

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, FEBRUARY 20<sup>TH</sup>, 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 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, Jeremy Cantrell, Kevin Tramel, Becki Sams-Benham, BK Young, Frank Powell and Cari Rerat.

Others present: Kemmie Shropshire, Autumn Graybill, Gilbert Graybill, Nena Roberts, Jeff Kolker, Angela Smith, Marshel Morrison, Houston Brittain, Adam Anderson and Tyler Brown.

**2. PETITIONS FROM THE AUDIENCE:**

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

Kolker discussed the midyear budget review with Council. He stated that the budget is trending in the right direction. Council discussed holding a special Council meeting in the next week for the purposes of asking questions regarding the budget review.

**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 February 6<sup>th</sup>, 2024 Council meeting.
- b. Approve payroll purchase orders through March 1<sup>st</sup>, 2024.
- c. Approve claims for purchase orders through February 20<sup>th</sup>, 2024.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL FUND	2320231913 - 2320232019	\$177,990.31
STREET & DRAINAGE	2320232019 - 2320231973	\$8,687.31
CEMETERY CARE FUND	2320232036	\$980.70
GOLF COURSE	2320231936 - 911380B	\$8,833.97
CAPITAL OUTLAY	2320232042 - 911384B	\$28,363.26
RECREATION CENTER	2320231939 - 2320231935	\$29,977.25
P.P.W.A. SINKING FUND	2320232011	\$5,992.00
PRYOR PUBLIC WORKS AUTHORITY	2320231997	\$4,999.99
DONATIONS AND EARMARKED	2320231593 - 2320232007	\$6,321.24
EDTA	2320232020 - 2320232022	\$71,842.00
<b>TOTAL</b>		<b>\$343,988.03</b>
<b>BLANKETS</b>		
911443B	PRYOR CHEVROLET BUICK GMC	\$20,000.00
<b>TOTAL</b>		<b>\$20,000.00</b>

- d. Approve Mayor to sign a proclamation declaring May 18<sup>th</sup>, 2024 “Kids to Parks Day.”

- e. Approve declaring as surplus and discarding:
  - iPad Air Model #MD785LL/A - #04610
  - iPad Air Model #MD785LL/A - #04608
  - iPad Air Model #MD785LL/A - #04606
  - iPad Air Model #MD785LL/A - #04605
  - iPad Air Model #MD785LL/A - #04604
  - iPad Air Model #MD785LL/A - #04467
  - iPad Air Model #MD785LL/A - #04607
  - iPad Air Model #MD785LL/A - #04760
  - iPad Air Model #MD785LL/A - #04609
  - iPad Air Model #MD785LL/A - #02188

- f. Approve an expenditure in the amount of \$3,426.78 for Municipal Court Penalty Assessment reimbursement - \$1,159.64 from Penalty Assessments Collected Account #02-000-2007; \$1,111.50 from Forensic Fees Account #02-000-2008; \$1,155.64 from A.F.I.S Fees Account #02-000-2009.
- g. Approve 11<sup>th</sup> Annual “Walk A Mile In Their Shoes” event sponsored by Safenet Services in honor of Sexual Assault Awareness Month on April 6<sup>th</sup>, 2024 from 9:00 a.m. - 12:00 p.m. Event will be held on the sidewalks of Pryor Main Street and the Mayes County Courthouse parking lot. No road closures will be needed.
- h. Approve an expenditure in the amount of \$4,999.99 to United States Department of Agriculture, Animal and Plant Health Inspection Service for services rendered from October 1<sup>st</sup>, 2022 - September 30<sup>th</sup>, 2023, from Wildlife Nuisance Account #88-885-5347 (Current balance \$10,000.00). Previously presented for approval on October 17<sup>th</sup>, 2023, but no action was taken.
- i. Approve an expenditure in the amount of \$3,035.75 to CivicPlus for Web Open Platform Maintenance from January 29<sup>th</sup>, 2024 - January 28<sup>th</sup>, 2025 from General Outside Services Account #02-201-5075 (Current balance \$63,861.43).
- j. Approve four purchase orders totalling \$15,680.00 to Infrastructure Solutions Group, LLC for PRY-21-03-01 for Front Entrance Awning Study, PRY-21-08-01 for the Roof Replacement, PRY-22-01-01 for Fitness Court Pad, PRY-22-02-01 for HVAC Replacement to be paid from Aquatic Repair and Maintenance Account #84-846-5091 (Current balance \$78,508.09). *Scrivener's error: \$6,120.00 to be paid from Outside Services Account #84-845-5075 and \$9,560.00 to be paid from Aquatic Repair and Maintenance Account #84-846-5091.*
- k. Approve an expenditure in the amount of \$2,593.00 to Fire Programs from Fire Repair & Maintenance Account #02-217-5091 (Current balance \$19,898.02) for annual access, support and updates. This software is used to run reports and log runs at the Fire Department.
- l. Approve promotion of Dustin Hopper to Assistant Superintendent at the Pryor Creek Park Department at Range E, Step 2.
- m. Approve an expenditure in the amount of \$5,992.00 to Jayco Heat & Air for installation of a new evaporator coil at the Police & Fire Emergency Service Center from Bond Account #87-875-5426 (Current balance \$229,431.57).
- n. Approve transfer of \$150,000.00 from Main Street Bond Account #68-000-4111 (Current balance \$210,121.31) to EDTA Downtown Streetscape Account #98-985-5240 for Downtown Streetscape and Wayfinding Master Plan. Council approved the proposed timeline and financing schedule through Planning Design Group on October 19<sup>th</sup>, 2021. There was discussion to transfer these funds from Fund 68 to Fund 98 but the motion was not amended to include that information. *Scrivener's error: \$140,000.00 from Main Street Bond Account #68-000-4111 (Current balance \$481,815.56).*

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

### **3c. Approve claims for purchase orders through February 20<sup>th</sup>, 2024.**

Motion was made by Chitwood, second by Mileur to approve claims for purchase orders through February 20<sup>th</sup>, 2024. Voting yes: Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

### **3h. Approve an expenditure in the amount of \$4,999.99 to United States Department of Agriculture, Animal and Plant Health Inspection Service for services rendered from October 1<sup>st</sup>, 2022 - September 30<sup>th</sup>, 2023, from Wildlife Nuisance Account #88-885-5347 (Current balance \$10,000.00). Previously presented for approval on October 17<sup>th</sup>, 2023, but no action was taken.**

Motion was made by Shropshire, second by Chitwood to approve an expenditure in the amount of \$4,999.99 to United States Department of Agriculture, Animal and Plant Health Inspection Service for services rendered from October 1<sup>st</sup>, 2022 - September 30<sup>th</sup>, 2023, from Wildlife Nuisance Account #88-885-5347 (Current balance \$10,000.00). Previously presented for approval on October 17<sup>th</sup>, 2023, but no action was taken. Voting yes: Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

**3j. Approve four purchase orders totalling \$15,680.00 to Infrastructure Solutions Group, LLC for PRY-21-03-01 for Front Entrance Awning Study, PRY-21-08-01 for the Roof Replacement, PRY-22-01-01 for Fitness Court Pad, PRY-22-02-01 for HVAC Replacement to be paid from Aquatic Repair and Maintenance Account #84-846-5091 (Current balance \$78,508.09). *Scrivener's error: \$6,120.00 to be paid from Outside Services Account #84-845-5075 and \$9,560.00 to be paid from Aquatic Repair and Maintenance Account #84-846-5091.***

Motion was made by Shropshire, second by Chitwood to discuss four purchase orders totalling \$15,680.00 to Infrastructure Solutions Group, LLC for PRY-21-03-01 for Front Entrance Awning Study, PRY-21-08-01 for the Roof Replacement, PRY-22-01-01 for Fitness Court Pad, PRY-22-02-01 for HVAC Replacement to be paid from Aquatic Repair and Maintenance Account #84-846-5091 (Current balance \$78,508.09). *Scrivener's error: \$6,120.00 to be paid from Outside Services Account #84-845-5075 and \$9,560.00 to be paid from Aquatic Repair and Maintenance Account #84-846-5091.* Motion was made by Chitwood, second by Bradshaw to approve the purchase orders. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Bradshaw. Voting no: none.

**3m. Approve an expenditure in the amount of \$5,992.00 to Jayco Heat & Air for installation of a new evaporator coil at the Police & Fire Emergency Service Center from Bond Account #87-875-5426 (Current balance \$229,431.57).**

Motion was made by Chitwood, second by Shropshire to approve an expenditure in the amount of \$5,992.00 to Jayco Heat & Air for installation of a new evaporator coil at the Police & Fire Emergency Service Center from Bond Account #87-875-5426 (Current balance \$229,431.57). Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw and Mileur. Voting no: none.

**3n. Approve transfer of \$150,000.00 from Main Street Bond Account #68-000-4111 (Current balance \$210,121.31) to EDTA Downtown Streetscape Account #98-985-5240 for Downtown Streetscape and Wayfinding Master Plan. Council approved the proposed timeline and financing schedule through Planning Design Group on October 19<sup>th</sup>, 2021. There was discussion to transfer these funds from Fund 68 to Fund 98 but the motion was not amended to include that information. *Scrivener's error: \$140,000.00 from Main Street Bond Account #68-000-4111 (Current balance \$481,815.56).***

Motion was made by Chitwood, second by Mileur to approve transfer of \$150,000.00 from Main Street Bond Account #68-000-4111 (Current balance \$210,121.31) to EDTA Downtown Streetscape Account #98-985-5240 for Downtown Streetscape and Wayfinding Master Plan. Council approved the proposed timeline and financing schedule through Planning Design Group on October 19<sup>th</sup>, 2021. There was discussion to transfer these funds from Fund 68 to Fund 98 but the motion was not amended to include that information. *Scrivener's error: \$140,000.00 from Main Street Bond Account #68-000-4111 (Current balance \$481,815.56).* Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur and Chitwood. Voting no: none.

#### **4. MAYOR'S REPORT**

(These are items possibly requiring discussion and action.)

##### **a. Presentation of the Coo-y-yah Report.**

No action. Mayor Doyle presented the Coo-y-yah Report.

##### **b. Discussion and possible action to approve Mayor to sign a proclamation declaring February 23<sup>rd</sup>, 2024 Lowell Leroy "Jake" Wiseman Day.**

Motion was made by Gonthier, second by Chitwood to approve Mayor to sign a proclamation declaring February 23<sup>rd</sup>, 2024 Lowell Leroy "Jake" Wiseman Day. Voting yes: Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood and Tramel. Voting no: none.

##### **c. Approve Mayor to sign a proclamation declaring February 5<sup>th</sup>-9<sup>th</sup>, 2024 National School Counseling Week.**

Motion was made by Chitwood, second by Mileur to approve Mayor to sign a proclamation declaring February 5<sup>th</sup>-9<sup>th</sup>, 2024 National School Counseling Week. Voting yes: Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

**5. CITY ATTORNEY’S REPORT:**

**a. Discussion and possible action to set March 19<sup>th</sup>, 2024 as the date for public hearing to be held on PCO Holdings, LLC possible annexation and directing notices for the public hearing be given according to law.**

Motion was made by Chitwood, second by Shropshire to set March 19<sup>th</sup>, 2024 as the date for public hearing to be held on PCO Holdings, LLC possible annexation and directing notices for the public hearing be given according to law. Voting yes: Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier and Smith. 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, March 12<sup>th</sup>.

**b. Ordinance and Insurance**

Gonthier reported that there is no upcoming meeting.

**c. Street**

Mileur reported that the next meeting will be Tuesday, February 27<sup>th</sup>.

**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 7:44 p.m.

**2. APPROVE MINUTES OF THE FEBRUARY 6<sup>TH</sup>, 2024 MEETING.**

Motion was made by Chitwood, second by Gonthier to approve the minutes of the February 6<sup>th</sup>, 2024 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 CITY CLERK COURTNEY DAVIS