company

Phone: 918-232-4954  
Email: oklahomamowingcompany@gmail.com  
Website: Oklahomamowingcompany.com

SERVICE ADDRESS:

1111 Southeast 9th Street  
Pryor, Oklahoma 74361

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Mow Lawn (Front Only)	Mow Lawn, Weedeat, Edge, Blow off surface areas	1	\$305.00	\$305.00
Mow Lawn (Front and Back)	Mow Lawn, Weedeat, Edge, Blow off surface areas	1	\$525.00	\$525.00
Flower Bed Maintenance (Price per month)	Trim and maintenance landscape shrubs as needed, keep weeds pulled from beds, apply fresh mulch 2 times per year to keep fresh color.	1	\$185.00	\$185.00

Total

**\$1,015.00**

Here is an itemized quote. Lawn mowing is a price per visit price. Flower Bed Maintenance is a price that will be billed monthly all year.

\* I would like to discuss a make over project for the landscaping out front

This quote is valid for the next 30 days, after which values may be subject to change.