

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, AUGUST 18TH, 2020 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 e-mailed to The Paper newspaper and e-mailed to the Council members.

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

Mayor Lees called the meeting to order at 6:00 p.m. The Prayer and Pledge of Allegiance were led by Mayor Lees. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Briana Brakefield, Yolanda Thompson and Jimmy Tramel. Members absent: Randy Chitwood.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief B.K. Young, Park Superintendent Frank Powell, Street Superintendent Buddy Glenn, Library Director Cari Rerat, Recreation Center Director Jessica Long, Recreation Center Assistant Director Jerome Hopkins.

Others present: Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Library Board Chairman Jeanette Anderson, Park Board member Pat Richard, CMS Willowbrook representative Bryan Miles, Kemmie Shropshire and Terry Aylward.

2. PETITIONS FROM THE AUDIENCE. (LIMITED TO 5 MINUTES.)

There were no petitions.

3. DEPARTMENT HEAD REPORTS IF NEEDED.

a. Building Inspector

No report.

b. Emergency Management

No report.

c. Fire

No report.

d. Golf

No report.

e. Library

Rerat reported that the 2020 Census is due by the end of September.

f. Parks / Cemetery

Powell reported that they have been super busy. They have been down two workers since before the windstorm. The cemetery project is approximately 90% complete.

g. Police

No report.

h. Recreation Center

Long reported that the security system at the Recreation Center may be “fried.” Paddock has been in touch regarding the pool project and is estimating a start date of September 15th.

i. Street

Glenn reported that they have been running the street sweepers. They are running about three weeks behind, due to the weather. He also reported that the overlay project is running behind and he is not sure why. The bridge project on Dog Pound Road is underway.

4. MAYOR’S REPORT:

a. **Presentation by CMS Willowbrook representative Bryan Miles and Graber & Graber representative Jim Graber regarding the final plans for the Police and Fire Emergency Services Center and Library Renovation projects.**

No action. CMS Willowbrook representative Bryan Miles spoke regarding the upcoming Police and Fire Emergency Services Center and Library Renovation projects, and he explained “value engineering.”

5. **CITY ATTORNEY’S REPORT:**

a. **Discussion and possible action regarding a Joint Resolution of Necessity of the City of Pryor Creek, Oklahoma, and the Municipal Utility Board for the City of Pryor Creek for acquisition of easements for utilities extension on North Utilities Extension Project.**

Motion was made by Tramel, second by Thompson to approve Resolution #2020 - 8, a Joint Resolution of Necessity of the City of Pryor Creek, Oklahoma, and the Municipal Utility Board for the City of Pryor Creek for acquisition of easements for utilities extension on North Utilities Extension Project and waive the reading. Voting yes: Ketcher, Shropshire, Nance, Smith, Brakefield, Tramel, Thompson. Voting no: none.

6. **DISCUSSION AND POSSIBLE ACTION ON CONSENT AGENDA.**

(Items deemed non-controversial and routine in nature to be approved by one motion without discussion. Any Council member wishing to discuss an item may request it be removed and placed on the regular agenda.)

- a. Approve minutes of the August 4th, 2020 Council meeting.
- b. Approve payroll purchase orders through August 21st, 2020.
- c. Approve claims for purchase orders through August 18th, 2020.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2020200374 - 2020200385	159,844.35
STREET & DRAINAGE	911199B - 2020200335	12,878.31
GOLF COURSE	2020200360 - 2020200370	8,826.67
CAPITAL OUTLAY	911173B – 911210B	13,351.80
REAL PROPERTY ACQUIS.	2020200293 - 2020200285	128,440.26
RECREATION CENTER	2020200343 - 2020200344	16,483.46
DONATIONS CASH FUND	2020200325 – 911161B	4,082.76
TOTAL		343,907.61
BLANKETS		
911211B	GT DISTRIBUTORS	7,000.00
911212B	DEMCO	1,000.00
911213B	RECORDED BOOKS LLC	1,000.00
911214B	WALMART COMMUNITY	1,000.00
911215B	SUNDANCE OFFICE SUPPLY	1,000.00
911216B	CANON FINANCIAL SERVICES	3,500.00
911217B	BAKER & TAYLOR	20,000.00
911218B	WALMART COMMUNITY	500.00
911219B	TERRACON	2,000.00
911220B	RETAIL ATTRACTIONS LLC	44,000.00
911221B	AMERICAN NATIVE VENTURES	432,774.10
TOTAL		513,774.10

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding an expenditure in the amount of \$3,071.40 to Higley Consulting for residential building inspection services for the month of July 2020, from General Outside Services Account #02-201-5075.
- f. Discussion and possible action regarding reappointment of Shryle Glancy to Seat #3 of the Planning and Zoning Commission, term ending September 30th, 2023.
- g. Discussion and possible action regarding reappointment of Gina Alvis Watts to Seat #4 of the Planning and Zoning Commission, term ending September 30th, 2023.
- h. Discussion and possible action regarding an expenditure to Thyssenkrupp Elevator Corporation in the amount of \$3,523.87 for annual maintenance agreement through July 31st, 2021, for the elevator at the old City Hall building, 6 N. Adair Street from General Repair and Maintenance Account #02-201-5091.
- i. Discussion and possible action regarding a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and P&P Ventures, LLC for a 7.5 foot easement being described as the Southwesterly Seven and a Half (7.5) feet of Lot Numbered Five (5) in Block Numbered Seven (7), of EASTMANOR SECOND, an ADDITION to the Incorporated City of PRYOR CREEK, Mayes County, State of Oklahoma, according to the Recorded Plat and Survey thereof.
- j. Discussion and possible action regarding a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and James Armstrong and Martha Armstrong for a 7.5 foot easement being described as the Northeasterly Seven and a Half (7.5) feet of Lot Six (6), Block Seven (7), of EASTMANOR SECOND, an addition to the City of Pryor, Mayes County, State of Oklahoma, according to the recorded plat thereof.

- k. Discussion and possible action regarding bids received for demolition of property at 314 N. Taylor and accepting low bid of \$4,000.00 from Pest Off Exterminators from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: True Cut Excavation, \$4,500.00; Adair Tree Clearing, \$4,545.00; CRV Construction Clean Up & Hauling, Inc., \$4,700.00; Hansen Dirt and Demo, LLC, \$5,000.00; Wade's Wrecker Service, \$7,200.00.
- l. Discussion and possible action regarding an expenditure in the amount of \$6,998.70 to Cardinal Tracking, Inc., for the Pryor Creek Police Department from General Software Account #02-215-5260.
- m. Discussion and possible action regarding an expenditure in the amount of \$13,004.00 to McNeil&Co. for Commercial Package Fire Insurance Policy from General Insurance – Fire Account #02-201-5044.
- n. Discussion and possible action regarding an expenditure in the amount of \$13,004.00 to McNeil&Co. for Commercial Package Fire Insurance Policy from General Insurance – Fire Account #02-201-5044
- o. Discussion and possible action regarding an expenditure in the amount of \$6,610.00 to McNeil&Co. for Inland Marine (Commercial) Fire Insurance Policy from General Insurance – Fire Account #02-201-5044.
- p. Discussion and possible action regarding updating the City of Pryor Creek pay plan as follows: Temporary Outside – Lifeguards to \$10.00 per hour and Swim Instructors to \$11.00 per hour.
- q. Discuss, possibly recommend Council action regarding obtaining an RFQ from our local lending institutions to fund 50 new golf carts. The anticipated term is 4 years and the estimated amount of up to \$135,000.00 from Golf Capital Outlay Cart Lease Account #41-415-5413.
- r. Discussion and possible action regarding an expenditure in the amount of \$2,749.00 to P&K Equipment as the low quote for a 2020 John Deere Z345M Zero-Turn Riding Mower for the Pryor Creek Fire Department from Fire Capital Outlay Account #02-217-5411. Other quotes received: Home Depot - \$2,799.00; Lowe's - \$3,060.62.
- s. Discussion and possible action regarding the 2020-2021 City of Pryor Creek General Fund Budget (Fund 02) with amendments.
- t. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Street Budget (Fund 14).
- u. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Cemetery Care Fund Budget (Fund 19).
- v. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Golf Fund Budget (Fund 41).
- w. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Capital Outlay Fund Budget (Fund 44).
- x. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Real Property Acquisition Reserve Fund Budget (Fund 46).
- y. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Recreation Center Fund Budget (Fund 84).
- z. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Public Works Authority Fund Budget with amendments (Fund 88).
- aa. Discussion and possible action regarding the 2020-2021 City of Pryor Creek E-911 Fund Budget (Fund 91).

Motion was made by Brakefield, second by Smith to approve items a – aa, less items a, e, i, j, k, n, q, s, t, v and w. Voting yes: Shropshire, Nance, Smith, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

a. Approve minutes of the August 4th, 2020 Council meeting.

Motion was made by Shropshire, second by Nance to approve minutes of the August 4th, 2020 Council meeting. Voting yes: Nance, Smith, Tramel, Thompson, Ketcher, Shropshire. Abstaining, counting as a no vote: Brakefield. Voting no: none.

e. Discussion and possible action regarding an expenditure in the amount of \$3,071.40 to Higley Consulting for residential building inspection services for the month of July 2020, from General Outside Services Account #02-201-5075.

Motion was made by Tramel, second by Smith to approve an expenditure in the amount of \$3,071.40 to Higley Consulting for residential building inspection services for the month of July 2020, from General Outside Services Account #02-201-5075. Voting yes: Smith, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

i. Discussion and possible action regarding a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and P&P Ventures, LLC for a 7.5 foot easement being described as the Southwesterly Seven and a Half (7.5) feet of Lot Numbered Five (5) in Block

Numbered Seven (7), of EASTMANOR SECOND, an ADDITION to the Incorporated City of PRYOR CREEK, Mayes County, State of Oklahoma, according to the Recorded Plat and Survey thereof.

Motion was made by Shropshire, second by Brakefield to approve a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and P&P Ventures, LLC for a 7.5 foot easement being described as the Southwesterly Seven and a Half (7.5) feet of Lot Numbered Five (5) in Block Numbered Seven (7), of EASTMANOR SECOND, an ADDITION to the Incorporated City of PRYOR CREEK, Mayes County, State of Oklahoma, according to the Recorded Plat and Survey thereof. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Voting no: none.

j. Discussion and possible action regarding a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and James Armstrong and Martha Armstrong for a 7.5 foot easement being described as the Northeasterly Seven and a Half (7.5) feet of Lot Six (6), Block Seven (7), of EASTMANOR SECOND, an addition to the City of Pryor, Mayes County, State of Oklahoma, according to the recorded plat thereof.

Motion was made by Smith, second by Brakefield to approve a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and James Armstrong and Martha Armstrong for a 7.5 foot easement being described as the Northeasterly Seven and a Half (7.5) feet of Lot Six (6), Block Seven (7), of EASTMANOR SECOND, an addition to the City of Pryor, Mayes County, State of Oklahoma, according to the recorded plat thereof. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Brakefield. Voting no: none.

k. Discussion and possible action regarding bids received for demolition of property at 314 N. Taylor and accepting low bid of \$4,000.00 from Pest Off Exterminators from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: True Cut Excavation, \$4,500.00; Adair Tree Clearing, \$4,545.00; CRV Construction Clean Up & Hauling, Inc., \$4,700.00; Hansen Dirt and Demo, LLC, \$5,000.00; Wade's Wrecker Service, \$7,200.00.

Motion was made by Shropshire, second by Smith to approve bids received for demolition of property at 314 N. Taylor and accepting low bid of \$4,000.00 from Pest Off Exterminators from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: True Cut Excavation, \$4,500.00; Adair Tree Clearing, \$4,545.00; CRV Construction Clean Up & Hauling, Inc., \$4,700.00; Hansen Dirt and Demo, LLC, \$5,000.00; Wade's Wrecker Service, \$7,200.00.

Mayor requested no action be taken on these bids. The property was sold and a demolition permit was purchased by the new owner.

Motion was then amended by Shropshire, and second was amended by Smith to take no action on bids received for demolition of property at 314 N. Taylor and accepting low bid of \$4,000.00 from Pest Off Exterminators from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: True Cut Excavation, \$4,500.00; Adair Tree Clearing, \$4,545.00; CRV Construction Clean Up & Hauling, Inc., \$4,700.00; Hansen Dirt and Demo, LLC, \$5,000.00; Wade's Wrecker Service, \$7,200.00. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Brakefield, Tramel. Voting no: none.

n. Discussion and possible action regarding an expenditure in the amount of \$13,004.00 to McNeil&Co. for Commercial Package Fire Insurance Policy from General Insurance – Fire Account #02-201-5044.

Motion was made by Smith, second by Brakefield to take no action. This item was duplicated on the agenda. Voting yes: Ketcher, Shropshire, Nance, Smith, Brakefield, Tramel, Thompson. Voting no: none.

q. Discuss, possibly recommend Council action regarding obtaining an RFQ from our local lending institutions to fund 50 new golf carts. The anticipated term is 4 years and the estimated amount of up to \$135,000.00 from Golf Capital Outlay Cart Lease Account #41-415-5413.

Motion was made by Thompson, second by Nance to approve obtaining an RFQ from our local lending institutions to fund 50 new golf carts. The anticipated term is 4 years and the estimated amount of up to \$135,000.00 from Golf Capital Outlay Cart Lease Account #41-415-5413. Voting yes: Smith, Tramel, Thompson. Voting no: Shropshire, Nance, Brakefield, Ketcher. Motion failed.

s. Discussion and possible action regarding the 2020-2021 City of Pryor Creek General Fund Budget (Fund 02) with amendments.

Motion was made by Thompson, second by Smith to approve the 2020-2021 City of Pryor Creek General Fund Budget (Fund 02) with amendments. It was noted that the budget includes a 2% cost of living adjustment, as well as a longevity increase. Voting yes: Nance, Smith, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

t. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Street Budget (Fund 14).

Motion was made by Thompson, second by Nance to approve the 2020-2021 City of Pryor Creek Street Budget (Fund 14). Motion was then amended by Thompson, and second was amended by Nance to approve

after removal of the Oakwood Road Project amount. This made the new Street Budget total \$2,174,936.00. Voting yes: Smith, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

v. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Golf Fund Budget (Fund 41).

Motion was made by Smith, second by Thompson to approve the 2020-2021 City of Pryor Creek Golf Fund Budget (Fund 41). Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Voting no: none.

w. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Capital Outlay Fund Budget (Fund 44).

Motion was made by Thompson, second by Nance to approve the 2020-2021 City of Pryor Creek Capital Outlay Fund Budget (Fund 44) at the corrected amount of \$1,163,461.45. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Brakefield. Voting no: none.

7. COMMITTEE REPORTS:
a. Budget and Personnel (Brakefield)

The Budget and Personnel Committee will meet for their next regular meeting on September 8th.

b. Ordinance and Insurance (Shropshire)
Shropshire reported they are about 30 days out from having a meeting.

c. Street (Smith)
Smith reported that they are working on some items and may meet next week.

8. UNFORESEEABLE BUSINESS.
(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
There was no unforeseeable business.

9. ADJOURN.
Motion was made by Ketcher, second by Smith to adjourn. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Brakefield, Tramel. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY
1. CALL TO ORDER.

Meeting was called to order at 7:20 p.m.

2. APPROVE MINUTES OF AUGUST 4TH, 2020 MEETING.
Motion was made by Thompson, second by Smith to approve minutes of August 4th, 2020 meeting. Voting yes: Ketcher, Shropshire, Nance, Smith, Tramel, Thompson. Abstaining, counting as a no vote: Brakefield. 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 Ketcher, second by Smith to adjourn. Voting yes: Shropshire, Nance, Smith, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN LARRY LEES

MINUTES WRITTEN BY CITY CLERK / P.P.W.A. SECRETARY EVA SMITH
