

MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, AUGUST 15TH, 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 6:00 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, Dennis Nance, Travis Mileur, Randy Chitwood, Chris Gonthier and Bruce Smith. Members absent: Choya Shropshire and Charles Tramel.

Department Heads and other City Officials present: Chase McBride, Jeremy Cantrell, BK Young, Dennis Bowman, Cari Rerat and Mike Moore.

Others present: Jared Crisp, Travis Willis, Phil Rerat, Adam Anderson, Kevin Tramel, Houston Brittain, Terry Aylward, Meredith Olson, Becki Sams-Benham, Lori Ballew, Samantha Williams, Paige Lamar, Nena Roberts, Autumn Graybill, Gilbert Graybill, Marsha White, Larry Williams, Tyler Duncan and Angela Smith.

2. PETITIONS FROM THE AUDIENCE:

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

There were no petitions from the audience.

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 striking Scrivener's error on items 4h and 4i from City Council Meeting on 8/1/2023 and amending the decision to include the original amounts of \$118,270.00 and \$77,037.00.
- b. Approve minutes of the August 1st, 2023 Council meeting.
- c. Approve payroll purchase orders through August 18th, 2023.
- d. Approve claims for purchase orders through August 15th, 2023.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2320230327-2320230423	221,559.12
STREET & DRAINAGE	2320230434-911413B	6,467.69
GOLF COURSE	2320230334-911380B	25,717.35
CAPITAL OUTLAY RESERVE	2320230349-911384B	20,465.25
REAL PROPERTY ACQUISITION RES.	2320230348-2320230376	144.00
RECREATION CENTER	2320230371-2320230434	14,830.53
PRYOR PUBLIC WORKS AUTHORITY	2320230312	2,500.00
LIBRARY SPECIAL CASH ACCOUNT	2320230255-2320230414	4,046.55
DONATIONS AND EARMARKED	2320230314-2320230410	1,962.05
EDTA	2320230375	3,396.00
TOTAL		301,088.54

BLANKETS		
911379B	KOLKER & KOLKER INC	26,800.00
911426B	AT&T MOBILITY	15,000.00
911427B	MAYES COUNTY SHERIFF	10,000.00
TOTAL		51,800.00

- e. Approve Mayor to amend the Lease Agreement duration with Pryor Little League Football at the Edward Soccer Complex from 1 year to 25 years.
- f. Approve Mayor signing an Agreement with Clifford Power for maintenance of the Emergency Services Center generators.
- g. Approve the Pryor Creek Recreation Center to accept a bid from Perkins Irrigation to repair the irrigation system in the amount of \$2,875.00 to be paid from Recreation Repair and Maintenance Account #84-845-5091. Wires are severed, and boring under the sidewalk will be required.
- h. Approve the Pryor Creek Recreation Center to accept a bid from Green Thumb Landscapes & Lawncare in the amount of \$4,639.25 for landscaping to be paid from Recreation Repair and Maintenance Account #84-845-5091. Original bid amount was \$5,139.25 and has been

discounted \$500.00 due to the exclusion of the West bed. Two other bids requested but not received from Oklahoma Mowing Company and Mayes County Master Gardeners.

- i. Approve the Pryor Creek Recreation Center to accept a bid from M&E Design in the amount of \$6,020.85 from Recreation Repair and Maintenance Account #84-845-5091 to replace the front desk countertop.
- j. Approve billing proposal from Kolker & Kolker for 2023-2024.
- k. Approve an expenditure in the amount of \$6,200.00 to Kolker & Kolker, Inc. for professional services for the month of July, from General Outside Services-Accounting Account #02-201-5073.
- l. Approve an expenditure in the amount of \$4,065.00 to Fiber Interactive Technologies from the Police Technology Account #02-215-5260.
- m. Approve an expenditure in the amount of \$3,120.00 to the Mayes County Sheriff's Office for the July 2023 prisoner fees from Police Jail Operations Account #02-215-5333.
- n. Approve an expenditure in the amount of \$3,125.64 to AT&T Mobility for July 2023, monthly Officer cell phone/data from the Police Telephone Account #02-215-5061.
- o. Approve the purchase of a new fire engine.
- p. Approve an expenditure in the amount of \$4,226.06 to Jayco Heat & Air for summer maintenance and filter change at the Pryor Creek Recreation Center from Recreation Repair & Maintenance Account #84-845-5091.
- q. Approve the recommendation to appoint Autumn Graybill to fill the vacant Seat #1 on the Park Board, term ending 7/31/26.

Motion was made by Mileur, second by Gonthier to approve the consent agenda less items a, b and o. Voting yes: Lamar, Nance, Mileur, Chitwood, Gonthier and Smith. Voting no: none.

3a. Approve striking Scrivener's error on items 4h and 4i from City Council Meeting on 8/1/2023 and amending the decision to include the original amounts of \$118,270.00 and \$77,037.00.

Motion was made by Gonthier, second by Mileur to approve striking Scrivener's error on items 4h and 4i from City Council Meeting on 8/1/2023 and amending the decision to include the original amounts of \$118,270.00 and \$77,037.00. Voting yes: Nance, Mileur, Chitwood, Gonthier, Smith and Lamar. Voting no: none.

3b. Approve minutes of the August 1st, 2023 Council meeting.

Motion was made by Chitwood, second by Gonthier to approve minutes of the August 1st, 2023 Council meeting. Voting yes: Mileur, Chitwood, Gonthier, Smith, Lamar and Nance. Voting no: none.

3c. Approve the purchase of a new fire engine.

Motion was made by Chitwood, second by Mileur to approve the purchase of a new fire engine. Voting yes: Chitwood, Gonthier, Smith, Lamar, Nance and Mileur. Voting no: none.

4. MAYOR'S REPORT

(These are items possibly requiring discussion and action.)

- h. Discussion and possible action regarding General Government Budget, Fund #201, for 2023-2024 fiscal year.**
- i. Discussion and possible action regarding Community Development Budget, Fund #203, for 2023-2024 fiscal year.**
- j. Discussion and possible action regarding Planning & Zoning Budget, Fund #205, for 2023-2024 fiscal year.**
- k. Discussion and possible action regarding Managerial Budget, Fund #207, for 2023-2024 fiscal year.**
- l. Discussion and possible action regarding Clerical/Accounting Budget, Fund #209, for 2023-2024 fiscal year.**
- m. Discussion and possible action regarding City Attorney Budget, Fund #211, for 2023-2024 fiscal year.**
- n. Discussion and possible action regarding City Treasurer Budget, Fund #213, for 2023-2024 fiscal year.**
- o. Discussion and possible action regarding Police Budget, Fund #215, for 2023-2024 fiscal year.**
- p. Discussion and possible action regarding Animal Shelter Budget, Fund #216, for 2023-2024 fiscal year.**
- q. Discussion and possible action regarding Fire Department Budget, Fund #217, for 2023-2024 fiscal year.**
- r. Discussion and possible action regarding Park Budget, Fund #219, for 2023-2024 fiscal year.**
- s. Discussion and possible action regarding Library Budget, Fund #221, for 2023-2024 fiscal year.**
- t. Discussion and possible action regarding Cemetery Budget, Fund #223, for 2023-2024 fiscal year.**

- u. **Discussion and possible action regarding CEM (Emergency Management) Budget, Fund #225, for 2023-2024 fiscal year.**
- v. **Discussion and possible action regarding Municipal Court Budget, Fund #231, for 2023-2024 fiscal year.**
- w. **Discussion and possible action regarding Street Budget, Fund #14, for 2023-2024 fiscal year.**
- x. **Discussion and possible action regarding Cemetery Care Fund Budget, Fund #19, for 2023-2024 fiscal year.**
- y. **Discussion and possible action regarding Golf Course Budget, Fund #41, for 2023-2024 fiscal year.**
- z. **Discussion and possible action regarding Capital Outlay Budget, Fund #44, for 2023-2024 fiscal year.**
- aa. **Discussion and possible action regarding Real Property Acquisition Reserve Budget, Fund #46, for 2023-2024 fiscal year.**
- bb. **Discussion and possible action regarding Recreation Budget, Fund #84, for 2023-2024 fiscal year.**
- cc. **Discussion and possible action regarding Pryor Public Works Authority Budget, Fund #88, for 2023-2024 fiscal year.**
- dd. **Discussion and possible action regarding E-911 Budget, Fund #91, for 2023-2024 fiscal year.**
- ee. **Discussion and possible action regarding Economic Development Trust Authority Budget, Fund #98, for 2023-2024 fiscal year.**

Motion was made by Gonthier, second by Chitwood to send Mayor's Report items h-ee back to the Budget and Personnel Committee to approve changes. Voting yes: Gonthier, Smith, Lamar, Nance, Mileur and Chitwood. Voting no: none.

- a. **Discussion and possible action regarding allowing department heads to fill temporary and volunteer positions amidst the hiring freeze.**

Motion was made by Chitwood, second by Mileur to approve allowing department heads to fill temporary and volunteer positions amidst the hiring freeze. No action was taken.

- b. **Discussion and possible action regarding closure of South Adair from Graham Avenue to Southeast 1st Street on September 21st, 2023, from 3:00 p.m. – 8:30 p.m. for the Pryor Main Street Huckleberry Art & Music Festival.**

Motion was made by Gonthier, second by Chitwood to approve closure of South Adair from Graham Avenue to Southeast 1st Street on September 21st, 2023, from 3:00 p.m. – 8:30 p.m. for the Pryor Main Street Huckleberry Art & Music Festival. Voting yes: Smith, Lamar, Nance, Mileur, Chitwood and Gonthier. Voting no: none.

- c. **Discussion and possible action regarding a Resolution supporting continued participation in Main Street programs.**

Motion was made by Gonthier, second by Chitwood to approve Resolution 2023-6 supporting continued participation in Main Street programs. Voting yes: Lamar, Nance, Mileur, Chitwood, Gonthier and Smith. Voting no: none.

- d. **Discussion and possible action to transfer \$336,232.57 from Fund 05 to refund Police Overtime Account #02-215-5013.**

Motion was made by Smith, second by Gonthier to refer the transfer of \$336,232.57 from Fund 05 to refund Police Overtime Account #02-215-5013 to the Budget and Personnel Committee. Voting yes: Nance, Mileur, Chitwood, Gonthier, Smith and Lamar. Voting no: none.

- e. **Discussion regarding American Heartland Theme Park in Vinita and potential impact on the City of Pryor.**

No action. Doyle discussed the impact of the American Heartland Theme Park in Vinita and encouraged the Council to consider how Pryor could benefit from the development moving forward.

- f. **Discussion of what services, funds, etc. the Municipal Utility Board provides to the City of Pryor Creek, OK.**

No action. Crisp provided a presentation regarding the relationship between the Municipal Utility Board and the City of Pryor as set by code.

- g. **Discussion and possible action regarding an increase in the water rates inside the Corporate City Limits of Pryor Creek from \$4.83 per 1,000 gallons to \$5.05 per 1,000 gallons, effective August 2023 billing.**

Motion was made by Gonthier, second by Chitwood to approve an increase in the water rates inside the Corporate City Limits of Pryor Creek from \$4.83 per 1,000 gallons to \$5.05 per 1,000 gallons, effective August 2023 billing. Voting yes: Mileur, Chitwood, Gonthier, Smith, Lamar and Nance. Voting no: none.

Mayor moved to addendum.

**ADDENDUM
CITY COUNCIL MEETING
AUGUST 15TH, 2023 AT 6:00 P.M.**

A1. Discussion and possible action regarding EDTA request for funds from Fund 68 in the amount of \$60,000 for funding of the 2023-2024 Memorandum of Agreement between the Pryor Creek Economic Development Trust Authority and Pryor Main Street.

Motion was made by Gonthier, second by Smith to approve the EDTA request for funds from Fund 68 in the amount of \$60,000 for funding of the 2023-2024 Memorandum of Agreement between the Pryor Creek Economic Development Trust Authority and Pryor Main Street. Voting yes: Chitwood, Gonthier, Smith, Lamar, Nance and Mileur. Voting no: none.

A2. Discussion and possible action regarding McNeil & Co insurance renewal for Pryor Creek Fire Department.

Motion was made by Gonthier, second by Nance to approve McNeil & Co insurance renewal for Pryor Creek Fire Department. Voting yes: Gonthier, Smith, Lamar, Nance, Mileur and Chitwood. Voting no: none.

A3. Approve payroll purchase orders through September 1st, 2023.

Motion was made by Chitwood, second by Mileur to approve payroll purchase orders through September 1st, 2023. Voting yes: Smith, Lamar, Nance, Mileur, Chitwood and Gonthier. Voting no: none.

A4. Discussion and possible action regarding authorizing the Mayor to sign an agreement for services between the City of Pryor Creek and Pryor Creek Music Festivals, Inc. ("PCMF") for the 2023 annual live music festival known as Rocklahoma to be held Friday, August 31st, 2023 – Sunday, September 3rd, 2023. Document provided in the packet is last year's contract as an example.

Motion was made by Gonthier, second by Mileur to approve authorizing the Mayor to sign an agreement for services between the City of Pryor Creek and Pryor Creek Music Festivals, Inc. ("PCMF") for the 2023 annual live music festival known as Rocklahoma to be held Friday, August 31st, 2023 – Sunday, September 3rd, 2023 pending necessary changes by the City Attorney. Document provided in the packet is last year's contract as an example. Voting yes: Nance, Mileur, Chitwood and Gonthier. Voting no: Lamar and Smith.

A5. Discussion and possible action regarding authorizing the Mayor to sign an agreement for services between the City of Pryor Creek and Pryor Creek Music Festivals, Inc. ("PCMF") for the 2023 live music festival known as Born & Raised to be held Wednesday, September 13th, 2023 – Saturday, September 16th, 2023. Document provided in the packet is last year's contract as an example.

Motion was made by Gonthier, second by Mileur to approve authorizing the Mayor to sign an agreement for services between the City of Pryor Creek and Pryor Creek Music Festivals, Inc. ("PCMF") for the 2023 live music festival known as Born & Raised to be held Wednesday, September 13th, 2023 – Saturday, September 16th, 2023 pending necessary changes by the City Attorney. Document provided in the packet is last year's contract as an example. Voting yes: Nance and Mileur. Voting no: Chitwood, Gonthier, Smith and Lamar.

5. CITY ATTORNEY'S REPORT:

a. Discussion and possible action authorizing the City Attorney to draft an update to the Unified Development Ordinance regarding rear setback requirements.

Motion was made by Chitwood, second by Gonthier to approve authorizing the City Attorney to draft an update to the Unified Development Ordinance regarding rear setback requirements. Voting yes: Mileur, Chitwood, Gonthier, Smith, Lamar and Nance. 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 a special meeting will be scheduled for the upcoming week.

b. Ordinance and Insurance

Gonthier reported that there is no meeting scheduled.

c. Street

Mileur reported that the next meeting will be August 22nd, 2023.

8. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:47 p.m.

2. APPROVE MINUTES OF AUGUST 1ST, 2023 MEETING.

Motion was made by Gonthier, second by Chitwood to approve the minutes of the August 1st, 2023 meeting. Voting yes: Gonthier, Smith, Lamar, Nance, Mileur and Chitwood. 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 Nance, second by Chitwood to adjourn. Voting yes: Smith, Lamar, Nance, Mileur, Chitwood and Gonthier. Voting no: none.

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

MINUTES WRITTEN BY CITY CLERK / P.P.W.A. SECRETARY COURTNEY DAVIS
