

PROCLAMATION

John Hawkins Day

November 5, 2024

WHEREAS, John Hawkins, a lifetime resident of Pryor and proud member of the Cherokee Nation, has devoted over 50 years to strengthening Pryor and Mayes County through his work in business, civic engagement, and workforce development; and

WHEREAS, since 1975, Mr. Hawkins has owned and managed several convenience stores and later established a successful insurance career in Pryor, including founding Integrated Insurance Services in 2005, which he grew and sold in 2022; and

WHEREAS, beyond his business achievements, Mr. Hawkins has invested in commercial and residential properties and has served Pryor and Mayes County tirelessly, with notable roles on the Pryor Area Chamber of Commerce, Mayes County Trails Alliance, the Mayes County Project for Prosperity and the Pryor Area Arts and Humanities Council, earning him recognition as Pryor's Citizen of the Year in 2002; and

WHEREAS, Mr. Hawkins has not only contributed locally but has also championed regional partnerships as a founding member of the Northeast Oklahoma Regional Alliance and has been instrumental in state-level economic initiatives through the Oklahoma Small Business Commission and the Northeast Oklahoma Workforce Investment Board; and

WHEREAS, his regional and state-level service in workforce development includes appointments by three governors to the Governor's Council for Workforce and Economic Development, as well as serving as Chairman of the Oklahoma State Ethics Commission, which garnered him the "Oklahoma State Business Champion of the Year" award in 2016;

NOW, THEREFORE, BE IT PROCLAIMED, BY THE MAYOR AND CITY COUNCIL OF PRYOR CREEK, that this Council, for and on behalf of the people of Pryor Creek, does hereby declare November 5, 2024 to be "John Hawkins Day" in the City of Pryor Creek.

John Hawkins' legacy of leadership, generosity, and dedication serves as an enduring example to future generations. His work across business, civic, and statewide initiatives has not only strengthened the foundations of Pryor Creek and Mayes County but also inspired others to serve with the same unwavering commitment to community and progress. As we honor his contributions, we look forward to a continued legacy of positive impact made possible by the paths he has forged for local growth, opportunity and prosperity.

Zac Doyle, Mayor

Attest:

Courtney Davis, City Clerk

**MINUTES
SPECIAL CITY COUNCIL MEETING
CITY OF PRYOR CREEK, OKLAHOMA
MONDAY, SEPTEMBER 23RD, 2024 AT 5:30 P.M.**

The City Council 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 this meeting was posted on the East bulletin board located outside to the South of the entrance doors and the City website at www.pryorcreek.org. Notice was also emailed to The Paper newspaper and emailed to the Council members.

1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE, ROLL CALL.

Mayor Doyle called the meeting to order at 5:31 p.m. The Prayer and Pledge of Allegiance were led by Lori Bradshaw. Roll Call was conducted by City Clerk Courtney Davis. Council members present included Terry Lamar, Choya Shropshire, Lori Bradshaw, Kenneth Brashears, Tyler Brown, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: none.

Department Heads and other City Officials present: BK Young, Cari Rerat, Frank Powell, Jeremy Cantrell, Lisa Malone, Lori Ballew, Dennis Bowman, Jeffrey Kolker and Chase McBride.

Others present: Kailey Carnine, Samson Tamijani, Mitchel Phillips, Burt Mummolo, Zach Lennon, Amy Slanchik, Kat Kolker, Harper Mehan, Bryce Moore, Chris Peters, Drew Stott, John Ballew, Bridgette Nichols, Cody Buff, Ross Armontrout, Christian Fletcher, Caleb Peper, Brandon Merritt, Josh Taylor, Terry Aylward, Kenny Bennett, Becki Sams-Benham, Angela Smith, Autumn Graybill, Gilbert Graybill, Marshel Morrison, Devon Ramlal and Nena Roberts.

**2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MAYOR TO SIGN
VOLUNTARY SEVERANCE AGREEMENTS IN THE AMOUNT OF \$20,000.00 EACH
OFFERED TO FULL TIME EMPLOYEES ON A FIRST COME FIRST SERVE BASIS FROM
THE FOLLOWING DEPARTMENTS:**

203 – COMMUNITY DEVELOPMENT - 1

208 - FACILITIES – 1

209 - CLERK'S OFFICE – 1

215 - POLICE – 1

217 - FIRE – 1

221 - LIBRARY – 1

**EMPLOYEES, OR THEIR DEPARTMENT HEAD ON THEIR BEHALF, MUST REQUEST A
VOLUNTARY SEVERANCE AGREEMENT BY EMAILING THE MAYOR AT
HR@PRYORCREEK.ORG. VOLUNTARY SEVERANCE AGREEMENT REQUESTS WILL
BE ACCEPTED THROUGH OCTOBER 1, 2024 AT 5:00 P.M.**

Motion was made by Shropshire, second by Bradshaw to approve the Mayor to sign Voluntary Severance Agreements in the amount of \$20,000.00 each offered to full time employees on a first come first serve basis from the following departments: 203 – Community Development - 1, 208 - Facilities – 1, 209 - Clerk's Office – 1, 215 - Police – 1, 217 - Fire – 1 and 221 - Library – 1. Employees, or their department head on their behalf, must request a Voluntary Severance Agreement by emailing the Mayor at hr@pryorcreek.org. Voluntary Severance Agreement requests will be accepted through October 1, 2024 at 5:00 p.m. Motion was amended by Shropshire, second by Bradshaw to table taking action

regarding the agenda item until later in the meeting. Voting yes: Lamar, Shropshire, Bradshaw, Brashears, Brown, Tramel, Gonthier and Smith. Voting no: none.

3. DISCUSSION AND POSSIBLE ACTION REGARDING FUND 02 - GENERAL FUND BUDGET FOR FISCAL YEAR 2024-2025.

Motion was made by Brashears, second by Gonthier to approve Fund 02 - General Fund budget for fiscal year 2024-2025. Council discussed the Fund 02 - General Fund budget in detail with input from the City Accountant, City Attorney, City Clerk, Mayor and Department heads. No action taken.

Council member Gonthier vacated chambers at 11:52 p.m.

Motion was made by Tramel, second by Bradshaw to approve Fund 02 - General Fund budget for fiscal year 2024-2025 with the amendments made during discussion. Voting yes: Shropshire, Bradshaw, Brashears, Brown and Tramel. Voting no: Smith and Lamar.

Mayor moved back to item 2.

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MAYOR TO SIGN VOLUNTARY SEVERANCE AGREEMENTS IN THE AMOUNT OF \$20,000.00 EACH OFFERED TO FULL TIME EMPLOYEES ON A FIRST COME FIRST SERVE BASIS FROM THE FOLLOWING DEPARTMENTS:

203 – COMMUNITY DEVELOPMENT - 1

208 - FACILITIES – 1

209 - CLERK’S OFFICE – 1

215 - POLICE – 1

217 - FIRE – 1

221 - LIBRARY – 1

EMPLOYEES, OR THEIR DEPARTMENT HEAD ON THEIR BEHALF, MUST REQUEST A VOLUNTARY SEVERANCE AGREEMENT BY EMAILING THE MAYOR AT HR@PRYORCREEK.ORG. VOLUNTARY SEVERANCE AGREEMENT REQUESTS WILL BE ACCEPTED THROUGH OCTOBER 1, 2024 AT 5:00 P.M.

Motion was made by Brown, second by Tramel to approve the Mayor to sign Voluntary Severance Agreements in the amount of \$20,000.00 each offered to full time employees on a first come first serve basis from the following departments: 203 – Community Development - 1, 208 - Facilities – 1, 209 - Clerk’s Office – 1, 215 - Police – 1, 217 - Fire – 1 and 221 - Library – 1. Employees, or their department head on their behalf, must request a Voluntary Severance Agreement by emailing the Mayor at hr@pryorcreek.org. Voluntary Severance Agreement requests will be accepted through October 1, 2024 at 5:00 p.m. Voting yes: Bradshaw, Brashears, Brown, Tramel, Lamar and Shropshire. Voting no: Smith.

4. ADJOURN.

Motion was made by Brashears, second by Tramel to adjourn. Voting yes: Brashears, Brown, Tramel, Smith and Lamar. Abstaining, counting as a no vote: Shropshire. Voting no: none.

MINUTES APPROVED BY MAYOR ZAC DOYLE

MINUTES WRITTEN BY CITY CLERK COURTNEY DAVIS

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, OCTOBER 1ST, 2024 AT 6:00 P.M.**

The City Council 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. This meeting was followed immediately by a meeting of the Pryor Public Works Authority. 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. Notice was also emailed to The Paper newspaper and emailed to the Council members.

1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE, ROLL CALL.

Mayor Doyle called the meeting to order at 6:00 p.m. The Prayer and Pledge of Allegiance were led by Kenneth Brashears. Roll Call was conducted by City Clerk Courtney Davis. Council members present included Terry Lamar, Choya Shropshire, Lori Bradshaw, Kenneth Brashears, Tyler Brown, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: none.

Department Heads and other City Officials present: Chase McBride, Jeremy Cantrell, Justin Couch, Kevin Tramel, Becki Sams-Benham, BK Young, Frank Powell, Buddy Glenn, Dennis Bowman, Cari Rerat and Mike Moore.

Others present: Kemmie Shropshire, Autumn Graybill, Gilbert Graybill, Phyllis Lewellen, Angela Smith, Robert C. Taylor, Tracey L. Taylor and Adam Anderson.

2. PETITIONS FROM THE AUDIENCE:

(Limited to 5 minutes, must request in advance.)

Robert Taylor petitioned Council to approve waiving fees for Santa's Christmas Village at the Graham Building, highlighting the event's positive community impact in past years.

3. DEPARTMENT HEAD REPORTS.

a. Building Inspector

Mayor Doyle reported on behalf of Kenny Young that the department has completed 64 paid inspections, 37 additional inspections and several plan reviews.

b. Emergency Management

No report.

c. Fire

Young reported that they have recently responded to several motor vehicle accidents in the area. He also stated a task force was activated Saturday to provide hurricane assistance to the areas impacted by Hurricane Helene.

d. Golf

Bowman reported that the golf course has hosted many recent events including the Williams United Way Tournament, Gold Bond & Company's Staff Tournament and the Rae Family Foundation Tournament. He stated that their water usage has increased due to dry weather and they are working to complete the new paths and bridges around the course.

e. Library

Rerat provided a print report of the Library's statistics for September showing a large increase in accounts created. She stated that the increase is due to the new accounts created for Thunderbird Cadets and she expects these numbers to return to their usual range.

f. Parks / Cemetery

Powell reported that the splash pad has officially closed for the season. He also stated that they have been working to repair bridges as well as their usual maintenance and mowing.

g. Police / Animal Shelter

Cantrell presented the Police Department's September statistics, noting that his department saw an increase in vehicle accidents in the last month including a hit-and-run. He congratulated Officer Phillips for discovering 25 pounds of cocaine in a spare tire on a traffic stop. Cantrell additionally reported that there were 131 citations issued and 30 arrests made in September.

Sams-Benham reported that the Animal Shelter took in 59 animals and had 50 outgoing animals in September. She also stated that the Gene Beck adoption event sponsored by the Fraternal Order of Police resulted in 39 adoptions including 24 cats.

h. Recreation Center

Moore reported the Recreation Center has not received the reimbursement for their light project yet and explained the impact to his financial report. He also stated that they expect the HVAC installations in the next week and membership numbers are up for September.

i. Street

Glenn reported that the department has been working to clear drainage and repair potholes. He stated that they have been running the street sweeper and will soon need to start pulling fallen leaves and other debris out of drainage pipes. Glenn also reported that they have been having issues with beaver dams but he hopes to resolve them soon.

j. City Clerk

Davis reported that her office has been working on tasks related to the budget and payroll, and she hopes to close July’s financials soon. She stated that some of the deputy clerks worked over the weekend to clean up and organize old files for retention.

4. DISCUSSION AND POSSIBLE ACTION ON CONSENT AGENDA.

(Consent items are to be voted on for approval or denial by one single motion without discussion. Any Council member wishing to discuss an item may request it be removed and placed on the regular agenda. Only those items removed will be read aloud.)

- a. Approve minutes of the September 17th, 2024 Council meeting.
- b. Approve minutes of the September 23rd, 2024 special Council meeting.
- c. Approve payroll purchase orders through October 11th, 2024.
- d. Approve claims for purchase orders through October 1st, 2024.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2420240814 - 2420240775	\$66,219.99
STREET & DRAINAGE	911467B - 2420240706	\$15,848.51
CEMETERY CARE FUND	2420240716 - 2420240735	\$291.98
GOLF COURSE	2420240726 - 2420240800	\$11,340.52
CAPITAL OUTLAY	2420240733 - 911482B	\$926.90
REAL PROPERTY ACQUISITION RES.	2420240759 - 2420240743	\$1,420.00
RECREATION CENTER	2420240723 - 2420240780	\$24,791.39
E-911	2420240707	\$416.54
EDTA	2420240774	\$22,500.00
TOTAL		\$143,755.83
BLANKETS		
911533B	AMAZON CAPITAL SERVICES	\$1,500.00
TOTAL		\$1,500.00

- e. Approve the 2025 City of Pryor Creek / Municipal Utility Board Holiday Calendar. *(Scrivener's error: Agenda read “2024”)*
- f. Approve waiving the Graham Community Building rental fees for Santa’s Christmas Village held December 2nd-9th, 2024.
- g. Acknowledge a Halloween candy giveaway hosted by Lakes Area ABATE Chapter 13 on October 31st, 2024 at the Whitaker Park gazebo on the southwest corner across from the old pool.-
- h. Approve a transfer of \$1,074.20 from Fund 68 to the Holiday Decoration Donation Account as recommended by the EDTA at the September 19th, 2024 meeting. The funds from Fund 68 can only be used for the repair and replacement of decorations and lights used in the downtown corridor. The estimate supporting this transfer is included in the packet.
- i. Approve an expenditure in the amount of \$50,603.25 to American Ramp Company for equipment and installation of Phase 2 of the skate park to be paid from Parks Capital Outlay Account #44-445-5415.

Motion was made by Gonthier, second by Brashears to approve the consent agenda less items a, b, e, f, h and i. Voting yes: Lamar, Shropshire, Bradshaw, Brashears, Brown, Tramel, Gonthier and Smith. Voting no: none.

4a. Approve minutes of the September 17th, 2024 Council meeting.

Motion was made by Brashears, second by Brown to approve minutes of the September 17th, 2024 Council meeting. Voting yes: Shropshire, Bradshaw, Brashears, Brown, Gonthier, Smith and Lamar. Abstaining, counting as a no vote: Tramel. Voting no: none.

4b. Approve minutes of the September 23rd, 2024 special Council meeting.

Motion was made by Brashears, second by Brown to approve minutes of the September 23rd, 2024 special Council meeting. Motion was amended by Brashears, second by Brown to amend minutes of the September 23rd, 2024 meeting to reflect missing attendees. Voting yes: Bradshaw, Brashears, Brown, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

4e. Approve the 2025 City of Pryor Creek / Municipal Utility Board Holiday Calendar.
(Scivener's error: Agenda read "2024")

Motion was made by Brown, second by Bradshaw to approve the 2024 City of Pryor Creek / Municipal Utility Board Holiday Calendar. Motion was amended by Brown, second by Bradshaw to correct a scrivener's error and approve the 2025 City of Pryor Creek / Municipal Utility Board Holiday Calendar. Voting yes: Brashears, Brown, Tramel, Gonthier, Smith, Lamar, Shropshire and Bradshaw. Voting no: none.

4f. Approve waiving the Graham Community Building rental fees for Santa's Christmas Village held December 2nd-9th, 2024.

Motion was made by Gonthier, second by Smith to approve waiving the Graham Community Building rental fees for Santa's Christmas Village held December 2nd-9th, 2024. Voting yes: Brown, Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw and Brashears. Voting no: none.

4h. Approve a transfer of \$1,074.20 from Fund 68 to the Holiday Decoration Donation Account as recommended by the EDTA at the September 19th, 2024 meeting. The funds from Fund 68 can only be used for the repair and replacement of decorations and lights used in the downtown corridor. The estimate supporting this transfer is included in the packet.

Motion was made by Shropshire, second by Gonthier to approve a transfer of \$1,074.20 from Fund 68 to the Holiday Decoration Donation Account as recommended by the EDTA at the September 19th, 2024 meeting. The funds from Fund 68 can only be used for the repair and replacement of decorations and lights used in the downtown corridor. The estimate supporting this transfer is included in the packet. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw, Brashears and Brown. Voting no: none.

4i. Approve an expenditure in the amount of \$50,603.25 to American Ramp Company for equipment and installation of Phase 2 of the skate park to be paid from Parks Capital Outlay Account #44-445-5415.

Motion was made by Shropshire, second by Bradshaw to approve an expenditure in the amount of \$50,603.25 to American Ramp Company for equipment and installation of Phase 2 of the skate park to be paid from Parks Capital Outlay Account #44-445-5415. Motion was amended by Shropshire, second by Bradshaw to table the item until later in the meeting. Voting yes: Gonthier, Smith, Lamar, Shropshire, Bradshaw, Brashears, Brown and Tramel. Voting no: none.

5. MAYOR'S REPORT

(These are items possibly requiring discussion and action.)

a. Discussion and possible action to acknowledge the resignation of all employees who have accepted the voluntary severance agreement.

Motion was made by Brown, second by Lamar to acknowledge the resignation of all employees who have accepted the voluntary severance agreement. Voting yes: Smith, Lamar, Shropshire, Bradshaw, Brashears, Brown, Tramel and Gonthier. Voting no: none.

b. Possible Executive Session concerning the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of Michael Moore, Pryor Creek Police Department (25 O.S. 307 (B) (1)).

Motion was made by Brown, second by Brashears to enter Executive Session at 6:47 p.m. Voting yes: Lamar, Shropshire, Bradshaw, Brashears, Brown, Tramel, Gonthier and Smith. Voting no: none.

c. Consider resuming regular session. No action taken during Executive Session.

Motion was made by Brashears, second by Shropshire to exit Executive Session at 7:35 p.m. Voting yes: Shropshire, Bradshaw, Brashears, Brown, Tramel, Gonthier, Smith and Lamar. Voting no: none.

d. Possible action based on Executive Session concerning the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of Michael Moore, Pryor Creek Police Department (25 O.S. 307 (B) (1)).

Motion was made by Brown, second by Gonthier to take no action regarding the Executive Session concerning the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of Michael Moore, Pryor Creek Police Department (25 O.S. 307 (B) (1)). Voting yes: Bradshaw, Brashears, Brown, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

e. Discussion and possible action to approve the Mayor to sign a Voluntary Severance Agreement in the amount of \$20,000.00 offered to full time employees on a first come first serve basis from the following department: 215 - Police – 1.

Motion was made by Gonthier, second by Brown to approve the Mayor to sign a Voluntary Severance Agreement in the amount of \$20,000.00 offered to full time employees on a first come first serve basis from the following department: 215 - Police – 1. Voting yes: Brashears, Brown, Tramel, Gonthier, Smith, Lamar, Shropshire and Bradshaw. Voting no: none.

f. Discussion and possible action to approve the EDTA's recommendation to accept an offer of \$45,000.00 for approximately six acres located in Mayes County and authorizing the Mayor to sign all necessary paperwork for the transaction and allowing Mayor to approve reasonable changes in closing costs from the estimated amount. The City will have normal closing costs for a seller, which are estimated to be \$1,267.50, and will reimburse the EDTA for sales related costs of \$920.00 (advertisement and appraisal), netting approximately \$42,812.50 to the City to be deposited in Sales of Surplus Revenue Account #02-000-4181.

Motion was made by Gonthier, second by Lamar to approve the EDTA's recommendation to accept an offer of \$45,000.00 for approximately six acres located in Mayes County and authorizing the Mayor to sign all necessary paperwork for the transaction and allowing Mayor to approve reasonable changes in closing costs from the estimated amount. The City will have normal closing costs for a seller, which are estimated to be \$1,267.50, and will reimburse the EDTA for sales related costs of \$920.00 (advertisement and appraisal), netting approximately \$42,812.50 to the City to be deposited in Sales of Surplus Revenue Account #02-000-4181. Motion was amended by Gonthier, second by Lamar to require that the funds be used for the repair of the Graham Community Building. Motion was amended by Gonthier, second by Lamar to approve the item and require the funds to be used only for repair, maintenance and/or capital improvements to the Graham Community Building. Voting yes: Brown, Gonthier, Smith, Lamar, Shropshire and Bradshaw. Voting no: Tramel and Brashears.

g. Discussion and possible action regarding current practices and policies of the City of Pryor Creek which may cut costs or increase revenues. (Requested by Tyler Brown)

Motion was made by Brown, second by Brashears to approve current practices and policies of the City of Pryor Creek which may cut costs or increase revenues. Motion was amended by Brown, second by Brashears to take no action regarding current practices and policies of the City of Pryor Creek which may cut costs or increase revenues and put the item back on the agenda for the October 15th, 2024 regular Council meeting. Motion was amended by Brown, second by Brashears to take no action. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw, Brashears and Brown. Voting no: none.

h. Discussion and possible action concerning any amendments or adjustments to the 02 General Fund Budget for fiscal year 2024-2025. (Requested by Tyler Brown)

Motion was made by Brown, second by Brashears to approve any amendments or adjustments to the 02 General Fund Budget for fiscal year 2024-2025. Motion was amended by Brown, second by Brashears to transfer any excess funds remaining related to the severance packages that have been accepted into Unallocated Reserves in the amount of \$223,259.33. Voting yes: Gonthier, Smith, Lamar, Shropshire, Bradshaw, Brashears, Brown and Tramel. Voting no: none.

i. Discussion and possible action regarding the financial stability of the city to determine if the hiring freeze should be amended to allow the Thomas J. Harrison Pryor Public Library to responsibly hire three part-time employees at a pay rate of \$10.11 per hour for a maximum of 25 hours per week. The annual cost to the City for a part-time library employee is \$14,300.00.

Motion was made by Brown, second by Bradshaw to approve amending the hiring freeze to allow the Thomas J. Harrison Pryor Public Library to responsibly hire three part-time employees

at a pay rate of \$10.11 per hour for a maximum of 25 hours per week. The annual cost to the City for a part-time library employee is \$14,300.00. Motion was amended by Brown, second by Bradshaw to take no action and hear the request again after the mid-year review. Voting yes: Smith, Lamar, Shropshire, Bradshaw, Brashears, Brown, Tramel and Gonthier. Voting no: none.

j. Discussion and possible action to approve Mayor to sign an agreement between the City of Pryor Creek and GovCard/Evolv to provide credit card processing services for payments made to the General Fund. The services provided will allow the City to accept payments both in person and online.

Motion was made by Shropshire, second by Brashears to approve Mayor to sign an agreement between the City of Pryor Creek and GovCard/Evolv to provide credit card processing services for payments made to the General Fund. The services provided will allow the City to accept payments both in person and online. Voting yes: Lamar, Shropshire, Bradshaw, Brashears, Brown, Tramel, Gonthier and Smith. Voting no: none.

k. Discussion and possible action to approve Mayor to sign an agreement between the City of Pryor Creek and GovCard/Evolv to provide credit card processing services for Court Bond payments. The services provided will allow the City to accept payments both in person and online.

Motion was made by Gonthier, second by Brashears to approve Mayor to sign an agreement between the City of Pryor Creek and GovCard/Evolv to provide credit card processing services for Court Bond payments. The services provided will allow the City to accept payments both in person and online. Voting yes: Shropshire, Bradshaw, Brashears, Brown, Tramel, Gonthier, Smith and Lamar. Voting no: none.

6. CITY ATTORNEY'S REPORT:

a. Discussion and possible action to approve a resolution calling for the General Election and for the purpose of amending City Charter provisions regarding the term of the Chief of Police, City Clerk, and City Treasurer in 2025.

Motion was made by Tramel, second by Brashears to approve a resolution calling for the General Election and for the purpose of amending City Charter provisions regarding the term of the Chief of Police, City Clerk, and City Treasurer in 2025. Voting yes: Bradshaw and Shropshire. Voting no: Brashears, Brown, Tramel, Gonthier, Smith and Lamar. Motion failed.

b. First reading of an Ordinance changing and amending zoning classification from Commercial Restricted (CR) to Residential Duplex (RD) of the property described as follows:

Zoning Change for: John Heath Neighbors

The South Half (S½) of Lot Numbered Eleven (11) and all of Lot Numbered Twelve (12), in Block Twenty-Two (22), of the WHITAKER ADDITION, Mayes County, State of Oklahoma, according to the official recorded Plat and Survey thereof. (100 N Indianola)

Motion was made by Brown, second by Brashears to approve the first reading of an Ordinance Changing and Amending Zoning Classification from Commercial Restricted (CR) to Residential Duplex (RD) of the property described above. Voting yes: Brashears, Brown, Tramel, Gonthier, Smith, Lamar, Shropshire and Bradshaw. Voting no: none.

c. First reading of an Ordinance changing and amending zoning classification from Agriculture (AG) to Commercial Automotive Recreation (CAR) of the property described as follows:

Zoning Change for: Limestone Construction, LLC

A tract of land situated in the Northwest Quarter of the Southwest Quarter (NW/4 SW/4) of Section 5, and the Northeast Quarter of the Southeast Quarter (NE/4 SE/4) of Section 6, all in Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, State of Oklahoma, being more particularly described as follows, to-wit:

Beginning at the Northwest Corner of said NW/4 SW/4; THENCE N87°56'43"E for a distance of 192.00 feet along the North Line thereof; THENCE S1°44'09"E for a distance of 410.00 feet; THENCE S87°56'43"W for a distance of 471.50 feet to a point on the Easterly Right-of-Way of Highway #69; THENCE N15°18'26"E for a distance of 965.60 feet along said NE/4 SE/4; THENCE N88°34'42" E for a distance of 153.08 feet along said

North Line to the POINT OF BEGINNING. Contains 3.8483 acres, more or less. (N Hwy 69)

Motion was made by Shropshire, second by Gonthier to waive the reading and approve the first reading of an Ordinance changing and amending zoning classification from Agriculture (AG) to Commercial Automotive Recreation (CAR) of the property described above. Voting yes: Brown, Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw and Brashears. Voting no: none.

d. Possible Executive Session for the purpose of confidential communications with attorney regarding collective bargaining contract negotiations pursuant to 25 O.S. 307(B)(4) & (10).

Motion was made by Brashears, second by Gonthier to enter Executive Session at 8:42 p.m. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw, Brashears and Brown. Voting no: none.

e. Consider resuming regular session. No action taken during Executive Session.

Motion was made by Gonthier, second by Brashears to exit Executive Session at 9:31 p.m. Voting yes: Gonthier, Smith, Lamar, Shropshire, Bradshaw, Brashears, Brown and Tramel. Voting no: none.

Mayor moved back to item 4i and removed it from the table.

4i. Approve an expenditure in the amount of \$50,603.25 to American Ramp Company for equipment and installation of Phase 2 of the skate park to be paid from Parks Capital Outlay Account #44-445-5415.

Motion was made by Gonthier, second by Brashears to approve an expenditure in the amount of \$50,603.25 to American Ramp Company for equipment and installation of Phase 2 of the skate park to be paid from Parks Capital Outlay Account #44-445-5415. Motion was amended by Gonthier, second by Brashears to table the item until the October 15th, 2024 regular Council meeting. Voting yes: Smith, Lamar, Shropshire, Bradshaw, Brashears, Brown, Tramel and Gonthier. Voting no: none.

7. COMMITTEE REPORTS:

(Items, such as next meeting date, needing to be reported. No open discussions. Any items requiring discussion are to be added to the Mayor's report prior to posting of agenda.)

a. Budget and Personnel

Shropshire reported that the next meeting will be Tuesday, October 8th.

b. Ordinance and Insurance

Gonthier reported that the next meeting will be Tuesday, October 29th.

c. Street and Maintenance

Lamar reported that the next meeting will be Tuesday, October 22nd.

8. UNFORESEEABLE BUSINESS.

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

There was no unforeseeable business.

9. ADJOURN.

Motion was made by Brashears, second by Gonthier to adjourn. Voting yes: Lamar, Shropshire, Bradshaw, Brashears, Brown, Tramel, Gonthier and Smith. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 9:40 p.m.

2. APPROVE MINUTES OF THE SEPTEMBER 17TH, 2024 MEETING.

Motion was made by Gonthier, second by Brashears to approve the minutes of the September 17th, 2024 meeting. Voting yes: Shropshire, Bradshaw, Brashears, Brown, Tramel, Gonthier, Smith and Lamar. Voting no: none.

3. UNFORESEEABLE BUSINESS.

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

There was no unforeseeable business.

4. ADJOURN.

Motion was made by Brashears, second by Gonthier to adjourn at 9:41 p.m. Voting yes: Bradshaw, Brashears, Brown, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN ZAC DOYLE

MINUTES WRITTEN BY CITY CLERK COURTNEY DAVIS

**MINUTES
SPECIAL CITY COUNCIL MEETING
CITY OF PRYOR CREEK, OKLAHOMA
MONDAY, OCTOBER 28TH, 2024 AT 6:30 P.M.**

The City Council 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 this meeting was posted on the East bulletin board located outside to the South of the entrance doors and the City website at www.pryorcreek.org. Notice was also emailed to The Paper newspaper and emailed to the Council members.

1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE, ROLL CALL.

Mayor Doyle called the meeting to order at 6:55 p.m. The Prayer and Pledge of Allegiance were led by Chris Gonthier. Roll Call was conducted by City Clerk Courtney Davis. Council members present included Terry Lamar, Choya Shropshire, Kenneth Brashears, Tyler Brown, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: Lori Bradshaw.

Department Heads and other City Officials present: Chase McBride.

Others present: Autumn Graybill and Gilbert Graybill.

2. POSSIBLE EXECUTIVE SESSION FOR THE PURPOSE OF CONFIDENTIAL COMMUNICATIONS WITH ATTORNEY REGARDING COLLECTIVE BARGAINING CONTRACT NEGOTIATIONS PURSUANT TO 25 O.S. 307(B)(2)(4) & (10).

Motion was made by Brashears, second by Gonthier to enter Executive Session at 6:57 p.m. Voting yes: Lamar, Shropshire, Brashears, Brown, Tramel, Gonthier and Smith. Voting no: none.

3. CONSIDER RESUMING REGULAR SESSION. NO ACTION TAKEN DURING EXECUTIVE SESSION.

Motion was made by Gonthier, second by Brashears exit Executive Session at 8:39 p.m. Voting yes: Shropshire, Brashears, Brown, Tramel, Gonthier, Smith and Lamar. Voting no: none.

Mayor moved to the addendum.

A1. DISCUSSION AND POSSIBLE ACTION TO CONSIDER NAMING THE MEMBERS OF THE CITY OF PRYOR CREEK CONTRACT NEGOTIATION TEAM, AND OUTLINING WHAT CONTRACTS THEY WILL BE INVOLVED WITH, AND THE TERM OF THEIR SERVICE. *(Agenda item requested by Brown, Gonthier and Smith)*

Motion was made by Gonthier, second by Brashears to consider naming the members of the City of Pryor Creek contract negotiation team, and outlining what contracts they will be involved with, and the term of their service. Motion was amended by Gonthier, second by Brashears to nominate Tramel, Lamar and Brashears to negotiate the police and fire union contracts and the school resource officer contract with Pryor Public Schools, for a term ending June 30th, 2025. Voting yes: Brashears, Brown, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

4. ADJOURN.

Motion was made by Brashears, second by Brown to adjourn at 8:52 p.m. Voting yes: Brown, Tramel, Gonthier, Smith, Lamar, Shropshire and Brashears. Voting no: none.

MINUTES APPROVED BY MAYOR ZAC DOYLE

MINUTES WRITTEN BY CITY CLERK COURTNEY DAVIS

MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, OCTOBER 15TH, 2024 AT 6:00 P.M.

The City Council 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. This meeting was followed immediately by a meeting of the Pryor Public Works Authority. 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. Notice was also emailed to The Paper newspaper and emailed to the Council members.

1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE, ROLL CALL.

Mayor Doyle called the meeting to order at 6:00 p.m. The Prayer and Pledge of Allegiance were led by Zac Doyle. Roll Call was conducted by City Clerk Courtney Davis. Council members present: Choya Shropshire, Kenneth Brashears, Tyler Brown, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: Terry Lamar and Lori Bradshaw.

Department Heads and other City Officials present: Chase McBride, Jeremy Cantrell, Frank Powell, Johnny Janzen and Cari Rerat.

Others present: Kemmie Shropshire, Autumn Graybill, Gilbert Graybill, Phyllis Lewellen, Kathy LaValley, Richard Milius and Chris Curnutt.

2. PETITIONS FROM THE AUDIENCE:

(Limited to 5 minutes, must request in advance.)

Kathy LaValley and Chris Curnutt expressed concerns regarding excessive speeds on Curnutt’s residential street. Curnutt requested additional patrols to reduce speeding in his neighborhood, while LaValley suggested installing speed bumps as a solution.

3. DISCUSSION AND POSSIBLE ACTION ON CONSENT AGENDA.

(Consent items are to be voted on for approval or denial by one single motion without discussion. Any Council member wishing to discuss an item may request it be removed and placed on the regular agenda. Only those items removed will be read aloud.)

- a. Approve minutes of the October 1st, 2024 Council meeting.
- b. Approve minutes of the September 23rd, 2024 special Council meeting.
- c. Approve payroll purchase orders through October 25th, 2024.
- d. Approve claims for purchase orders through October 15th, 2024.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2420240909 - 2420240911	\$217,129.84
STREET & DRAINAGE	2420240911 - 2420240867	\$8,817.57
CEMETERY CARE FUND	2420240879	\$54.58
GOLF COURSE	2420240818 - 911516B	\$11,281.51
CAPITAL OUTLAY	2320232985 - 911512B	\$57,627.89
HOTEL / MOTEL TAX REVENUE	2420240885	\$4,960.00
RECREATION CENTER	2420240821 - 2420240848	\$11,895.74
P.P.W.A. SINKING FUND	911531B	\$6,613.64
PRYOR PUBLIC WORKS AUTHORITY	2420240894 - 2420240895	\$4,980.00
DONATIONS AND EARMARKED	2420240856	\$185.75
EDTA	2420240827	\$5,000.00
TOTAL		\$328,546.52
NO BLANKETS		

- e. Approve appropriations for July 2024.

Appropriation Request for the Month of July 2024	
FLEX SPEND PLAN	\$ 40.94
STREET & DRAINAGE IMPROV. SALE	\$ 161,019.81
CEMETERY CARE INTEREST	\$ -
CEMETERY CARE FUND	\$ 781.25
GOLF COURSE CASH	\$ 93,775.83
CAPITAL OUTLAY/CAPITAL IMPROVE	\$ 53,392.10
CAPITAL OUTLAY RESERVE FUND	\$ 1,100.00
REAL PROPERTY ACQUISITION RES.	\$ 3,827.34
POLICE TRAINING FEES	\$ 785.00
MAIN STREET BOND ACCOUNT	\$ 11,864.91

HOTEL/MOTEL TAX	\$ 365.66
LIBRARY BUILDING FUND	\$ -
RECREATION CENTER-CASH FUND	\$ 92,839.72
PPWA SINKING FUNDS	\$ 106,784.21
PPWA BOND PROCEEDS	\$ 3,710.93
E-911	\$ 38.18
LIBRARY SPECIAL	\$ 21.20
DONATIONS	\$ 73.97
EDTA	\$ 791.75
TOTAL	\$ 531,212.80

- f. Approve closing East Graham Avenue from South Adair Street to South Vann Street and South Adair Street from East Graham Avenue to SE 1st Street on Thursday, October 31st, 2024 for Pryor Main Street’s Halloweentown from 2:00 p.m. until 10:00 p.m.
- g. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Senior Citizen Nutrition Center in the amount of \$5,000.00, approved in the General Government Budget, Fund #201 for 2024-2025 fiscal year.
- h. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and Pelivan Transit (Grand Gateway Economic Development Association) in the amount of \$32,000.00, approved in the General Government Budget, Fund #201 for 2024-2025 fiscal year.
- i. Approve the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce for the Bluegrass and Chili Festival held September 6th-7th, 2024 in the amount of \$4,960.00.
- j. Approve accepting a bid from Kustom Kutts Lawn Care in the amount of \$1,200.00 for the abatement of a property at 200 NE 4th to be paid from Real Property Acquisition Reserve – Nuisance Abatement Account #46-465-5450. Bid packets were sent to nine companies. No other bids received.
- k. Approve an expenditure in the amount of \$3,081.02 to Knox Company for two Keysecure 5 units to be paid from Fire Repair & Maintenance Account #02-217-5091.
- l. Approve signing the 2024-2025 EMPG Grant Application.
- m. Approve an expenditure in the amount of \$3,500.00 to Infrastructure Solutions Group for a survey of the potential gun range property to be paid from General Outside Services - Other Account #02-201-5075.
- n. Acknowledge the resignation of Michael Moore from the Pryor Creek Police Department. Moore has served for 19 years at the Pryor Creek Police Department.
- o. Approve declaring surplus the following list of items and allowing Michael Moore to purchase them at Fair Market Value in the best interest of the City:
 - 1. Shotgun: C822357M
 - 2. Rifle: CM166407
 - 3. Pistol: YRK619
 - 4. Badge #27
- p. Approve declaring surplus the following list of vehicles from the Pryor Creek Police Department and listing them for sale on the PurpleWave Auction site:
 - 1. Unit 4 - 2012 Chevy Tahoe - Tag: CI16765, VIN: 0773
 - 2. Unit 9 - 2013 Ford Taurus - Tag: CI18107, VIN: 3081
 - 3. Unit 16 - 2015 Chevy Tahoe - Tag: CI25207, VIN: 9976
- q. Approve Mayor to sign the 2025 SAFE Oklahoma Grant awarded to the Pryor Creek Police Department.
- r. Discussion and possible action to waive the bidding requirement in the best interest of the city due to American Ramp Company being a sole source provider and accept a bid from American Ramp Company in the amount of \$50,603.25 for Skate Park Phase 2 to be paid from Parks Capital Outlay Account #44-445-5415.

- s. Approve an expenditure in the amount of \$50,603.25 to American Ramp Company for equipment and installation of Phase 2 of the skate park to be paid from Parks Capital Outlay Account #44-445-5415.

Motion was made by Shropshire, second by Brashears to approve the consent agenda less items b, m, n, o, r and s. Voting yes: Shropshire, Brashears, Brown, Tramel, Gonthier and Smith. Voting no: none.

3b. Approve minutes of the September 23rd, 2024 special Council meeting.

Motion was made by Brashears, second by Shropshire to approve minutes of the September 23rd, 2024 special Council meeting. Motion was amended by Brashears, second by Shopshire to table the minutes of the September 23rd, 2024 special Council meeting until the November 5th, 2024 Council meeting. Voting yes: Brashears, Brown, Tramel, Gonthier, Smith and Shropshire. Voting no: none.

3m. Approve an expenditure in the amount of \$3,500.00 to Infrastructure Solutions Group for a survey of the potential gun range property to be paid from General Outside Services - Other Account #02-201-5075.

Motion was made by Brashears, second by Smith to approve an expenditure in the amount of \$3,500.00 to Infrastructure Solutions Group for a survey of the potential gun range property to be paid from General Outside Services - Other Account #02-201-5075. Voting yes: Brown, Tramel, Gonthier, Smith, Shropshire and Brashears. Voting no: none.

3n. Acknowledge the resignation of Michael Moore from the Pryor Creek Police Department. Moore has served for 19 years at the Pryor Creek Police Department.

Motion was made by Brown, second by Brashears to acknowledge the resignation of Michael Moore from the Pryor Creek Police Department. Moore has served for 19 years at the Pryor Creek Police Department. Voting yes: Tramel, Gonthier, Smith, Shropshire, Brashears and Brown. Voting no: none.

3o. Approve declaring surplus the following list of items and allowing Michael Moore to purchase them at Fair Market Value in the best interest of the City: Shotgun: C822357M, Rifle: CM166407, Pistol: YRK619 and Badge #27.

Motion was made by Brown, second by Smith to approve declaring surplus the following list of items and allowing Michael Moore to purchase them at Fair Market Value in the best interest of the City: Shotgun: C822357M, Rifle: CM166407, Pistol: YRK619 and Badge #27. Motion was amended by Brown, second by Smith to remove the Shotgun: C822357M and Rifle: CM166407 from the list of items. Motion amended by Brown, second by Smith to approve declaring surplus the following list of items and allowing Michael Moore to purchase them at a price to be determined by the Mayor and Police Chief in the best interest of the City: Pistol: YRK619 and Badge #27. Voting yes: Gonthier, Smith, Shropshire, Brashears, Brown and Tramel. Voting no: none.

3r. Discussion and possible action to waive the bidding requirement in the best interest of the city due to American Ramp Company being a sole source provider and accept a bid from American Ramp Company in the amount of \$50,603.25 for Skate Park Phase 2 to be paid from Parks Capital Outlay Account #44-445-5415.

Motion was made by Shropshire, second by Brashears to approve waiving the bidding requirement in the best interest of the city due to American Ramp Company being a sole source provider and accept a bid from American Ramp Company in the amount of \$50,603.25 for Skate Park Phase 2 to be paid from Parks Capital Outlay Account #44-445-5415. Motion amended by Shropshire, second by Brashears to send the project out for sealed bids to be turned in by November 5th, 2024 at 5:00 p.m. and opened at the November 5th, 2024 Council meeting. Voting yes: Smith, Shropshire, Bradshaw, Brashears, Brown and Gonthier. Voting no: none.

3s. Approve an expenditure in the amount of \$50,603.25 to American Ramp Company for equipment and installation of Phase 2 of the skate park to be paid from Parks Capital Outlay Account #44-445-5415.

Motion was made by Brown, second by Gonthier to take no action regarding an expenditure in the amount of \$50,603.25 to American Ramp Company for equipment and installation of Phase 2 of the skate park to be paid from Parks Capital Outlay Account #44-445-5415. Voting yes: Shropshire, Brashears, Brown, Tramel, Gonthier and Smith. Voting no: none.

4. MAYOR'S REPORT

(These are items possibly requiring discussion and action.)

4a. Discussion and possible action to allow Mayor to alter the scheduled payment amounts of the leases held with Bank of Commerce and to modify the amounts paid as follows:

Furniture lease will be paid off with final payment of \$6,613.64 this month, moving on to pay off Dispatch and Records first and adding the \$9,000.00 that was previously paid to the furniture to the \$2,000.62 monthly payment for a new monthly payment of \$11,000.62 beginning in November. Doing this would pay off the Dispatch and Records in November 2025 instead of January 2031 and reduces the City's interest expense over the time period from November 2024 to payoff from \$8,715.69 to \$1,579.70, a savings of over \$7,000.00. If we continue the previous amount paid to the remainder, the Computers and Equipment could be paid off in mid-2027 rather than April of 2032. All payments to be paid from P.P.W.A. Sinking Fund Account #87-875-5428.

Motion was made by Gonthier, second by Brashears to approve allowing Mayor to alter the scheduled payment amounts of the leases held with Bank of Commerce and to modify the amounts paid as follows: Furniture lease will be paid off with final payment of \$6,613.64 this month, moving on to pay off Dispatch and Records first and adding the \$9,000.00 that was previously paid to the furniture to the \$2,000.62 monthly payment for a new monthly payment of \$11,000.62 beginning in November. Doing this would pay off the Dispatch and Records in November 2025 instead of January 2031 and reduces the City's interest expense over the time period from November 2024 to payoff from \$8,715.69 to \$1,579.70, a savings of over \$7,000.00. If we continue the previous amount paid to the remainder, the Computers and Equipment could be paid off in mid-2027 rather than April of 2032. All payments to be paid from P.P.W.A. Sinking Fund Account #87-875-5428. Voting yes: Brashears, Brown, Tramel, Gonthier, Smith and Shropshire. Voting no: none.

4b. Discussion and possible action regarding the financial stability of the city to amend the hiring freeze to allow the Pryor Creek Police Department to hire Jacob Graham at Range J, Step 2 to fill the vacancy created by the resignation of Michael Moore.

Motion was made by Brashears, second by Brown to approve the financial stability of the city to amend the hiring freeze to allow the Pryor Creek Police Department to hire Jacob Graham at Range J, Step 2 to fill the vacancy created by the resignation of Michael Moore. Voting yes: Brown, Tramel, Smith, Shropshire and Brashears. Abstaining, counting as a no vote: Gonthier. Voting no: none.

5. CITY ATTORNEY'S REPORT:

5a. Discussion and possible action to approve a resolution calling for the General Election in 2025.

Motion was made by Shropshire, second by Brashears to approve Resolution #2024-7 calling for the General Election in 2025. Voting yes: Tramel, Gonthier, Smith, Shropshire, Brashears and Brown. Voting no: none.

5b. First reading of an Ordinance changing and amending zoning classification from Agriculture (AG) to Commercial Automotive Recreation (CAR) of the property described as follows:

TC4 Graham Street, LLC

Tract 1. A part of the SE¼ of Section 12, Township 21 North, Range 18 East in Mayes County, Oklahoma.

Tract 2 A part of the SE¼ of Section 12, Township 21 North, Range 18 East in Mayes County, Oklahoma.

Tract 3 A part of the SE¼ of Section 12, Township 21 North, Range 18 East in Mayes County, Oklahoma. (Also known as 801 W Graham)

Motion was made by Shropshire, second by Gonthier to waive and approve the first reading of an Ordinance changing and amending zoning classification from Commercial Restricted (CR) to Residential Duplex (RD) of the property described above. Voting yes: Gonthier, Smith, Shropshire, Brashears, Brown and Tramel. Voting no: none.

5c. First reading of an Ordinance pertaining to changing and amending zoning classification from Agriculture (AG) to Residential Multi-Family (RM) of the property described as follows:

Limestone Construction LLC

Tract 2 A tract of land situated in the Northwest Quarter of the Southwest Quarter (NW¼ SW¼) of Section 5, Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, State of Oklahoma.

Tract 3 A tract of land situated in the Northwest Quarter of the Southwest Quarter (NW¼ SW¼) of Section 5, and the Northeast Quarter of the Southeast Quarter (NE¼ SE¼) of Section 6, all in Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, State of Oklahoma. (N Hwy 69)

Motion was made by Gonthier, second by Brown to waive and approve the first reading of an Ordinance changing and amending zoning classification from Agriculture (AG) to Residential Multi-Family (RM) of the property described above. Voting yes: Smith, Shropshire, Brashears, Brown, Tramel and Gonthier. Voting no: none.

5d. Second reading of an Ordinance changing and amending zoning classification from Agriculture (AG) to Commercial Automotive Recreation (CAR) of the property described as follows:

Limestone Construction, LLC

A tract of land situated in the Northwest Quarter of the Southwest Quarter (NW¼ SW¼) of Section 5, and the Northeast Quarter of the Southeast Quarter (NE¼ SE¼) of Section 6, all in Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, State of Oklahoma. (N Hwy 69)

(Scrivener's error: Agenda read: "Commercial Restricted (CR) to Residential Duplex (RD)")

Motion was made by Shropshire, second by Gonthier to waive the second reading and approve Ordinance #2024-8 changing and amending zoning classification from Agriculture (AG) to Commercial Automotive Recreation (CAR) of the property described above. Voting yes: Shropshire, Brashears, Brown, Tramel, Gonthier and Smith. Voting no: none.

5e. Second reading of an Ordinance changing and amending zoning classification from Commercial Restricted (CR) to Residential Duplex (RD) of the property described as follows:

John Heath Neighbors

The South Half (S½) of Lot Numbered Eleven (11) and all of Lot Numbered Twelve (12), in Block Twenty-Two (22), of the WHITAKER ADDITION, Mayes County, State of Oklahoma, according to the official recorded Plat and Survey thereof. (100 N Indianola)

Motion was made by Gonthier, second by Brown to waive the first reading and approve Ordinance #2024-9 changing and amending zoning classification from Commercial Restricted (CR) to Residential Duplex (RD) of the property described above. Voting yes: Brashears, Brown, Tramel, Gonthier, Smith and Shropshire. Voting no: none.

6. COMMITTEE REPORTS:

(Items, such as next meeting date, needing to be reported. No open discussions. Any items requiring discussion are to be added to the Mayor's report prior to posting of agenda.)

a. Budget and Personnel

Shropshire reported that the next meeting will be Tuesday, November 12th.

b. Ordinance and Insurance

Gonthier reported that the next meeting will be Tuesday, October 29th.

c. Street

Mayor reported that the next meeting will be Tuesday, October 22nd.

7. UNFORESEEABLE BUSINESS.

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

Gonthier announced that there is a burn ban in the area.

Gonthier stated that he was informed by ODOT that the FLOCK cameras installed by the police department on the highway traffic lights are in violation of ODOT’s rights-of-way. No action taken.

8. ADJOURN.

Motion was made by Brashears, second by Gonthier to adjourn. Voting yes: Brown, Tramel, Gonthier, Smith, Shropshire and Brashears. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:41 p.m.

2. APPROVE MINUTES OF THE OCTOBER 1ST, 2024 MEETING.

Motion was made by Shropshire, second by Brashears to approve the minutes of the October 1st, 2024 meeting. Voting yes: Tramel, Gonthier, Smith, Shropshire, Brashears and Brown. Voting no: none.

3. UNFORESEEABLE BUSINESS.

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

There was no unforeseeable business.

4. ADJOURN.

Motion was made by Brown, second by Shropshire to adjourn at 7:42 p.m. Voting yes: Gonthier, Smith, Shropshire, Brashears, Brown and Tramel. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN ZAC DOYLE

MINUTES WRITTEN BY CITY CLERK COURTNEY DAVIS

PCRC Rental Rates – Current vs **Proposed**

*All arrangements must be approved by the Director

*Additional Staff Members are \$10 **(proposed: \$15)** per Staff Person per Hour

<u>Space</u>	<u>Time/Organization</u>	<u>Cost/Hour</u>	
		Current	Proposed
Half Court Gym 4,059 sq/ft	During Business Hours/Non-Profit	\$25	\$30
	During Business Hours/For-Profit	\$45	\$50
	After Business Hours/Non-Profit	\$45	\$50
	After Business Hours/For-Profit	\$65	\$70
Full Court Gym 8,118 sq/ft	During Business Hours /Non-Profit	\$50	\$55
	During Business Hours /For-Profit	\$85	\$90
	After Business Hours /Non-Profit	\$70	\$75
	After Business Hours /For-Profit	\$105	\$110
Track 2,526 sq/ft	During Business Hours		No Rental
	After Business Hours /Non-Profit	\$40	\$50
	After Business Hours /For-Profit	\$70	\$80
Dungeon 1,060 sq/ft	During Business Hours		No Rental
	After Business Hours /Non-Profit	\$40	\$50
	After Business Hours /For-Profit	\$70	\$80
Group Fitness 1,764 sq/ft	During Business Hours /Non-Profit	\$30	\$35
	During Business Hours /For-Profit	\$50	\$55
	After Business Hours /Non-Profit	\$50	\$55
	After Business Hours /For-Profit	\$70	\$75

Natatorium – Pool
11,270 sq/ft

During Business Hours / Weekend Only

Private Party

During Guard Hrs.
3-5pm Only

\$250 Members
\$300 Non-members
Max. 80 people

Public Party

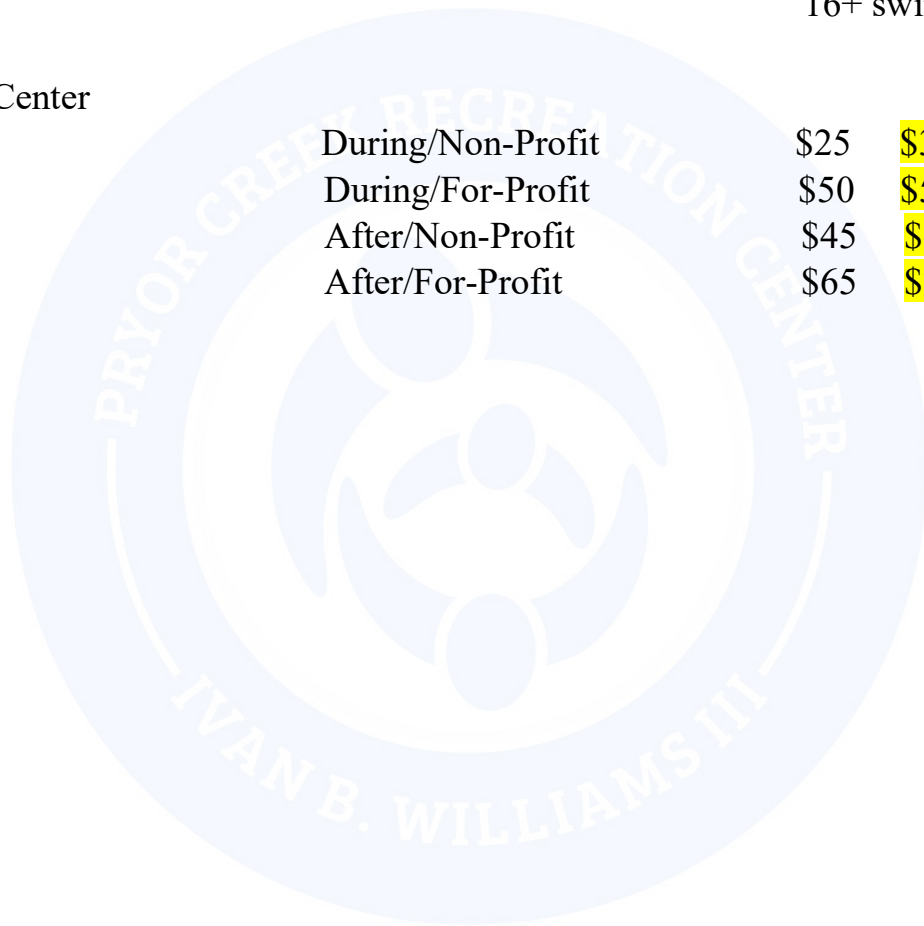
During Family
Swim Hrs.

\$40 \$90 Members
\$50 \$100 Non-members
Up to 15 swimmers
16+ swimmers \$5 ea.

Nutrition Center

During/Non-Profit
During/For-Profit
After/Non-Profit
After/For-Profit

\$25 \$30
\$50 \$55
\$45 \$50
\$65 \$70





applied concepts, inc.

855 E. Collins Blvd
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner: Brooke Journet
+1-469-656-8011
brookej@stalkerradar.com

Q U O T E
2095509

Page 1 of 1

Date: 10/16/24

Stephen Barlag
972-398-3780
stephen@a-concepts.com

Effective From : 10/15/2024

Valid Through: 01/13/2025

Lead Time: 45 working days

Bill To: Pryor Police Department 504 E Graham Ave Pryor, OK 74361-3829	Customer ID: 017506 Accounts Payable	Ship To: Pryor Police Department 504 E Graham Ave Pryor, OK 74361-3829	<i>FedEx Ground</i> Captain Kevin Tramel
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Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	808-6125-00	Stalker Lidar RLR - w/BT, DL & FTC, 2 Batteries, Dual Bay	24	\$2,845.00	\$2,845.00
Ln	Qty	Part Number	Description		Price	Ext Price
1	1	200-1602-53	Ruggedized RLR Lidar			\$0.00
2	2	200-1053-10	Lidar RLR Battery Cell, ACI Build			\$0.00
3	1	200-1092-01	Lidar RLR Dual Bay Battery Charger			\$0.00
4	1	035-0211-00	Soft Storage Bag			\$0.00
5	1	011-0002-00	Lidar Certificate of Accuracy			\$0.00
6	1	011-0231-00	Lidar RLR Quick Start Guide			\$0.00
7	1	057-1010-00	Label for Documentation Kit			\$0.00
8	1	035-0389-00	Lidar Shipping Box w/Foam			\$0.00
9	1	060-1000-24	24-Month Warranty			\$0.00
Group Total						\$2,845.00

Product	\$2,845.00	Sub-Total:	\$2,845.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Trade-in:	0	Shipping & Handling:	\$0.00
Payment Terms:		Total: USD	\$2,845.00

NASPO Sept 2024 SW0140

001

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.

		Opinion of Probable Construction Cost			
		City of Pryor			
		October 20, 2024			
		Page 1 of 1		Project # PRY-24-05	
2024 Street Rehabilitation - 1st Street from Cementry to Keel Road					
Item	Description	Unit	Qty	Unit Price	Total Price
1	2" S3 Asphalt Overlay	Ton	213	\$ 160.00	\$ 34,080.00
2	2" S4 Asphalt Overlay	Ton	1,900	\$ 160.00	\$ 304,000.00
3	2" S4 Asphalt Leveling Course	Ton	190	\$ 160.00	\$ 30,400.00
4	Geotextile Reinforcement Fabric	SY	16,945	\$ 8.50	\$ 144,032.50
5	AC Full Depth Patch	SY	170	\$ 200.00	\$ 34,000.00
6	2" Cold Milling Pavement	SY	1,902	\$ 8.50	\$ 16,167.00
7	4" Single White Type B Traffic Stripes	LF	11,176	\$ 2.00	\$ 22,352.00
8	4" Double Yellow Type D Traffic Stripes	LF	6,385	\$ 4.00	\$ 25,540.00
Contingency 10%					\$ 62,000.00
Construction Total					\$ 672,571.50
Engineering Fees					\$ 59,000.00
Resident Project Representative					\$ 20,000.00
Total Project Cost					\$ 751,571.50
The costs shown are estimated costs and represent our best judgment; however these estimated costs are not guarantees that the actual costs will not vary from these estimated costs.					

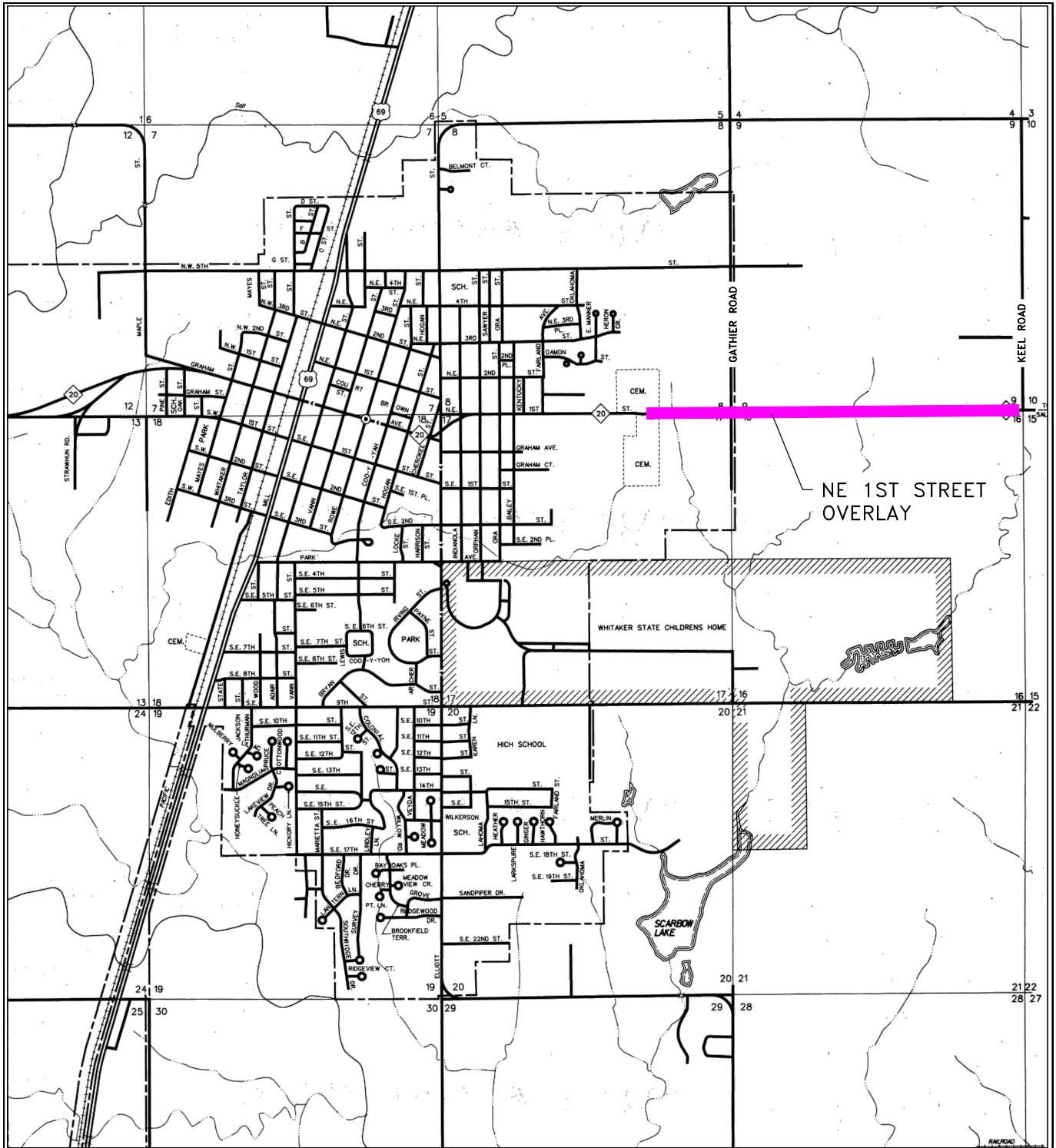


EXHIBIT CITY OF PRYOR CREEK PROPOSED OVERLAY WITH PATCH REPAIRS



WORK ORDER FOR PROFESSIONAL SERVICES

City of Pryor Creek

Project Number PRY-24-05

This will constitute authorization by the City of Pryor Creek (Owner) for Infrastructure Solution Group LLC (Engineer) to proceed with the following described as "Project":

Project Description: 2024 Street Rehabilitation Project

- Prepare Engineering Plans and Specifications, for the referenced project.
- Prepare bid packages, and assist owner in obtaining bids from contractors for the construction of the improvements.
- Prepare contract documents, coordinate contract execution and perform preconstruction conference.
- Provide construction management services including review and approve material submittals, shop drawings, contractors pay estimates, change order requests, and work performed by the contractor.
- Provide Resident Project Representative Services during Construction.
- Perform all work in accordance with STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES as prepared by ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE (EJCDC).

For performing the services described, the Engineer is to be paid based on a percentage of construction costs as per the standard fee scale as defined in the Agreement. Based on the estimated cost of construction of \$672,571.50.00, the engineering fee is estimated to be \$59,000.00 and the Resident Project Representative fee is estimated to be \$20,000.00.

Fee Summarized below:

Estimated Engineering Fee	\$59,000.00
Estimated Resident Project Representative	<u>\$20,000.00</u>
Estimated Total Fee	\$79,000.00

APPROVED:
City of Pryor Creek

ACCEPTED:
Infrastructure Solutions Group LLC,

By: _____
Zac Doyle
Mayor

By: _____
Dale Burke
President

ATTEST:

ATTEST:

Crysta Watson
Project Engineer

DATE: _____

ORDINANCE NO. 2024 - __

AN ORDINANCE CHANGING AND AMENDING ZONING CLASSIFICATION FROM AGRICULTURE (AG) TO COMMERCIAL AUTOMOTIVE RECREATION (CAR) OF PROPERTY DESCRIBED AS FOLLOWS:

Tract 1. A part of the SE¼ of Section 12, Township 21 North, Range 18 East in Mayes County, Oklahoma, being more particularly described as follows: Beginning at the NW corner of the SE¼ SE¼; N 01°33'03" E a distance 149.96' to a found iron rebar; Thence N 88°28'15" E a distance of 305.71' to a point; Thence S 01°33'44" E a distance of 548.13' to a point; Thence S 72°44'55" E a distance of 206.88' to a point; Thence S 23°04'35" E a distance of 175.28' to a found MAG nail; Thence S 68°17'30" W a distance of 87.84' to a found ½" iron rebar; Thence S 88°37'48" W a distance of 483.52' to a found ½" iron rebar; Thence N 01°33'63" a distance of 656.32' to the point of beginning.

Tract 2 A part of the SE¼ of Section 12, Township 21 North, Range 18 East in Mayes County, Oklahoma, being more particularly described as follows: Commencing at the NW corner of the SE¼; Thence N 01°33'03" E a distance of 149.90' to a found iron rebar; Thence N 68°28'15" E a distance of 305.71' to the point of beginning; Thence N 88°28'15" E a distance of 375.59' to a point; Thence S 01°30'19" E a distance of 735.52' to a found ½" iron rebar; Thence S 68°15'19" W a distance of 122.26' to a found MAG nail; Thence N 23°04'35" W a distance of 175.28' to a point; Thence N 72°24'55" W a distance of 206.88' to a point; Thence N 01°33'44" W a distance of 548.13' to the point of beginning.

Tract 3 A part of the SE¼ of Section 12, Township 21 North, Range 18 East in Mayes County, Oklahoma, being more particularly described as follows: Commencing at the NW corner of the SE¼ SE¼; Thence N 01°33'03" E a distance of 149.90' to a found iron rebar; Thence N 88°28'15" E a distance of 385.71' to a point; Thence N 88°28'15" E a distance of 375.58' to the point of beginning; Thence N 88°28'15" E a distance of 328.39' to a found ½" iron rebar; Thence S 01°29' 35" E a distance of 626.64' to a found ½" iron rebar; Thence S 70°39'46" W a distance of 286.94' to a found ½" iron rebar; Thence S 68°19'36" W a distance of 79.98' to a found ½" iron rebar; Thence N 01°30'19" W a distance of 735.52' to the point of beginning. (Also known as 801 W Graham)

WHEREAS, the record owners of the above described property made application to the City by proper application for rezoning of the aforesaid property seeking the rezoning of the property from its current designation of Agriculture (AG) to Commercial Automotive Recreation (CAR); and

WHEREAS, the application was subsequently heard and considered by the Planning and Zoning Commission for said City resulting in a recommendation by the Planning and Zoning Commission to the City Council for approval of said application of the landowner; and

WHEREAS, the matter came before the City Council for the City of Pryor Creek with recommendation for approval by the Planning and Zoning Commission and the Council being advised in the premises found that the requested change and amendment of zoning from "AG" to "CAR" would not be inharmonious with other property uses in the immediate

vicinity, the change would have no apparent adverse impact on the public health, safety, morale and general welfare of the community and that the change would be consistent with the Comprehensive Plan for the City.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF PRYOR CREEK, OKLAHOMA THAT:

SECTION 1:

The zoning classification of the property described as follows is hereby changed and amended and rezoned from Agriculture (AG) to Commercial Automotive Recreation (CAR) under the Zoning Code of the said City, to-wit:

Tract 1. A part of the SE¼ of Section 12, Township 21 North, Range 18 East in Mayes County, Oklahoma, being more particularly described as follows: Beginning at the NW corner of the SE¼ SE¼; N 01°33'03" E a distance 149.96' to a found iron rebar; Thence N 88°28'15" E a distance of 305.71' to a point; Thence S 01°33'44" E a distance of 548.13' to a point; Thence S 72°44'55" E a distance of 206.88' to a point; Thence S 23°04'35" E a distance of 175.28' to a found MAG nail; Thence S 68°17'30" W a distance of 87.84' to a found ½" iron rebar; Thence S 88°37'48" W a distance of 483.52' to a found ½" iron rebar; Thence N 01°33'63" a distance of 656.32' to the point of beginning.

Tract 2 A part of the SE¼ of Section 12, Township 21 North, Range 18 East in Mayes County, Oklahoma, being more particularly described as follows: Commencing at the NW corner of the SE¼; Thence N 01°33'03" E a distance of 149.90' to a found iron rebar; Thence N 68°28'15" E a distance of 305.71' to the point of beginning; Thence N 88°28'15" E a distance of 375.59' to a point; Thence S 01°30'19" E a distance of 735.52' to a found ½" iron rebar; Thence S 68°15'19" W a distance of 122.26' to a found MAG nail; Thence N 23°04'35" W a distance of 175.28' to a point; Thence N 72°24'55" W a distance of 206.88' to a point; Thence N 01°33'44" W a distance of 548.13' to the point of beginning.

Tract 3 A part of the SE¼ of Section 12, Township 21 North, Range 18 East in Mayes County, Oklahoma, being more particularly described as follows: Commencing at the NW corner of the SE¼ SE¼; Thence N 01°33'03" E a distance of 149.90' to a found iron rebar; Thence N 88°28'15" E a distance of 385.71' to a point; Thence N 88°28'15" E a distance of 375.58' to the point of beginning; Thence N 88°28'15" E a distance of 328.39' to a found ½" iron rebar; Thence S 01°29' 35" E a distance of 626.64' to a found ½" iron rebar; Thence S 70°39'46" W a distance of 286.94' to a found ½" iron rebar; Thence S 68°19'36" W a distance of 79.98' to a found ½" iron rebar; Thence N 01°30'19" W a distance of 735.52' to the point of beginning. (Also known as 801 W Graham)

SECTION 2:

That upon passage and publication of this ordinance amending and changing the zoning classification of the afore described property the official zoning map of the City of Pryor Creek be amended to reflect the amended zoning of the said property from (AG) to (CAR).

Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this ____ day of _____, 2024.

CITY OF PRYOR CREEK, OKLAHOMA

Zac Doyle, Mayor

ATTEST:

Courtney Davis, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Chase McBride, City Attorney

Dated: _____

ORDINANCE NO. 2024 - __

AN ORDINANCE CHANGING AND AMENDING ZONING CLASSIFICATION FROM AGRICULTURE (AG) TO COMMERCIAL RESIDENTIAL MULTI-FAMILY (RM) OF PROPERTY DESCRIBED AS FOLLOWS:

Tract 2 A tract of land situated in the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section 5, Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, State of Oklahoma, being more particularly described as follows, to-wit: Commencing at the Northwest Corner of said NW $\frac{1}{4}$ SW $\frac{1}{4}$, THENCE N87°56'43"E for a distance of 192.00 feet along the North Line thereof to the POINT OF BEGINNING; THENCE N87°56'43"E for a distance of 612.74 feet along said North Line; THENCE S7°06'38"W for a distance of 230.12 feet; THENCE along a curve to the right having a radius of 507.47 feet for a distance of 230.12, being subtended by a chord of S17°59'53"W for a distance of 194.60 feet; THENCE S87°56'43"W for a distance of 511.64 feet; THENCE N1°44'09"W for a distance of 410.00 feet to the POINT OF BEGINNING.

Tract 3 A tract of land situated in the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section 5, and the Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ SE $\frac{1}{4}$) of Section 6, all in Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, State of Oklahoma, being more particularly described as follows, to-wit: Commencing at the Northwest Corner of said NW $\frac{1}{4}$ SW $\frac{1}{4}$, THENCE S1°44'09"E for a distance of 410.00 feet along the West Line of said NW $\frac{1}{4}$ SW $\frac{1}{4}$ to the POINT OF BEGINNING; THENCE N87°56'43"E for a distance of 703.64 feet; THENCE along a curve to the right having a radius of 507.47 feet for a distance of 323.42 feet, being subtended by a chord of S47°18'38"W for a distance of 317.98 feet; THENCE S65°42'07"W for a distance of 346.14 feet; THENCE along a curve to the left having a radius of 256.48 feet for a distance of 287.22, being subtended by a chord of S33°38'38"W for a distance of 272.29 feet; THENCE S1°32'19"W for a distance of 56.09 feet; THENCE along a curve to the right having a radius of 234.63 feet for a distance of 346.26 feet, being subtended by a chord of S43°49'00"W for a distance of 315.69 feet, THENCE S86°03'23"W for a distance of 286.15 feet to a point on the Easterly Right-of-Way of Highway #69; THENCE N15°18'36"E for a distance of 247.37 feet along said Right-of-Way; THENCE N9°35'48"E for a distance of 100.50 feet along said Right-of-Way; THENCE N15°18'26"E for a distance of 534.27 feet along said Right-of-Way, THENCE N87°56'43"E for a distance of 279.50 feet to the POINT OF BEGINNING. (N Hwy 69)

WHEREAS, the record owners of the above described property made application to the City by proper application for rezoning of the aforesaid property seeking the rezoning of the property from its current designation of Agriculture (AG) to Residential Multi-Family (RM); and

WHEREAS, the application was subsequently heard and considered by the Planning and Zoning Commission for said City resulting in a recommendation by the Planning and Zoning Commission to the City Council for approval of said application of the landowner; and

WHEREAS, the matter came before the City Council for the City of Pryor Creek with recommendation for approval by the Planning and Zoning Commission and the Council being advised in the premises found that the requested change and amendment of zoning from "AG" to "RM" would not be inharmonious with other property uses in the immediate vicinity, the change would have no apparent adverse impact on the public health, safety, morale and general welfare of the community and that the change would be consistent with the Comprehensive Plan for the City.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF PRYOR CREEK, OKLAHOMA THAT:

SECTION 1:

The zoning classification of the property described as follows is hereby changed and amended and rezoned from Agriculture (AG) to Residential Multi-Family (RM) under the Zoning Code of the said City, to-wit:

Tract 2 A tract of land situated in the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section 5, Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, State of Oklahoma, being more particularly described as follows, to-wit: Commencing at the Northwest Corner of said NW $\frac{1}{4}$ SW $\frac{1}{4}$, THENCE N87°56'43"E for a distance of 192.00 feet along the North Line thereof to the POINT OF BEGINNING; THENCE N87°56'43"E for a distance of 612.74 feet along said North Line; THENCE S7°06'38"W for a distance of 230.12 feet; THENCE along a curve to the right having a radius of 507.47 feet for a distance of 230.12, being subtended by a chord of S17°59'53"W for a distance of 194.60 feet; THENCE S87°56'43"W for a distance of 511.64 feet; THENCE N1°44'09"W for a distance of 410.00 feet to the POINT OF BEGINNING.

Tract 3 A tract of land situated in the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section 5, and the Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ SE $\frac{1}{4}$) of Section 6, all in Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, State of Oklahoma, being more particularly described as follows, to-wit: Commencing at the Northwest Corner of said NW $\frac{1}{4}$ SW $\frac{1}{4}$, THENCE S1°44'09"E for a distance of 410.00 feet along the West Line of said NW $\frac{1}{4}$ SW $\frac{1}{4}$ to the POINT OF BEGINNING; THENCE N87°56'43"E for a distance of 703.64 feet; THENCE along a curve to the right having a radius of 507.47 feet for a distance of 323.42 feet, being subtended by a chord of S47°18'38"W for a distance of 317.98 feet; THENCE S65°42'07"W for a distance of 346.14 feet; THENCE along a curve to the left having a radius of 256.48 feet for a distance of 287.22, being subtended by a chord of S33°38'38"W for a distance of 272.29 feet; THENCE S1°32'19"W for a distance of 56.09 feet; THENCE along a curve to the right having a radius of 234.63 feet for a distance of 346.26 feet, being subtended by a chord of S43°49'00"W for a distance of 315.69 feet, THENCE S86°03'23"W for a distance of 286.15 feet to a point on the Easterly Right-of-Way of Highway #69; THENCE N15°18'36"E for a distance of 247.37 feet along said Right-of-Way; THENCE N9°35'48"E for a distance of 100.50 feet along said Right-of-Way; THENCE N15°18'26"E for a distance of 534.27 feet along said Right-of-Way, THENCE N87°56'43"E for a distance of 279.50 feet to the POINT OF BEGINNING. (N Hwy 69)

SECTION 2:

That upon passage and publication of this ordinance amending and changing the zoning classification of the afore described property the official zoning map of the City of Pryor Creek be amended to reflect the amended zoning of the said property from (AG) to (RM).

Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this ____ day of _____, 2024.

CITY OF PRYOR CREEK, OKLAHOMA

Zac Doyle, Mayor

ATTEST:

Courtney Davis, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Chase McBride, City Attorney

Dated: _____

City of Pryor Creek Purchasing Manual



Adopted 11/05/2024

The intent and purpose of this manual is to establish guidelines and procedures for each department to make purchases on behalf of the City of Pryor Creek in a timely manner and according to the laws of the State of Oklahoma and ordinances for the City of Pryor Creek charter.

The purpose of this manual is to provide assistance to departments and employees within the City in securing the best material or service in the most efficient and economical way. Each City employee responsible for acquiring supplies and services for their department must be familiar with the purchasing procedure and adhere to the procedure to obtain the best results. These rules and procedures are a compilation of purchasing practices and interpretations of laws, rules and regulations governing municipal purchases. They have been prepared to provide information related to purchasing practices and to assist City of Pryor Creek employees in the performance of their duties. With adequate planning and teamwork by all departments, much can be accomplished toward furthering the growth and service rendered by each department. Any questions regarding the interpretation of rules and procedures contained in this manual should be directed to the City Clerk.

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PURCHASING POLICY

CODE OF ETHICS

The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to give guidance to all employees so they conduct themselves in a manner which will be compatible with the best interest of them and of the City of Pryor Creek.

Proper operation requires the City and its designees:

1. To protect and enhance the reputation of the City of Pryor Creek and its employees.
2. To treat all citizens equally with courtesy and impartiality, and refrain from granting any special advantage to any citizen beyond what is available to all citizens.
3. To give efficient, productive and economic service to the public.
4. To avoid real or potential conflicts between private and public duties, remembering that the public interest must be the principal concern.
5. To make sure government decisions and policies are proposed in the proper channels of government structure.

As revisions or additions to this manual become necessary, the City Clerk's Office will update all employees with such changes, and it is the responsibility of the City Clerk's office to maintain the manual in an up- to-date fashion. If there are any questions concerning this manual, please contact the City Clerk's Office.

In regard to maintaining this Code of Ethics; any City employee's failure to comply with the policies and procedures in this manual may result in disciplinary action(s), up to and including termination, in accordance with the City of Pryor Creek Personnel Manual Policies and Procedures.

SECTION I – AUTHORITY TO PURCHASE

A requisition for purchase of supplies, equipment or services shall be approved only by a person who has been properly authorized by the City of Pryor Creek administration in accordance with established City policy. The Mayor, City Clerk, and designated Purchasing Agent have full authority to question the quality, quantity, kind, and source of materials and services being requisitioned. After receipt of the requisition and any accompanying documents, the Purchasing

Agent will competitively procure said goods and/or services in accordance with the following procedures:

A. Purchases by the City Mayor and Department Heads:

Department Heads shall be authorized for one-time purchases up to \$1,000.00, and the Mayor shall be authorized for one-time purchases up to \$2,500.00. Such purchases shall be placed using routine Purchasing procedures. Depending on the nature of the items to be obtained, quotes written, fax, or by electronic means may be required by the Purchasing Agent. Department Heads or other authorized employees have the authority to approve purchases under their purchasing limit if the process is fair and reasonable. It is the Department Head's responsibility to ensure that unencumbered funds are available, and the most competitive prices are being obtained for purchases under their purchasing limit. All purchases, regardless of dollar amount, will require a requisition.

B. Purchases exceeding \$2,500.01 and up to \$24,999.99:

The department shall solicit prices and delivery dates by mail or by electronic means. A minimum of three (3) written quotes shall be obtained from vendors or sufficient justification to warrant a sole source or sole brand (see Section I, Item G, page 9 of this manual). The department shall make a written evaluation of criteria considered in selection of the vendor for the purchase. All awards shall be based on lowest and best or best value criteria with approval from the City Council before any expenditures are incurred.

1. *Request for Quote (RFQs)* will use written quotes when the City knows what specifications they need, and those specifications can be adequately met by multiple suppliers. RFQs are often used for products such as vehicles, heavy equipment, pumps, iron fittings, and occasional services like janitorial and mowing. The award typically goes to the lowest price – given the specifications are met.

C. Purchases greater than \$25,000:

Purchases exceeding \$25,000 shall be acquired by Request for Proposal (RFP) or Request for Bid (RFB). Request shall be reviewed with scope of work detailing the project's needs and evaluated by internal employees overseeing the project or service before publicly advertising. Purchases exceeding \$25,000 will require explanation of fiscal impact and City Council approval before any expenditures are incurred.

1. Requests for Proposals (RFPs) are used for qualitative services, including technology services, and economic development consultancies, among others. For these services, considerations such as expertise, staff capacity and skill, creativity, and past performance are critical and factor heavily into bid evaluation in addition to price. RFPs will match their specifications and scopes of work to evaluation criteria and performance metrics.
2. *Requests for Bid (RFB)* require a sealed bid process and will follow the process set forth in Section III. RFB evaluations are determined by pricing. RFB will have a clear description of the project's scope, requirements and proposer qualifications.

D. CONSTRUCTION-MANAGER-AT-RISK:

Projects exceeding \$25,000 including tax and all costs shall be done either through a sealed bid process (design-bid-build), or a Request for Qualifications Construction-Manager-at-Risk process in accordance with the Public Competitive Bidding Act of 1974.

E. EMERGENCY PURCHASES:

Department heads may make emergency purchases in cases that have or could impose significant provable loss to the city or where human life, or property is endangered. When an emergency condition arises, and the need cannot be met through normal purchasing methods, the emergency purchase shall be made with such competition as is feasible under the circumstances. The person responsible for the emergency purchase shall attempt to obtain prior approval from the Purchasing Agent, City Clerk or Mayor and make a written determination stating the basis of the emergency purchase and for the selection of the contractor. The Purchasing Agent shall notify City Council of each emergency purchase. This statement shall be attached to the requisition submitted no less than 10 days after the emergency purchase occurs.

F. PETTY CASH:

Petty cash purchases may be made by departments upon the approval of the City Clerk. The City Clerk may authorize expenditures that exceed \$50.00 where the need for such expenditures is clearly stated and the best interest of the city would be served. Petty cash reimbursements cannot be made for the following:

1. Reimbursements for personal money spent by City employees for City purchases without prior approval from the Purchasing Agent.
2. Services rendered by City employees.
3. Reimbursement for employees for sales tax paid on purchases.
4. Travel and/or lunch expenses.
5. Each Petty Cash purchase must be recorded on a Petty Cash Voucher and accompanied by appropriate documentation of the sale, including for example, a cash register tape imprinted with the vendor's name or a written sales receipt. Petty Cash is established to expedite miscellaneous purchases and to pay small bills which need not be handled through regular purchasing procedures. These funds are not to be used for the purpose of circumventing the purchasing procedures of the City.

G. SOLE SOURCE or SOLE BRAND PURCHASES:

Certain purchases can qualify for "sole source" OR "sole brand". *Sole source* means a purchase which, by specification, restricts the purchase to one supplier. *Sole brand* means a purchase that by specification restricts the purchase to one manufacturer or brand name. These purchases are to be treated as exceptions to normal bidding procedures. Many manufacturers sell their products through distributors; therefore, the requestor should verify if the manufacturer has multiple distributors. If there exist multiple distributors then quotes should be sought among those distributors. Signed documentation by department heads verifying the reason for sole source sole brand must be included with the purchasing requisition.

H. LEASE RENTALS AND LEASE-PURCHASE:

Equipment should be leased or rented only when the item in question is to be used for a short period, or when factors make purchasing uneconomical or impractical. No lease agreement will normally exceed a period of twelve (12) months; however, acquisitions by this method may be subject to a clause granting the option to renew.

I. SERVICE/MAINTENANCE AGREEMENTS:

Maintenance or service agreements may be obtained for any equipment or software which requires regular maintenance or service for continuous, efficient operation. Equipment typically covered by service agreements includes such items as office equipment such as copying machines,

computing equipment, software, etc.

J. SPLITTING OR STRINGING PURCHASES:

Splitting or stringing purchases is the practice of issuing multiple purchase orders, petty cash transactions or requisitions for purchasing like items and services or separating a complete project, with the willful intent to circumvent the purchasing policy. Splitting or stringing purchases is a violation of city policy and state law. Persons discovered splitting or stringing purchases may be subject to discipline up to and including termination. THIS PRACTICE WILL NOT BE TOLERATED

K. COOPERATIVE PURCHASING:

When it is in the City's best interests, the City may enter cooperative purchasing arrangements for acquisition of goods and services with any public entity or group and execute respective contracts under those agreements providing the procurement methods and procedures of such entity or group are comparable to those of the City and consistent with state law. The City may also use pre-existing procurement contracts of public entities or groups when the procurement methods and procedures are comparable to those of the City and state law, and all parties (sellers and buyers) agree that the City is eligible for pricing, terms and conditions of these agreements.

L. CONTRACTS:

State contracts and GSA contracts are bids that were completed by the state and federal government. They are available for use by cities, churches, and schools. These bids have competitive prices and should be used when items ordered are not covered by existing bid.

M. NON-COLLUSION CERTIFICATIONS:

A certification shall be included with any competitive bid and/or contract exceeding \$25,000.00 submitted to the City for goods or services. The bidding entity shall certify as follows:

"For purposes of competitive bid or contract executed by the city for an acquisition in excess of the fair and reasonable acquisition threshold amount, I certify:

1. I am the duly authorized agent of the above-named supplier or bidder, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and suppliers and city officials or employees,

as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in connection with the prospective acquisition;

2. I am fully aware of the facts and circumstances surrounding the acquisition or making of the bid to which this statement relates and have been personally and directly involved in the events leading to the acquisition or submission of such bid; and
3. Neither the business entity that I represent in this certification nor anyone subject to the business entity's direction or control has been a party:
 - a. to any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. to any discussions between bidders or suppliers and any city official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract.

I certify, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this City any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates."

N. BID BONDS—SECURITY:

Each Bid must be accompanied by a certified or cashier's check or bid bond in an amount equal to five percent (5%) of the total amount of the Bid and all Alternates as a guarantee that, if awarded the contract, the Bidder will execute the contract and furnish bonds and insurance as required in these instructions. An Irrevocable Bid Letter of Credit used as bid security must be issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation on a form obtained from the Owner. The certified or cashier's check must be included with the sealed bid. The City reserves the right to hold the bid security of the three (3) lowest Bidders until the successful Bidder has executed the contract and furnished the required bonds and proof of insurance. No bid security is required if the total of the Base Bid

and Alternates is Twenty-five Thousand Dollars (\$25,000.00) or less.

SECTION II – PURCHASES

A purchase is an action taken by departments to secure materials, supplies, equipment and services to keep their departments and/or operations in working order daily. All purchases are to be secured by the following means:

A. REQUISITION:

A Requisition is required to initiate a purchase and must be approved by the department head. The Requisition shall list the vendor being selected, where to deliver the goods ordered and when the goods are to be delivered. The requisition shall also list the quantity, unit of measure and cost. For purchases exceeding \$2,500.00 departments must attach quotes to the requisition. If the department is recommending buying from other than the low quote, the “Comments” section must be used to explain the reason or grounds for their decision. No expenditures shall occur without first being granted the appropriate approval as outlined in policy.

B. PURCHASE ORDER:

A Purchase Order will be generated upon receipt of a Requisition by the Purchasing Agent and all approving authorities established; the requesting department will receive a purchase order number for their distribution to the vendor. In the event a Requisition is returned to the requesting department, comments will be added as to why the request was denied or to request additional information. No work shall begin, no goods or services shall be purchased, and no items shall be shipped by a vendor prior to issuance of a complete written purchase order. The City will not be liable for payment to any vendor or entity in such a situation.

C. BLANKET PURCHASE ORDER:

Blanket Purchase Orders will generally be initiated only at the beginning of the fiscal year. A Blanket Purchase Order is used for a vendor where purchases are made on a regular basis. If during the fiscal year a department decides to generate a new Blanket Purchase Order, the department must submit a new requisition to the Purchasing Agent.

D. PURCHASING CARD (P-CARD):

Purchasing Cards, or P-Cards, are credit cards that allow department heads across the City of Pryor Creek to purchase small-dollar goods and services. It also allows travel arrangements and expenses to be diligently

accounted for. Cardholders can purchase what they need securely; vendors receive payments for such purchases more quickly; and all transactions are recorded electronically. Additionally, each Cardholder must submit an application and receive approval before being issued a P-Card, which unlike cash or checks, has set dollar amount limitations and commodity restrictions.

While P-Cards offer a greater level of control than other payment methods, there still lies inherent risk in permitting money to be spent across an organization. For this reason, each transaction made with a P-Card undergoes the Purchasing approval process, wherein the transaction(s) must be properly requisitioned.

All receipts and/or invoices for P-Card transactions must be submitted to the Purchasing Agent by the business day following the day of the transaction.

SECTION III – BIDDING

Bidding is the method of purchasing goods and services through formal written solicitations. The City of Pryor Creek requires bidding on all purchases in excess of \$25,000.00. All formal requests for prices in the form of bids and proposals for all materials, supplies, services and equipment purchased must be made by the Purchasing Agent.

A. REQUEST FOR BIDS (RFBs):

Request for Bids is issued when specifications are of a nature that the award is to be made upon low bid meeting specifications. Request to Bid shall include a general description or specifications of the articles to be purchased, the location and times Bid Packages may be obtained and state the date, time and place of the bid opening. Invitations to Bid shall also be sent to potential bidders. A list of potential bidders shall be created by the department soliciting the bid and forwarded to the Purchasing Agent as part of the bid package. Request for Bid shall be advertised at least once in the local newspaper. The advertisement for bids shall appear in the publication no less than ten (10) days prior to bid opening.

B. INSTRUCTIONS TO BIDDERS:

All bid packages shall include Instructions to Bidders properly notifying the bidder of City of Pryor Creek policies and procedures related to bidding.

C. PRE-BID CONFERENCE:

If the Department Head and the Purchasing Agent consider the specifications complex or controversial they may conduct a Pre-Bid Conference. The Purchasing Agent will invite potential bidders and run a legal notice in the newspaper to invite any other potential bidders. The purpose of the Pre-Bid Conference is to explain the City of Pryor Creek policies, procedures, specifications and hear and resolve questions from prospective bidders. The Purchasing Agent, Mayor, and/or Department Head may determine that it is in their best interest to require the attendance of the pre-bid conference. In such cases, bidders who do not attend the mandatory pre-bid conference will not be allowed to bid. In no case will bidders be allowed to make a separate appointment, conference, conversation, or consultation with any City official to review details of the bid or do a site review.

D. SPECIFICATIONS:

The Purchasing Agent and the Department Head are jointly responsible for review of specifications. The requesting department will be responsible for preparation/typing of specifications. The specifications shall state the standards acceptable to the City, but shall not be overly restrictive so as to limit the number of bidders. Brand names may be used as a guideline; however, vendors are invited to submit items of equal or greater value/performance. No specification will be allowed that is Brand/Model specific.

E. BID PROPOSAL FORMS:

All bids shall be submitted on a bid proposal form supplied by the city. The Bid Proposal shall also include Bidder, Business Relationship and Interest Affidavits. The Terms and Conditions of the City of Pryor Creek will also be included. Failure to sign and notarize these forms will result in the bid being invalid and rejected from consideration. If several items are being bid at one time and a vendor cannot bid on all items, the vendor should mark all items on which they are not bidding with the words "No Bid". Care should be taken that all amounts on the bid are correct. Extensions (sum total of multiple items) should be checked to ensure accuracy. Prices must be in ink or typewritten. Any corrections must be initialed in ink by the person signing the original bid proposal. In case of a difference between unit price and extension, the lowest price shall be deemed correct. An appropriate officer or employee of the company bidding must sign the

proposal.

F. SAMPLES:

If samples are to be submitted with a bid, they will be held until a bid award is made. Should a vendor wish to submit a sample for trial use, the product must be presented at no cost or obligation to the city.

G. SUBMITTING BIDS:

All bids must be sealed and marked as indicated in the Instructions to Bidders and must be received before the time stated for the opening of bids. As a safeguard against tampering with bids, the Purchasing Agent, or a member of the City Clerk's office shall stamp the sealed envelope containing the bids. Bids shall be kept in the possession of the Purchasing Agent until the time specified for opening. Under no circumstances shall the bids leave the Purchasing Agent's control until after the bids are opened and publicly read aloud. FAXED or ELECTRONICALLY MAILED (e-mail) BIDS SHALL NOT BE ACCEPTED.

H. WITHDRAWAL/CHANGE OF BIDS:

Bidders have the right to withdraw their bids or to make changes to their bid prior to the bid opening. A bidder may withdraw his bid by submitting a written request to the Purchasing Agent. No bid may be withdrawn after the closing time for receipt of bids. Changes to bids shall be accomplished by submitting a new Bid Form with the notation "Revised Bid" and the date of submission to the Purchasing Agent prior to the bid opening. This change shall be submitted in a separate envelope marked the same as the original bid with the words "Revised Bid" and the date the revision is submitted. At the bid opening, the Purchasing Agent shall announce that a revision has been submitted and the date the revision was submitted. Upon opening the bid, the Purchasing Agent shall open the envelope with the revision, read the revised price, and add the revised form to the original bid packet.

I. OPENING OF BIDS:

Bid proposals will be publicly opened and read aloud in a designated place on the date and time specified in the Invitation to Bid. The Purchasing Agent or authorized representative shall preside at all bid openings. The Department Head involved, or the Purchasing Agent and prospective bidders shall witness the bid openings. Upon opening, all bid packages become a matter of public record and will be available for further

inspection in the office of the City Clerk.

J. LATE BIDS:

No bids shall be accepted after the stated time of the bid opening. Any bid received late shall remain unopened and returned to the bidder.

K. TABULATION AND ANALYSIS:

After opening bids, the Purchasing Agent shall provide all bids to the Department Head involved. The Purchasing Agent shall tabulate the bids to include the name of the bidder, the bidder's address, unit prices and total bid price. Original bids, along with the tabulation, shall be sent to the requesting department. After review by the Department Head the bid with recommendation shall be returned to the City Clerk's Office and made available to any interested parties. If an award to other than the lowest bidder is recommended by the Department Head, justification must be made in writing. The following factors shall be used in determining the lowest responsive bid:

1. The ability, capacity and willingness of the bidder to furnish supplies, materials and equipment or to fulfill the contract or provide the service required.
2. The quality, availability and adaptability of the supplies, materials, equipment or services to the particular use required.
3. The ability of the bidder to provide maintenance and service.
4. The amount and conditions, if any, of the bid.
5. Previous experience providing products or services to the City of Pryor Creek.

L. REJECTION OR WAIVING TECHNICALITIES IN BIDDING:

The City of Pryor Creek reserves the right to reject any and all bids and to waive technicalities in bidding if such an action is deemed to be in the best interest of the city. The ultimate authority to accept, reject or waive technicalities rests with the Mayor, after consultation with the City Attorney.

M. AWARD OF BID:

The City Council has the final authority in awarding bids. After the City Council has voted to accept the most responsible bid, the Purchasing

Agent, or appropriate City Clerk Designee shall issue a Purchase Order to the successful bidder.

The Purchase is not completed until the vendor receives the City of Pryor Creek Purchase Order.

Once bids are opened, the City Council shall determine if they wish to award a bid or reject all bids. If the City wishes to reject all bids, the process shall begin as a new bid process but should include any language needed to receive more suitable bids. At no time shall any city official allow the acceptance of bids at a later date, without following the bidding process.

Bids shall include language that indicates that the City has a right to reject all bids including but not limited to pricing that exceeds expectations established.

N. APPEAL AND INSPECTIONS OF BIDS:

A bidder wishing to appeal a bid award must present a written appeal to the Mayor within five (5) business days of the bid opening.

O. RECEIPT OF ONE BID:

When only one bid is received for the purchase of an item or group of items, the Purchasing Agent should review the bid and determine the reason why only one bid was received. If the applicable department determines that a second request for bids would not be in the best interest of the City of Pryor Creek, the requesting department may make a recommendation in writing to the Purchasing Agent for approval by the City Council.

P. NO BIDS RECEIVED:

In the event no bids are received, the Purchasing Agent shall advise the requesting department. The requesting department and the Purchasing Agent may negotiate the purchase at the best possible price within the limit of all statutes, City of Pryor Creek, purchasing guidelines, and in accordance with good business practices.

Q. EXEMPTIONS:

In some instances, it will be difficult or result in unnecessary effort to conform to the previous regulations. Examples would be the purchase of office furniture or carpeting to match existing ones; the purchase of a

second item, the first of which had been bid previously in the same fiscal year. If the Department head believes that compliance with these regulations would result in undue, unnecessary effort, they shall contact the Purchasing Agent and explain their reasoning. The City Council may grant exemptions from the foregoing rules if conformance with the regulations would result in undue hardship or unnecessary effort to the city.

R. PUBLIC COMPETITIVE BIDDING ACT OF 1974:

As required by state law, certain purchases made by the City of Pryor Creek must comply with the provisions of the Public Competitive Bidding Act of 1974 (“the Act”). To the extent that any purchases made by the City are covered by the Act, the provisions stated there shall preempt this policy where there is a conflict.

SECTION IV - REQUEST FOR PROPOSALS (RFPs)

Request for Proposals are issued when the specifications or scope of work is complex and/or when subjective factors, other than price alone, are to be used in the evaluation for award. The procedures and factors taken in RFB’s will apply also to RFP’s except evaluations of bids and/or proposals will have different determining factors in award of each.

A. PROFESSIONAL SERVICE CONTRACTS:

The purchase of professional services must be treated differently than the purchase of hard goods. In the purchase of hard goods, it is generally accepted that the lowest responsible bidder meeting specifications is awarded the bid. In purchasing services, there are no specifications as such, therefore, emphasis should be on accurately evaluating the capability of the firms and/or persons that are interested in performing the services. The RFP should include the following:

1. A work statement or performance specification.
2. Time frames in which the work is to be completed.
3. Specific criteria to be used in evaluating the proposal.
4. These criteria can cover the offer’s proposed approach to accomplish the work, management capability and price.

The RFP should request the provider to provide the following information:

1. An understanding of the problem or program; the work to be done; and, the approach to be used to achieve the objectives, including, detailing of task involved in the provider's approach.
2. Facility and capability data, including related experiences and resumes of key personnel.
3. Time frame of milestone accomplishment.
4. Pricing including a flat fee or percent and any incidentals (mileage, per Diem, etc.).

In evaluating proposals and recommending award, and unless otherwise stated in the RFP, the following criteria should be used:

1. General Quality and Responsiveness:
 - a. Responsiveness to terms, conditions and time frames.
 - b. Completeness and thoroughness.
 - c. Grasp of the problem or of work to be performed, and of approach to be used.
2. Organization and Personnel:
 - a. Evidence of good organizational and management practices.
 - b. Qualifications of personnel.
 - c. Experience and past performance.
3. Price and Proposal Price Breakdown or Price Range and Cost Schedule:
 - a. They are NOT Bids, they are proposals and, as such, can be negotiated subsequent to opening.
 - b. The submission of pricing information is NOT synonymous with competitive bidding, whereby price is the primary evaluating factor and the low responsible bid is accepted. Cost, in many instances, can become a secondary consideration.

Professional Services Contracts should be used for the procurement of services, not products or construction/renovation. Professional Service contracts are to be used for the following types of services: consultants, entertainers, lecturers, facilitators, clinical supervisors, accountant, physicians, dentist, and attorneys.

SECTION V – GENERAL GUIDELINES

A. TRANSPORTATION AND DELIVERY CHARGES:

All shipments in excess of \$2,500.00 should be F.O.B. (Free on Board) unless otherwise stated, i.e., the City will not pay transportation or delivery costs. If an exception to this is made, The Department Head shall make every effort to determine any transportation or delivery charges prior to processing a Purchase Order request. The City of Pryor will not pay any fuel surcharges or other non-identified costs once a purchase order is issued for goods or any services.

B. INSPECTION AND TESTING:

The inspection and testing of delivered materials and equipment should occur at the time of delivery. Departments should exercise care to ensure that the quantity and quality of the delivered goods are as ordered. Any discrepancies between the order and the receipt should be noted by the Department Head or authorized representative. Upon receipt of goods and services ordered, and if in good condition, departments will receipt against the issued Purchase Order and/or Blanket Purchase Order and forward the invoice to the City Clerk for final processing and payment.

C. SUFFICIENT FUNDS:

No purchase(s) shall be made unless sufficient appropriations are available for payment. It is the responsibility of the Department Head to ensure that sufficient funds are available prior to issuance of a Purchase Order. If an item or service is needed and funds are not available, the Department Head must contact the City Clerk, who will work with the Mayor and Purchasing Agent for a proper course of action, prior to the issuance of a Requisition and Purchase Order.

D. PROHIBITIONS:

Employees are prohibited from purchasing any item in the name of the City of Pryor Creek for personal use. Employees are further prohibited from using their status as a City of Pryor Creek employee to coerce special consideration in the purchase of goods and/or services for personal use. Failure to comply with this rule may result in disciplinary action taken by the Department Head and/or Mayor.

E. VENDOR RECORDS:

Vendor records will be established by the City Clerk's Office. Establishment of all new vendors requires submission of a New Vendor Form, W9 Form and Worker's Compensation Certificate of Insurance (if applicable) from the vendor. It shall be the responsibility of the Department involved to obtain the completed documents from the vendor and forward it to the City Clerk's Office prior to encumbering funds.

F. BIDDERS LIST:

Will be established in the City Clerk's Office for bidding purposes, quotations and or purchases. Vendors requesting to be placed on the bidders list must complete the Bidders Registration Form.

G. DISPOSAL OF SURPLUS PROPERTY:

Any department or division with the city, upon determining that any item, except those expressly listed below, is surplus to its needs, shall report this to the City Clerk. When the City Council, by resolution, determines that any property, real or personal, then owned by the City has become surplus to any foreseeable need or use, the City may sell such property, subject to such regulations as may be prescribed by ordinance or resolution.

1. The below items shall be disposed of, and no costs or fees sought, so long as the requirements for receiving such items are met:
 - a. Any sworn-member of the Pryor Creek Police Department who completes twenty (20) years of service, as either a paid, reserve, auxiliary, or volunteer, or any combination thereof shall be entitled to receiving: their most recent issued ballistic vest panels with any carrier(s) or accessories therefore attached; their department issued police badge(s); their department issues side-arm/pistol.
 - b. Any member of the Pryor Creek Fire Department who completes twenty (20) years of service, as either a paid, reserve, auxiliary, or volunteer, or any combination thereof shall be entitled to receiving: their most recent issued "bunker" and "turn-out" gear; their issued helmet(s); their department issued fire badge(s).

H. ADHERENCE TO POLICY:

All Departments will be required to strictly adhere to all procedures contained in this manual. It will be the Department Head's responsibility

to ensure compliance within their department.

EMPLOYEE TRAVEL POLICY

The purpose of the City of Pryor Creek Travel Policy is to establish policies and procedures for in-town and out-of-town transportation for employees and city officials.

BACKGROUND: City employees use city-owned and, occasionally, privately-owned vehicles (POVs) to perform their duties. Cost for acquisition and operation of vehicles represents a substantial investment for city government. A policy is needed to assure proper assignment and utilization of these vehicles. This policy pertains only to vehicles used primarily for transportation. It does not pertain to police cars, fire trucks, trucks one-ton and larger and other similar work vehicles.

I. PROCEDURES: IN TOWN TRAVEL

A. PERSONAL OWNED VEHICLE:

City employees are authorized use of either a city vehicle or privately owned vehicle (POV) for transportation in their performance of official business. The availability of city vehicle and the type of transportation authorized will be based upon the needs of the city. Employee convenience is not a consideration.

B. LICENSE REQUIREMENTS:

A valid Oklahoma driver's license is required to operate a city vehicle or POV used on City business. City policy requires that Department Heads verify that employees driving on City business possess a valid license.

C. INSURANCE REQUIREMENTS:

Current valid vehicle insurance with minimum coverage, as established by Oklahoma law, is required for use of POV.

D. Types and Standards of Transportation Authorization:

1. Type 1 – A City vehicle assigned to an individual for City business or a portal to portal (to and from residence) basis. To receive this authorization the employee must be required to attend after hours meetings or respond to emergency situations on a frequent basis. Mayor approval is required.
2. Type 2 – A City vehicle assigned to an individual for transportation in the performance of official business. Required for official duties, cannot be driven portal to portal; requires Department Head's approval.

3. Type 3 – The reimbursed use of a POV for official City business at an established rate. Employee must have a recurring transportation requirement and no city vehicle available in order to receive regular reimbursement. Funding must be included in the department budgets. The employee shall have in effect public liability and property damage insurance as required by the state. Mayor approval is required on an annual basis.

E. Reimbursements for Use of Privately owned Vehicles (Type 3)

1. Mileage will be paid in accordance with the mileage rates set forth in attachment A within the travel forms.
2. An employee authorized Type 3 transportation will keep a record of all mileage driven while on city business. Beginning and ending odometer reading will be recorded for each trip.
3. At the beginning of each fiscal year an estimated amount will be encumbered for regular POV usage based upon the prior year's mileage, and a requisition will be prepared prior to the end of the fiscal year. Recorded mileage will be submitted to the department head for approval in the case of regular POV usage. A copy of the approved mileage record will be submitted to the City Clerk with the assigned purchase order number recorded on the document in order for payment to be processed. Out of town POV mileage will be submitted on the Out of Town Travel Expense Statement and submitted to the City Clerk with the assigned purchase order number recorded on it for payment.

II. OUT OF TOWN TRAVEL:

A. General Provisions:

1. Travel arrangements and payment of travel expenses will be made in accordance with guidelines established herein.
2. Funds for travel and training expenses will be included in the approved annual budget.
3. The Mayor may grant leave with pay, together with necessary travel and expense allowances, to employees to leave the city for official city business to attend conferences, schools and similar events.
4. The Mayor, Council, and other officials serving on municipal boards, commissions, and committees, or assisting the city in an advisory capacity shall have necessary travel and expense allowances paid by the city when out-of-town travel is required to discharge their official responsibilities.

5. Travel expenses shall be paid only for officials representing the City of Pryor Creek. Expenses for spouses, friends, and business associates will not be reimbursed. An exception to this policy is provided for in paragraph II 2d of this policy which authorizes the Mayor to approve payment for another person's meal.
6. With the exception of elected officials, no more than one employee of a department will be authorized to attend the same out of state conference, seminar, or other such meeting. Exceptions must be approved in advance by the Mayor.
7. The Mayor or his designee is responsible for making travel or transportation arrangements.

B. Allowance

1. Transportation

- a. Air transport shall normally be air-coach class. First class is not an option. Whenever possible, air travel for city business will depart from and return to the Tulsa International Airport. Short trips may be made in a city vehicle or in a POV. Should the traveler want to drive a POV to a distant location, he/she must do so without costing the city time or travel funds in excess of the lowest costs of airfare.
- b. City vehicles which are available to city officials are expected to be used for short trips. Department heads will determine whether a city vehicle in suitable mechanical condition is available for the trip. Expenses involved in operating the city vehicle, i.e., fuel and repair costs, will be reimbursed. The traveler, with approval of the department head, may elect for his own convenience to drive his personal vehicle even if it has been determined that a city vehicle is available. In this instance, the amount paid to the traveler be reduced to one-half the standard mileage rate. However, the Mayor may elect to waive this requirement and approve the reimbursement at the standard mileage rate.
- c. When more than one (1) individual is traveling to the same event/activity covering the same time period (s) the city shall either supply a city vehicle or the expense for one (1) POV in accordance with II 2a (3)
- d. The City will reimburse travelers who drive POV at the GSA

mileage rate. In addition to the mileage rate, the city will pay for tolls, meals, and lodging while en route, but the total reimbursement for en route expenses may not exceed the cost of coach class airfare, plus transportation costs to and from the airport. Should the total travel expense be less than coach class, the actual expense is the amount which will be reimbursed. When traveling POV, reimbursement for expenses incurred after arrival at the destination will be made for the time period that would have been involved if the traveler had flown. This time should be, at the most, one day before and one day following a meeting.

e. Insurance

- i. Insurance - Persons authorized to travel in a personal vehicle shall have the minimum insurance coverage required by the State of Oklahoma. A statement that the owner has the minimum insurance coverage will be signed on the Out of Town Travel Authorization Request form (Attachment B) when the traveler requests use of a POV.

C. Lodging

1. Lodging – The city will pay the normal cost of hotels and motels. Normal means the cost of single occupancy without special accommodations, i.e., suites, sitting rooms, movies, or other higher costs arrangements. Only business telephone calls are reimbursable.

D. Meals

1. Meals – When gone for a full day, payment for meals will be on a per diem basis. Per Diem amounts are shown in Attachment A within the travel forms. Amounts shown include foods, taxes and tips. Receipts for meals are not required. Reimbursement will not be made for meals provided on an airline or during a conference, seminar, or convention when prices of the meal is included in the registration or otherwise provided at no charge. The city will pay for breakfast if the traveler departs by 7:00 a.m. or earlier. The city will pay for lunch if the traveler is out of town between the hours of 11:00 a.m. and 1:00 p.m. Reimbursement and payment for dinner will be provided if the traveler has not returned by 7:00 p.m. Payment for another person's meal may be requested when the travel claim is submitted. A statement justifying the expense must be attached and submitted to the Mayor for approval.

E. Miscellaneous

1. Miscellaneous – Registration, tuition, taxi, Uber, Lyft, parking fares, bus fares, tolls, gratuities, except for meals, and other fees or items necessary in the performance of official business are reimbursable.
2. Alcoholic beverages, including beer of any alcoholic content, wine, and cocktails plus cover charges for entertainment are not reimbursable travel expenses.

III. Administration

1. Out-of-town travel must be approved by the department head, requisitions submitted and purchase order numbers assigned prior to payment for registration or travel costs. The Mayor must approve all travel requests for department heads and all requests for out of state travel. Requests for out of state travel for seminars, workshops, schools and training that are submitted to the Mayor must also be accompanied by a course description. Department heads may take out-of-town “one day” trips without approval by the Mayor. The Out-of-Town Travel Authorization Request, shown as Attachment B, will be used to request the travel. The request, when possible, must be submitted at least two (2) weeks prior to travel. The Mayor may approve exceptions based on emergencies.
2. In those cases where an individual wishes to drive a POV to a distant location, the provisions of paragraph II 2a (3) of this policy shall apply. In addition, the costs of the lowest class airfare must be indicated in parentheses after the estimated mileage expenses shown on the Out-of-Town Travel Authorization Request.
3. The traveler may submit for travel funds in advance up to thirty (30) days prior to departure; the funds will be paid on the Friday after the Council meeting immediately preceding his/her departure. Advance travel can be obtained for all anticipated expenses except airfare. A separate requisition will be processed for payment of airfare. To receive advance travel, a purchase requisition must be submitted and a purchase order number assigned, at which time the Out-of-Town Travel Authorization Request will be submitted to the Purchasing Agent. Travelers will indicate on the request the amount of advance requested.
4. Within ten (10) days of return, the traveler will submit to his supervisor an Out-of-Town Travel Expense Statement, with expenditures receipts attached. Receipts, or an itemized signed statement, must be attached for

all expenditures except meals. If a Pike Pass is used for tolls, no receipts are required. If receipts have not been obtained then the traveler must identify those expenses and provide an itemized signed statement for those expenses in order to be reimbursed. An itemized statement will only be accepted for parking and local transportation such as taxi or bus. If advance travel was received, a copy of the Out-of-Town Travel Authorization will be attached. If advance travel had not been paid, the original Out-of-Town Authorization will be attached.

5. If funds are due the traveler, they will be paid based upon the Out-of-Town Travel Expense Statement that will be submitted to the Purchasing Agent upon completion of travel with the assigned purchase order number recorded on it and the Out-of-Town Travel Authorization attached.
6. If the traveler owes the City money, it will be remitted to the City Clerk's Office and a receipt obtained. The receipt will be forwarded with the expense statement.
7. The City is authorized to make payroll deductions for collection of advanced funds not substantiated by receipts or an itemized, signed statement, unused funds or vouchers not turned in within ten (10) days of return. All travel documents with purchase orders will be kept on file in the City Clerk's office. The auditors will review random samples of purchase orders and documents related to travel.

ALLOWANCES FOR TRAVEL

I. Mileage Rates

- A. Regular Travel as per GSA rates for fiscal year
- B. Convenience of Traveler as per GSA rates for fiscal year

II. Standard Meal Allowance

- A. Daily (Per Diem)
 - a. Oklahoma - as per GSA rates for fiscal year
- B. Outside Oklahoma - as per GSA rates for fiscal year
- B. Individual Meal Allowance
 - a. Oklahoma - as per GSA rates for fiscal year
 - b. Outside Oklahoma - as per GSA rates for fiscal year 24