

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, NOVEMBER 21ST, 2023 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 6:01 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, Travis Mileur, Randy Chitwood, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: None.

Department Heads and other City Officials present: Chase McBride, Kevin Tramel, BK Young, Frank Powell, Mike Dunham, Cari Rerat and Mike Moore.

Others present: Kemmie Shropshire, Gilbert Graybill, Autumn Graybill, Nena Roberts, Gary Harris and Jennie LaFave.

2. PETITIONS FROM THE AUDIENCE:

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

There were no petitions from the audience.

3. DEPARTMENT HEAD REPORTS.

a. Building Inspector

No report.

b. Emergency Management

Dunham reported that the FEMA reimbursements will be completed soon and the approval will be on tonight's agenda.

c. Fire

Young reported that the department has been busy handling several car accidents and fires recently. He reminded everyone to consider fire safety when heating their home. He also reported that a concrete repair in the Emergency Service Center was recently completed and CMS will be returning for more repairs soon.

d. Golf

No report.

e. Library

Rerat provided a written statistics report. She reported that there was an increase in usage in October and they are getting closer to the numbers they saw before Covid.

f. Parks / Cemetery

Powell reported that the Parks Department is winterizing fixtures and trimming trees. He stated that they will begin hanging Christmas lights soon. Powell also reported that the new fuel tank has been installed at the Parks Department, and one for the Cemetery Department has been ordered.

g. Police / Animal Shelter

Tramel reported that the department has been busy handling several serious accidents and calls. He also stated that they have conducted a walkthrough with CMS Willowbrook to identify issues with ceiling tiles and roof leaks.

h. Recreation Center

Moore reported that they are continuing to work on the heat and air systems in the Recreation Center. He also stated that they have recently tested the sprinklers and conducted safety drills. Moore stated that they have hosted swim lessons, a GRDA training and a Halloween Carnival in the last month.

i. Street

Glenn reported that the department has been working on trimming trees as well as pouring concrete near Ridgewood Drive. He stated that they are installing stop signs at Green Country Mobile Home Park. Glenn also reported that they are dealing with drainage issues and leaves clogging the street sweeper. He stated that they have also recently repaired the lights in the trucks.

j. City Clerk

Davis reported that she has been working with Kolker & Kolker to begin the audit. She also reported that the office has been implementing updated court processes to comply with legislation. Davis stated that although the department remains busy, current staff are working hard to fill gaps left by the hiring freeze.

Davis also reported that she plans to launch online paystubs soon.

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 November 7th, 2023 Council meeting.
- b. Approve payroll purchase orders through November 24th, 2023.
- c. Approve claims for purchase orders through November 21st, 2023.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2320231275-2320231288	\$162,054.21
STREET & DRAINAGE	2320231288-911428B	\$383,567.61
GOLF COURSE	2320231262-911380B	\$9,851.54
CAPITAL OUTLAY	2320230890-911384B	\$31,446.07
REAL PROPERTY ACQUISITION RES.	2320231196-2320231253	\$300.00
RECREATION CENTER	2320231215-2320231254	\$14,153.23
LIBRARY SPECIAL CASH ACCOUNT	2320231305	\$642.50
DONATIONS AND EARMARKED	2320231224-2320231238	\$1,280.34
TOTAL		\$603,295.50
BLANKETS		
911439B	AGRILAND FS, INC.	\$16,000.00
TOTAL		\$16,000.00

- d. Approve expenditure in the amount of \$3,000.00 to Overdrive to be paid from Library Non-Book Materials Account #02-221-5032.
- e. Approve Mayor to sign the Disaster Assistance Agreement for Emergency and Major Disasters between the State of Oklahoma and the City of Pryor Creek.
- f. Approve the 2024 Pryor Creek Recreation Center Board meeting schedule.
- g. Approve the 2024 Ordinance and Insurance Committee meeting schedule.
- h. Approve the 2024 Budget and Personnel Committee meeting schedule.
- i. Approve a Hotel / Motel Grant application from Pryor Area Chamber of Commerce in the amount of \$3,500.00 for the Pryor Hometown Christmas Parade December 9th, 2023.
- j. Approve a Hotel / Motel Grant application from Pryor Area Chamber of Commerce in the amount of \$3,500.00 for the Okie Homesteading Expo March 22nd - March 23rd, 2024.
- k. Approve a Hotel / Motel Grant application from Pryor Area Chamber of Commerce in the amount of \$5,000.00 for the Oklahoma Tackle Hunting & Boat Show February 10th - February 13th, 2024.
- l. Approve a Hotel / Motel Grant application from Pryor Main Street in the amount of \$6,000.00 for the Lights On Downtown event November 16th, 2023.
- m. Approve the Pryor Creek Police Department to create a full-time Narcotics Officer position.
- n. Approve a lease agreement for the Community Garden with Mayes County Hope Coalition.

- o. Discussion and possible action regarding Mayor's nomination of Adam Anderson to Seat #1 of the Personnel Board, term ending 5/6/24.
- p. Discussion and possible action regarding Mayor's nomination of Evett Barham to Seat #2 of the Personnel Board, term ending 5/4/26.
- q. Discussion and possible action regarding Mayor's nomination of Briana Brakefield to Seat #3 of the Personnel Board, term ending 5/1/28.
- r. Discussion and possible action regarding Mayor's nomination of Roy Jackson to Seat #4 of the Personnel Board, term ending 5/6/30.

Motion was made by Gonthier, second by Lamar to approve the consent agenda less items c, e, l, and m. Voting yes: Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

4c. Approve claims for purchase orders through November 21st, 2023.

Motion was made by Chitwood, second by Mileur to approve claims for purchase orders through November 21st, 2023. Motion was then made by Gonthier, second by Chitwood to omit the purchase orders for Snowden and CMS. Voting yes: Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

4e. Approve Mayor to sign the Disaster Assistance Agreement for Emergency and Major Disasters between the State of Oklahoma and the City of Pryor Creek.

Motion was made by Lamar, second by Gonthier to approve the Mayor to sign the Disaster Assistance Agreement for Emergency and Major Disasters between the State of Oklahoma and the City of Pryor Creek. Voting yes: Bradshaw, Mileur, Chitwood, Gonthier, Smith, Lamar and Shropshire. Abstaining, counting as a no vote: Tramel. Voting no: none.

4l. Approve a Hotel / Motel Grant application from Pryor Main Street in the amount of \$6,000.00 for the Lights On Downtown event November 16th, 2023.

Motion was made by Chitwood, second by Shropshire to approve a Hotel / Motel Grant application from Pryor Main Street in the amount of \$6,000.00 for the Lights On Downtown event November 16th, 2023. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Bradshaw. Voting no: none.

4m. Approve the Pryor Creek Police Department to create a full-time Narcotics Officer position.

Motion was made by Chitwood, second by Shropshire to approve the Pryor Creek Police Department to create a full-time Narcotics Officer position. Motion was amended by Chitwood, second by Shropshire to acknowledge the creation of the Narcotics Officer position. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Bradshaw. Voting no: none.

5. MAYOR'S REPORT

(These are items possibly requiring discussion and action.)

a. Discussion and possible action regarding the presentation from HOPE4Youth Impact Council regarding an ordinance for youth prevention of tobacco.

Motion was made by Gonthier, second by Mileur to send this item to the Ordinance and Insurance Committee to research amending the current Prevention of Youth Access to Tobacco and Vapor Products ordinance.

HOPE4Youth provided handouts and spoke regarding youth prevention of tobacco. They petitioned Council to amend the city ordinance pertaining to Prevention of Youth Access to Tobacco and Vapor Products to reflect changes made to the related state statute.

Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw and Mileur. Voting no: none.

b. Discussion regarding the status of the City's general fund and budget with City Accountant Jeff Kolker.

No action taken. Kolker discussed the current general fund status, foreseeing another deficit due to recent spending trends. He assured the Council that future reports will reflect changes in spending habits.

c. Discussion and possible action regarding approval of Application and Certificate For Payment #28 dated November 7th, 2023 to CMSWillowbrook, Inc. in the amount of \$29,489.17 from an Account Number to be determined by the City Accountant and City Attorney based on availability of funds.

Motion was made by Chitwood, second by Shropshire to approve the Application and Certificate For Payment #28 dated November 7th, 2023 to CMSWillowbrook, Inc. in the amount of \$29,489.17 from an Account Number to be determined by the City Accountant and City Attorney based on availability of funds. Motion was amended by Chitwood, second by Shropshire to table the item until the next Council meeting. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur and Chitwood. Voting no: none.

d. Discussion and possible action regarding CMSWillowbrook, Inc. Change Order #7 – Final Deduction to Return Unused Funds, in the amount of \$270,432.04.

Motion was made by Shropshire, second by Chitwood to approve CMSWillowbrook, Inc. Change Order #7 – Final Deduction to Return Unused Funds, in the amount of \$270,432.04. Voting yes: Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood and Tramel. Voting no: none.

e. Discussion and possible action regarding CMSWillowbrook, Inc. Allowance Modification #115 – Move Allowance & Contingency Funds to Contingency (CO 5).

Motion was made by Chitwood, second by Shropshire to approve CMSWillowbrook, Inc. Allowance Modification #115 – Move Allowance & Contingency Funds to Contingency (CO 5). Voting yes: Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

f. Discussion and possible action regarding a skate park.

Motion was made by Shropshire, second by Mileur to approve the skate park. Voting yes: Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel and Gonthier. Voting no: Smith.

g. Discussion and possible action regarding a quote in the amount of \$5,133.52 from Mike's Tire & Car Care to replace the transmission on a 2015 Chevy Tahoe to be paid out of Police Vehicle Maintenance Account #02-215-5092. Other quotes received: Suburban Chevrolet in the amount of \$5,391.56 and Pryor Chevy Buick GMC in the amount of \$5,509.82. All quotes included a 3-year or 100,000-mile warranty.

Motion was made by Gonthier, second by Chitwood to approve a quote in the amount of \$5,133.52 from Mike's Tire & Car Care to replace the transmission on a 2015 Chevy Tahoe to be paid out of Police Vehicle Maintenance Account #02-215-5092. Other quotes received: Suburban Chevrolet in the amount of \$5,391.56 and Pryor Chevy Buick GMC in the amount of \$5,509.82. All quotes included a 3-year or 100,000-mile warranty. Voting yes: Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

h. Discussion and possible action regarding a decrease in the residential natural gas rates inside the Corporate City Limits of Pryor Creek from \$10.724 per MCF to \$8.30 per MCF effective December 2023 billing.

Motion was made by Shropshire, second by Chitwood to approve a decrease in the residential natural gas rates inside the Corporate City Limits of Pryor Creek from \$10.724 per MCF to \$8.30 per MCF effective December 2023 billing. Voting yes: Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

Mayor moved to the addendum.

**ADDENDUM
CITY COUNCIL MEETING
NOVEMBER 21ST, 2023 AT 6:00 P.M.**

A1. Discussion and possible action regarding Tri-Star Construction, LLC. Change Order #2 for Street Rehabilitation Project Phase 2 in the amount of \$12,372.93. (Scrivener's error - Agenda read \$12,3762.93)

Motion was made by Chitwood, second by Mileur to approve Tri-Star Construction, LLC. Change Order #2 for Street Rehabilitation Project Phase 2 in the amount of \$12,372.93. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Shropshire and Bradshaw. Voting no: Lamar.

A2. Discussion and possible action regarding an expenditure in the amount of \$3,564.85 to Agriland FS, Inc. for fuel to the Pryor Creek Police Department from Police Gas & Oil Account #02-215-5102.

Motion was made by Chitwood, second by Mileur to approve an expenditure in the amount of \$3,564.85 to Agriland FS, Inc. for fuel to the Pryor Creek Police Department from Police Gas & Oil Account #02-215-5102. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw and Mileur. Voting no: none.

A3. Possible Executive Session pursuant to the Oklahoma Open Meeting Act for the purpose of discussing the Grievance between the F.O.P. Lodge #116 and the City of Pryor Creek. (25 O.S. 307 (B) (4)).

Motion was made by Chitwood, second by Gonthier to enter Executive Session at 8:08 p.m. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur and Chitwood. Voting no: none.

A4. Consider resuming Regular Session. No action taken during Executive Session.

Motion was made by Gonthier, second by Mileur to exit Executive Session at 8:20 p.m. Voting yes: Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood and Tramel. Voting no: none.

Mayor moved back to the regular agenda.

6. CITY ATTORNEY'S REPORT:

a. Discussion and possible action regarding an Ordinance amending the Pryor Creek Unified Development Ordinances to include an additional rear setback for accessory buildings and outbuildings. (Second reading was waived at the November 7th, 2023 Council meeting. No vote was taken for approval of the ordinance.)

Motion was made by Chitwood, second by Gonthier to approve an Ordinance amending the Pryor Creek Unified Development Ordinances to include an additional rear setback for accessory buildings and outbuildings. Voting yes: Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

b. Second reading, discussion and possible action regarding an Ordinance amending 1-6-5 Personnel Board. Redesigning the construct of the Personnel Board.

Motion was made by Gonthier, second by Bradshaw to waive the second reading and approve an Ordinance amending 1-6-5 Personnel Board. Redesigning the construct of the Personnel Board. Voting yes: Shropshire, Bradshaw, Mileur and Chitwood. Voting no: Lamar, Tramel, Gonthier and Smith. Mayor Doyle voted yes to break the tie.

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, December 12th.

b. Ordinance and Insurance

Gonthier reported that there is a special meeting scheduled Wednesday, November 29th at 5:30 p.m.

c. Street

Mileur reported that the next meeting will be Tuesday, December 26th.

7. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

8. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 8:28 p.m.

2. APPROVE MINUTES OF NOVEMBER 7TH, 2023 MEETING.

Motion was made by Gonthier, second by Chitwood to approve the minutes of the November 7th, 2023 meeting. Voting yes: Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

3. UNFORESEEABLE BUSINESS.

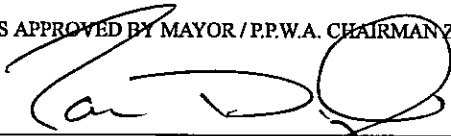
(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

There was no unforeseeable business.

4. ADJOURN.

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

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



MINUTES WRITTEN BY ASSISTANT CITY CLERK COURTNEY DAVIS

