

**NOTICE & AGENDA
PARK BOARD MEETING
CITY OF PRYOR CREEK, OKLAHOMA
MONDAY, JULY 27, 2026 AT 5:30 PM**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT NOTICE IS HEREBY GIVEN THAT THE PARK BOARD WILL MEET IN REGULAR SESSION IN THE COUNCIL CHAMBERS, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME. FOR SPECIAL ACCOMMODATIONS TO ATTEND, PLEASE CONTACT (918) 825-0888.

Board Members: Keith Shelby (Chair), David Shaulis, Ron Reiser, Pamela Buffington, Roy Jackson, Sherry Alexander, Chris Graves

1. Call meeting to order.
 - a. Petitions from the audience.
 - b. Discussion and possible action to approve the minutes of the June 22, 2026 meeting.
 - c. Discussion and possible action to approve the minutes of the July 13, 2026 special meeting.
2. Reports:
 - a. Park Report – Director Frank Powell.
 - i. Parks
 - ii. Cemetery
 - b. Golf Course Report.
 - i. Discussion regarding Golf Course/Pro Shop financials.
 - ii. Discussion regarding alcohol sales at the Golf Course.
3. Action Items:
 - a. Discuss, possibly recommend Council action to accept a bid in the amount of \$33,500.00 from Ever Green Weed Control and Fertilization, LLC for installation of a holiday light display at Whitaker Park.
 - b. Discuss, possibly recommend Council action to transfer a portion Golf Course Capital Outlay Account funds to a money market account for long-term capital expenditures.
 - c. Discuss, possibly recommend Council action to go out for bids for administration of Golf Course concessions.
 - d. Discuss, possibly recommend Council action to create a new job description for Head Golf Professional and Groundskeeper of the Golf Course.
4. Unforeseeable Business.
5. Adjourn.

Posted July 24, 2026 by Assistant City Clerk Darla Coats _____

**MINUTES
PARK BOARD MEETING
CITY OF PRYOR CREEK, OKLAHOMA
MONDAY, JUNE 22, 2026 AT 5:30 PM**

The Park Board 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. 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.

1. CALL MEETING TO ORDER.

Keith Shelby called the meeting to order at 5:35 p.m. Members present: David Shaulis, Ron Reiser, Pamela Buffington, Roy Jackson, Chris Graves and Keith Shelby. Members absent: Sherry Alexander.

Others present: Mayor Zac Doyle, Dennis Bowman, Bill Kannegiesser and Donna Bowman.

1a. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

1b. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MINUTES OF THE APRIL 27, 2026 MEETING.

Motion was made by Reiser, second by Jackson to approve the minutes of the April 27, 2026 meeting. All voted yes. *Motion passed.*

Shelby moved to item 2b.

2. REPORTS:

2b. GOLF COURSE REPORT – DIRECTOR DENNIS BOWMAN.

Bowman stated that the Golf Course has been performing well despite an unusually cold and wet June. He stated that they project ending the fiscal year with revenues higher than those of the previous year, with paid rounds increasing by more than 2,000 from last month. He also reported that his highest priority capital expenditures for the coming year include a new bunker rake and finalizing repairs to the irrigation pump.

Shelby moved to item 2biii.

2biii. UPDATE REGARDING NEW GOLF COURSE BATHROOMS.

Bowman reported that the formal design proposal for the new bathroom will be in the next agenda packet. He stated that they anticipate completion of the project in Spring 2027.

2biv. UPDATE REGARDING GOLF CART TRACKING AND PLAN FOR THE GOLF CARTS.

Bowman reported that he intends to add GPS systems to the fleet of new golf carts, which would enable staff to protect the greens, regulate the flow of play and improve security. He stated that he will be gathering lease purchase and subscription-based quotes to present at a future meeting.

2bv. DISCUSSION REGARDING ADDITIONAL PARKING FOR THE GOLF COURSE.

Bowman reported that staff will continue evaluating locations for overflow parking due to increased golf course usage.

Shelby moved to discuss item 2bi and 2bii simultaneously.

2bi. UPDATE REGARDING THE GOLF COURSE SITUATION.

2bii. UPDATE REGARDING THE A&B PRO SHOP CONTRACT.

Mayor Doyle reported that the City Council has voted to establish a 90-day extension to the A & B Pro Shop contract to review operational terms moving forward. Mayor Doyle, the Park Board and contractor Donna Bowman discussed the history of the Pro Shop contract. Mayor Doyle stated all efforts will be taken to sustain Pro Shop services if the contractor does not continue operations.

Shelby moved to item 3c.

3. ACTION ITEMS:

3c. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN UPDATE TO THE GOLF COURSE LOGO.

Motion was made by Buffington, second by Shaulis to recommend Council action regarding an update to the Golf Course logo. All voted yes. *Motion passed.*

Shelby moved to item 3a.

3a. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING MODIFICATIONS TO THE GOLF COURSE RULES.

No action taken.

3b. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRO SHOP OPERATIONS.

No action taken.

Shelby moved to item 2a.

2a. PARK REPORT – DIRECTOR FRANK POWELL.

2ai. PARKS

Mayor Doyle reported on behalf of Frank Powell that staff has remained busy performing routine maintenance of park grounds and facilities. He stated that the restroom project at the tennis courts remains delayed pending the installation of an overhead door.

2a.ii. UPDATE REGARDING THE HOLIDAY LIGHT DISPLAY AT THE PARK.

Mayor Doyle reported that planning continues for a holiday light display as they seek quotes for installation, storage and removal.

2a.iii. UPDATE REGARDING BOBBY BUCK PARK.

Mayor Doyle stated that phase one of the Bobby Buck project will include playground expansion with accessible equipment, rubber turf installation, shade structures and solar lighting for safety. He stated that due to grant requirements, the new equipment will be ordered after September 1, 2026. He also stated that phase two improvements include seating and bathrooms with accessibility upgrades such as adult changing tables.

2a.iv. CEMETERY

Mayor Doyle reported that Memorial Day operations were successful, and staff will continue with routine grounds maintenance throughout the summer.

2a.v. UPDATE REGARDING CEMETERY STAFFING NEEDS.

Mayor Doyle stated that the cemetery is accepting applications now to fill existing vacancies.

Shelby moved to item 4.

4. UNFORESEEABLE BUSINESS.

There was no unforeseeable business.

5. ADJOURN.

Motion was made by Graves, second by Buffington to adjourn at 8:45 p.m. All voted yes. *Motion passed.*

**MINUTES
PARK BOARD SPECIAL MEETING
CITY OF PRYOR CREEK, OKLAHOMA
MONDAY, JULY 13, 2026 AT 5:30 PM**

The Park Board of the City of Pryor Creek, Oklahoma met in special session on the above date and time in the Council Chamber upstairs at City Hall, 12 North Rowe Street in Pryor Creek, Oklahoma. 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.

1. CALL MEETING TO ORDER.

Keith Shelby called the meeting to order at 5:38 p.m. Members present: Ron Reiser, Pamela Buffington, Roy Jackson, Chris Graves and Keith Shelby. Members absent: David Shaulis and Sherry Alexander.

Others present: Mayor Zac Doyle, Donna Bowman, Gayle Webb and Sue Wilcox.

2. ACTION ITEMS:

2a. DISCUSSION AND POSSIBLE ACTION PERTAINING TO AN UPDATE FROM THE MAYOR REGARDING NEEDS, CHANGES AND PLANS FOR THE PRYOR CREEK GOLF COURSE.

Mayor Doyle reported that the Golf Course and Pro Shop remain operational following the resignation of Director Dennis Bowman and Pro Shop Contractor Donna Bowman effective July 7, 2026. He stated that the Council has granted him power to act as necessary to ensure there are no interruptions to operations during this transitional period. He reported that a separation agreement has been drafted to allow the city to buy out remaining Pro Shop stock, and employees and vendor accounts are being transitioned to the city.

The mayor also reported that he expects several capital expenditures in the coming month, including repair of the main irrigation pump, the addition of a breakroom HVAC and refrigerator for groundskeeping staff, replacement of scoring displays for tournaments and restocking of branded apparel for the Pro Shop. He also stated that the former director left his recommendations for the purchase of a new bunker rake and greens mower, both of which remain necessary purchases.

Mayor Doyle also addressed the issue of the dog living at the Pro Shop when the city took over operations. He stated that the dog, named Caddy, had been living at the Golf Course for many years, but upon the Mayor's arrival, appeared to be in poor health. He reported that city animal control officers collected the animal and brought it to the veterinarian for evaluation. He stated that the veterinarian advised staff that the animal was in extreme pain and recommended that Caddy be euthanized immediately, and staff followed this recommendation.

Motion was made by Buffington, second by Jackson to recommend Council action regarding the purchase of a bunker rake as recommended by the former Golf Course director. Voting yes: Reiser, Buffington, Jackson, Graves and Shelby. Voting no: none. *Motion passed.*

3. ADJOURN.

Motion was made by Jackson, second by Reiser to adjourn at 7:36 p.m. All voted yes. *Motion passed.*

439676 E 340 Rd
Big Cabin, OK 74332
918-782-8622

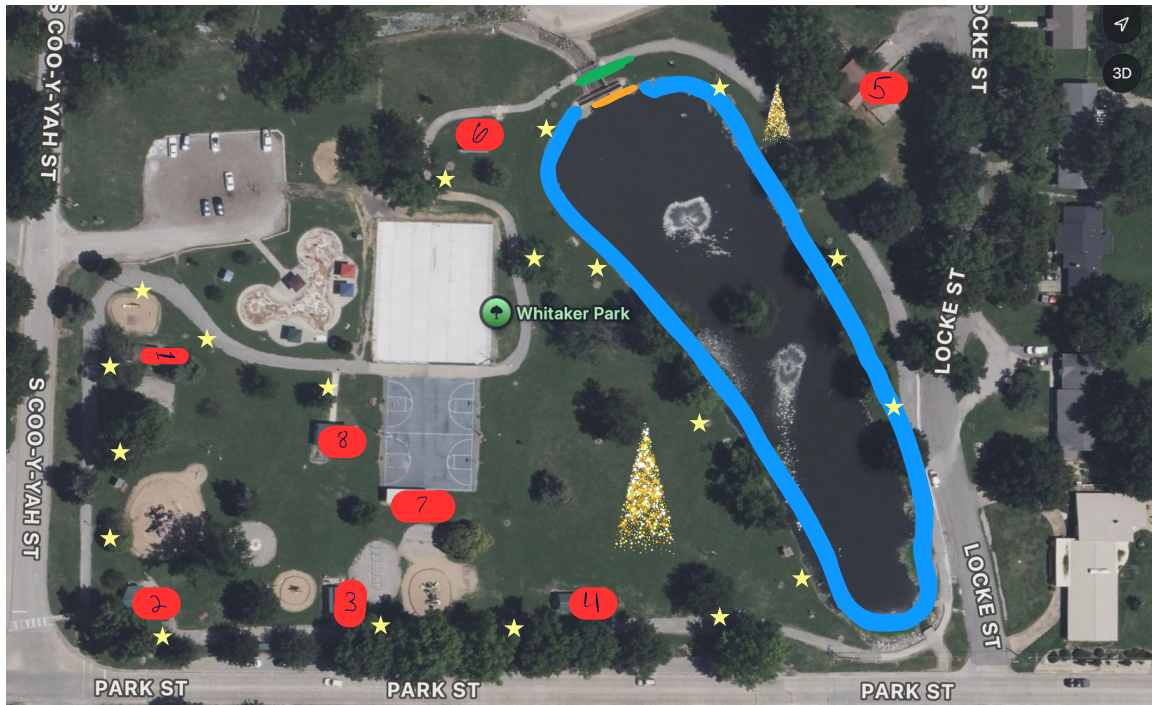


EMAIL:DOYLEZ@PRYORCREEK.ORG

2026 Christmas Light Bid

See file attached

\$33,500.00



8 Pavilions

1. 80' perimeter
2. 160' perimeter/ridges
3. 160' perimeter
4. 125' perimeter/ridges
5. 320' perimeter/ridges
6. 145' perimeter/ridges
7. 110' perimeter
8. 200' perimeter/Ridges

Pond perimeter

1,030' stake lights

Big light tree

200 multi color mini's

19 Light Poles

7 mini's per pole = 133 mini strands

Small light tree NE corner of pond

100 mini's

Light Bridge

75 mini strands

Arch frame

Classic Bridge

Lighted Garland - 40'

Wreaths - 8

Assistant Agronomist
Job Description

JOB OVERVIEW:

Under the direct supervision of the Golf Course Agronomist, the assistant agronomist will assist with crew management, fertilizer and spray applications, irrigation management, and all other daily tasks of golf course maintenance. The position will also require the ability to complete the necessary task to aid in both the daily maintenance of a golf course and as well as special projects.

REPORTS TO: Agronomist

ESSENTIAL JOB FUNCTIONS:

- Assists with planning, scheduling, instructing, training and directing the crew in the performance of golf course maintenance procedures and job responsibilities.
- Perform checks of processes throughout the day
- Oversee chemical and fertilizer applications and assists as necessary.
- Use of handheld power equipment (weed eater, backpack blower, hand edger, hedge trimmer, chainsaw, etc.)
- Manual labor (shoveling, pruning, sod work, raking and maintain bunkers)
- Operation of golf course equipment
- Directs and participates in the maintenance of the golf course including trees, trees, golf tees, greens, fairways, bunkers, cart paths and rough.
- Supervises the maintenance and repair of motorized and other mechanical equipment.
- Willingness to work in all weather conditions.
- Familiarity with the game of golf.
- Employee Management

REQUIRED SKILLS AND ABILITIES:

- Knowledge of golf course maintenance operations and guest services.
- Ability to always demonstrate outstanding guest service.
- Ability to service customers in a professional appearance and manner.
- Ability to follow instructions and work in a stressful and busy environment.
- Skill in providing excellent guest service.
- A degree or certificate from a 2 year or 4-year program or currently enrolled.
- 2 years of experience (internships count)

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand and walk for extended periods; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to sit; and stoop, kneel, crouch, or crawl. The employee must have the ability to move up to 100 pounds and frequently lift to 50 pounds. Physical stamina and a proper mental attitude to work under pressure at a fast pace are essential. Must have the mental fortitude to handle the pressures of multiple tasks while providing excellent guest service.

Work Environment:

Work is generally performed outside, exposure to heat, cold, rain and snow. Early mornings, holiday and/or weekend work are required. Extended hours and irregular shifts may be required.

PERFORMANCE STANDARDS:

Customer Satisfaction:

- Serve as a guest relations ambassador, delivering exceptional service every moment of the day.
- Exhibit professionalism, courtesy, and respect towards guests and associates under all circumstances.
- Strive to create memorable guest experiences, maintaining Pryor Creek Golf Club's high service standards.

Work Habits:

- Follow established work procedures and policies, maintaining punctuality and reliable attendance.
- Adapt to changes in the work environment with a positive attitude.
- Approach problem-solving proactively, seeking assistance when needed and continuously improving skills.

Safety & Security:

- Adhere to City of Pryor Creek's policies and procedures, including key controls and proper handling of chemicals.
- Exercise care when lifting heavy objects and promptly report any safety concerns or hazards.
- Ensure compliance with emergency procedures to maintain a secure environment for guests and associates.

ADDITIONAL INFORMATION:

This job description provides an overview of the key responsibilities and expectations for the Assistant Agronomist. It is not an exhaustive list of duties. Additional job-related tasks may be assigned as needed.

Disclaimer:

This job description does not constitute an employment contract. All City of Pryor Creek employees are employed "at-will" and may be subject to changes in duties or responsibilities at the discretion of the city.

Golf Cart Attendant
Job Description

JOB OVERVIEW:

Under the direct supervision of the Golf Pro Shop, the Cart Attendant maintains efficient courteous knowledge of Golf and provides consistent professional guest relations with a positive upbeat personality. Fluctuating demands of the operation, you may be necessary that each employee perform a multitude of different functions.

REPORTS TO: Director of Golf

ESSENTIAL JOB FUNCTIONS:

- Meet and greet clients and staff while creating an inviting guest experience.
- Ability to work efficiently while providing expedient service, always.
- Inform management when product is low, and equipment is not functioning properly.
- Responsible for the cleanliness and sanitation of the entire work area.
- Contributes to the training of new team members.
- Works closely with other departments to ensure seamless delivery of service for our guests.
- Travel between Shangri-La properties may be needed.
- Ability to prepare signage for special functions.
- Check the loading area to be sure that no member or guests loads/unloads his/her own golf clubs.
- See that the outside area is kept uncongested, neat, and clean. Do not allow carts to clog the passage area.
- Before and after games, please arrange the carts in a nice clean managed fashion.
- Lock the ice machine after each usage, along with the gas tank and any beverage coolers.
- Responsible for maintaining cleaning and storage of the Shangri-La Cart Fleet.
- Pick up all baskets and range balls periodically, and each night. Always ensure that the range balls are clean.
- Assist with minor club repairs.
- Responsible for bag storage, cleanliness of clubs and bags to ensure that they are ready for play and to be stored properly.
- Take care of all golfing needs on and off the carts.
- Due to changes and modification in the job from time to time, we require team members to be flexible and assume other responsibilities assigned by management as

management sees the necessity; some assignments may not be listed in this description.

- Always maintaining professional appearance, etiquette, punctuality, and attendance.
- Be adaptable with a willingness to learn new skills and/or improve existing ones.
- Safety and security protocols set forth by the employer are to be followed with the upmost importance to
- ensure the safety of our guests and staff.
- The ability to stand, walk, use hands to finger/handle/feel objects/tools, and or controls. Frequent use of reaching with hands and arms with the occasional sitting, climbing, balancing, stooping, kneeling, crouching, and crawling.
- Specific vision abilities required of this position include near and distance.
- Bags weighing upwards of 50+ pounds will need to be lifted and moved without destruction of property.
- Performing this position will consist of all-weather aspects and will be outside.

REQUIRED SKILLS AND ABILITIES:

- High School Degree or GED preferred.
- Must be 18 years of age or older.
- Must be able to obtain a Food Handlers Permit and Able Liquor License.
- Ability to add and subtract two-digit numbers, multiply and divide with 10's and 100's.
- Ability to measure weight, volume, and distance.
- Knowledge of Golf is a bonus.
- Must be able to pass a background check.
- Must be able to maintain professional status through interface with customers, management, and co-workers.
- Must be able to work flexible schedules, including but not limited to extended hours, irregular shifts, evenings, holidays, and/or weekends.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand and walk for extended periods; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to sit; and stoop, kneel, crouch, or crawl and lift more than 50lbs. Physical stamina and a proper mental attitude to work under pressure at a fast pace are essential. Must have the mental fortitude to handle the pressures of multiple tasks while providing excellent guest service.

Work Environment:

Work is generally performed outside, exposure to heat, cold, rain and snow. Early mornings, holiday and/or weekend work are required. Extended hours and irregular shifts may be required.

PERFORMANCE STANDARDS:

Customer Satisfaction:

- Serve as a guest relations ambassador, delivering exceptional service every moment of the day.
- Exhibit professionalism, courtesy, and respect towards guests and associates under all circumstances.
- Strive to create memorable guest experiences, maintaining Pryor Creek Golf Club's high service standards.

Work Habits:

- Follow established work procedures and policies, maintaining punctuality and reliable attendance.
- Adapt to changes in the work environment with a positive attitude.
- Approach problem-solving proactively, seeking assistance when needed and continuously improving skills.

Safety & Security:

- Adhere to City of Pryor Creek's policies and procedures, including key controls and proper handling of chemicals.
- Exercise care when lifting heavy objects and promptly report any safety concerns or hazards.
- Ensure compliance with emergency procedures to maintain a secure environment for guests and associates.

ADDITIONAL INFORMATION:

This job description provides an overview of the key responsibilities and expectations for the Golf Cart Attendant. It is not an exhaustive list of duties. Additional job-related tasks may be assigned as needed.

Disclaimer:

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Golf Shop Associate
Job Description

JOB OVERVIEW:

Under the direction of the Assistant Golf Professional, a Golf Shop Assistant assist each guest as they arrive in the Pro Shop and coordinates with rangers, starters and course superintendent. Must be friendly, courteous, helpful personality is essential. Must understand the game of golf and become familiar with all products, services and prices at the golf course. Must possess excellent telephone manners and sales skills. Must accurately perform cash or credit transactions, reporting procedures and pro shop paperwork.

REPORTS TO: Assistant Golf Professional

ESSENTIAL JOB FUNCTIONS:

- As scheduled, open pro shop for business.
- Greet all guests as they enter shop; register guests for golf, maintaining starting sheet and recording names of all golfers who sign up to play.
- Operate cash register for all transactions; assure that register is operating properly and supplied with tape or ribbon; perform routine troubleshooting of cash register problems.
- Collect fees for green fees, cart rentals, range balls, club rentals, merchandise, and tournament entries.
- Direct golfers to the golf carts, first tee and starter.
- Courteously enforce regulations regarding dress code, carry-on beverages, walk-along, etc.
- Courteously refuse admission or refund money to those who will not abide by regulations.
- Handle cash accurately and according to established security procedures. Monitor cash supply in case change is needed from bank.
- Assure that sufficient quantities of all stationary, forms, office supplies, tees, scorecards, pencils, etc., are in stock and ready for use. Avoid last minute emergencies by bringing re-order needs to the attention of office manager or golf pro.
- Courteously and knowledgeably attend to all customers. Involve golf pro when his expert advice is needed, but takes personal responsibility for satisfying each customer inquiry or concern, increasing sales and greens fees, cart rentals and merchandise.
- Answer telephone; accurately record requests for tee times or group reservations.
- While on duty, assure that pro shop and surrounding area is neat and clean, that merchandise is well arranged; that all areas of shop and merchandise are free of dust, dirt, and fingerprints.

- Clean the shop at the end of the day. Dust, arrange merchandise, empty trash as necessary, etc. Refill supplies for register area, scorecards, pencils, etc.
- At the end of a shift, as scheduled by golf pro or assistant pro, total daily receipts and accurately prepare management report and bank deposit. Secure cash in safe or make night bank deposit. Secures cash in safe or makes night bank deposit if so directed.
- Assist in shop displays and appearances, restocking merchandise on sales floor, and receiving and pricing merchandise.

REQUIRED SKILLS AND ABILITIES:

- High school diploma or equivalent preferred.
- Must have the ability to communicate in English. Self-starting personality with an even disposition.
- Must be 18 years of age or older.
- Must be able to pass a background check.
- Must be able to maintain a professional status through interface with customers.
- Must be able to maintain a professional working relationship with management and co-workers.
- Must be able to work flexible schedules.
- Must be willing to “pitch-in” and help co- workers with their job duties and be a team player.
- Must be able to withstand prolonged periods of standing and/or walking.
- Must have the ability to lift at least 30 lbs.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand and walk for extended periods; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to sit; and stoop, kneel, crouch, or crawl and lift more than 25lbs. Physical stamina and a proper mental attitude to work under pressure at a fast pace are essential. Must have the mental fortitude to handle the pressures of multiple tasks while providing excellent guest service.

Work Environment:

The duties of this position are primarily performed in indoor climate conditions.

PERFORMANCE STANDARDS:

Customer Satisfaction:

- Serve as a guest relations ambassador, delivering exceptional service every moment of the day.

- Exhibit professionalism, courtesy, and respect towards guests and associates under all circumstances.
- Strive to create memorable guest experiences, maintaining Pryor Creek Golf Club's high service standards.

Work Habits:

- Follow established work procedures and policies, maintaining punctuality and reliable attendance.
- Adapt to changes in the work environment with a positive attitude.
- Approach problem-solving proactively, seeking assistance when needed and continuously improving skills.

Safety & Security:

- Adhere to City of Pryor Creek's policies and procedures, including key controls and proper handling of chemicals.
- Exercise care when lifting heavy objects and promptly report any safety concerns or hazards.
- Ensure compliance with emergency procedures to maintain a secure environment for guests and associates.

ADDITIONAL INFORMATION:

This job description provides an overview of the key responsibilities and expectations for the Golf Shop Associate. It is not an exhaustive list of duties. Additional job-related tasks may be assigned as needed.

Disclaimer:

This job description does not constitute an employment contract. All City of Pryor Creek employees are employed "at-will" and may be subject to changes in duties or responsibilities at the discretion of the city.