

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, MAY 5<sup>TH</sup>, 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](http://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 Kim Ritchie. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Briana Brakefield, Jimmy Tramel and Zac Doyle. Members absent: none.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Emergency Management Director Johnny Janzen, Golf Superintendent Dennis Bowman, Library Director Cari Rerat, Building Inspector Kenneth Young and Recreation Center Director Rachel Sordahl.

Others present: Police Captain Kevin Tramel, Pryor Main Street Director Jennie VanBuskirk, Arianna Derr, Park Board member Pat Richard, Adam Anderson, Ron Jackson, Brinlee England, Leann England, Alicia England, Shawn England, Hannah Thompson, Kemmie Shropshire and Terry Aylward.

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

Brinlee England spoke regarding the potholes in City streets.

**3. CITY ATTORNEY KIM RITCHIE TO ADMINISTER THE OATH OF OFFICE TO COUNCIL MEMBERS:**

- a. Choya Shropshire – Ward 1**
- b. Steve Smith – Ward 2**
- c. Randy Chitwood – Ward 3**
- d. Briana Brakefield – Ward 3**
- e. Jimmy Tramel – Ward 4**

City Attorney Kim Ritchie administered the Oath of Office to Council members:

- a. Choya Shropshire – Ward 1
- b. Steve Smith – Ward 2
- c. Randy Chitwood – Ward 3
- d. Briana Brakefield – Ward 3
- e. Jimmy Tramel – Ward 4

**4. DEPARTMENT HEAD REPORTS IF NEEDED.**

**a. Building Inspector**

Young reported that 39 permits were sold in March for a total of \$3,704.00 and 36 were sold in April for a total of \$6,653.00. He performed 94 inspections last month, compared to 62 in April of 2019. There were 292 inspections performed in 2019 and we are already up to 239 for 2020. This is an approximate increase of 22%.

**b. Emergency Management**

Janzen reported that the COVID-19 numbers are staying the same. There are many websites for people to find data; such as CDC, State of Oklahoma and Department of Health websites.

**c. Fire**

No report.

**d. Golf**

Bowman reported that the Golf Course reopened on April 27<sup>th</sup> and they have stayed busy. They put in 10,000 square feet of sod. They are working on marketing and are looking forward to a great season.

**e. Library**

Rerat handed out a phased reopening plan for the Library to the Council members. They plan to reopen on May 18<sup>th</sup>, if the Governor goes forward with Phase 2.

**f. Parks / Cemetery**

No report.

**g. Police**

Nichols mentioned briefly that they are still having some issues with the curfew.

**h. Recreation Center**

Sordahl reported that they have been busy and hard at work, updating inside and out. They are having a special board meeting on Thursday, as they work on a plan to reopen.

**i. Street**

No report.

**5. MAYOR’S REPORT:**

**a. Discussion and possible action regarding nominations to fill vacant Ordinance and Insurance Committee seat, or accepting Mayor’s nomination of Jimmy Tramel.**

Motion was made by Chitwood, second by Nance to accept Mayor’s nomination of Jimmy Tramel to fill vacant Ordinance and Insurance Committee seat. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Doyle. Abstaining, counting as a no vote: Tramel. Voting no: none.

**b. Discussion and possible action regarding leaving the Whitaker Park Pool closed for the 2020 season due to the complications of COVID-19.**

Motion was made by Shropshire, second by Doyle to approve leaving the Whitaker Park Pool closed for the 2020 season due to the complications of COVID-19. Motion and second were then amended to approve suspending public access to the Whitaker Park Pool for the 2020 season, due to complications of COVID-19. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Doyle, Ketcher. Voting no: none.

**c. Discussion and possible action regarding not extending Ordinance 2020-10. This is the ordinance that ordered emergency action to mitigate the negative effects of COVID-19 in Pryor Creek, OK.**

Motion was made by Brakefield, second by Smith to approve not extending Ordinance 2020-10. This is the ordinance that ordered emergency action to mitigate the negative effects of COVID-19 in Pryor Creek, OK. The city will revert to the Governor’s Open Up and Recover Safely guidelines going forward. Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Doyle, Ketcher, Shropshire. Voting no: none.

Mayor moved to the Addendum.

**ADDENDUM  
CITY COUNCIL MEETING  
TUESDAY, MAY 5<sup>TH</sup>, 2020 AT 6:00 P.M.**

**1. Discussion and possible action regarding authorizing Mayor to sign Amendment 1 of the Fiscal Year 2019 – 2020 Emergency Management Program Grant in the amount of \$10,000.00.**

Motion was made by Chitwood, second by Doyle to approve authorizing Mayor to sign Amendment 1 of the Fiscal Year 2019 – 2020 Emergency Management Program Grant in the amount of \$10,000.00. Voting yes: Smith, Chitwood, Brakefield, Tramel, Doyle, Ketcher, Shropshire, Nance. Voting no: none.

**2. Discussion and possible action regarding approval to barricade the East / West downtown alley located between South Adair Street on the East side and U.S. Hwy 69 on the West side and between Graham Avenue and Southeast First Street. The proposed portion of the barricaded East / West alley is the complete North / South width from the West edge of the sidewalk even with the buildings on South Adair Street, then West approximately 53 feet between the buildings. This action satisfies requirements of an AARP Community Challenge Grant which pays 100% of the costs for construction and needed appurtenances of a downtown alleyway park AKA as a parklet. The deadline on the grant application is May 15<sup>th</sup>, 2020. This action is consistent with our Comprehensive Plan of 2017 and it also follows recommendations of the recent downtown design study which was funded by a grant sponsored by the Oklahoma Municipal League and the University of Oklahoma, Institute of Quality Cities in March 2020.**

Motion was made by Brakefield, second by Nance to approve barricading the East / West downtown alley located between South Adair Street on the East side and U.S. Hwy 69 on the West side and between Graham Avenue and Southeast First Street. The proposed portion of the barricaded East / West alley is the complete North / South width from the West edge of the sidewalk even with the buildings on South Adair Street, then

West approximately 53 feet between the buildings. This action satisfies requirements of an AARP Community Challenge Grant which pays 100% of the costs for construction and needed appurtenances of a downtown alleyway park AKA as a parklet. The deadline on the grant application is May 15<sup>th</sup>, 2020. This action is consistent with our Comprehensive Plan of 2017 and it also follows recommendations of the recent downtown design study which was funded by a grant sponsored by the Oklahoma Municipal League and the University of Oklahoma, Institute of Quality Cities in March 2020.

Motion was then made by Tramel, second by Chitwood to table. Voting yes: Chitwood, Brakefield, Tramel, Doyle, Ketcher, Shropshire, Nance, Smith. Voting no: none.

Mayor moved back to the regular Agenda.

**6. DISCUSS, POSSIBLY ACT 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 April 21<sup>st</sup>, 2020 Council meeting.
- b. Approve payroll purchase orders through May 15<sup>th</sup>, 2020.
- c. Approve claims for purchase orders through May 5<sup>th</sup>, 2020.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	1920192239 - 1920192172	103,237.19
STREET & DRAINAGE	1920192172 - 1920192125	22,307.42
CEMETERY CARE FUND	1920192045	835.67
GOLF COURSE	1920192249 - 1920192243	14,189.27
CAPITAL OUTLAY	1920192185 - 1920192271	40,948.58
RECREATION CENTER	1920192256 - 1920192209	97,063.86
E-911	1920192214 - 911076B	1,418.53
DONATIONS CASH FUND	1920191629 - 1920192202	15,967.67
TOTAL		295,968.19
BLANKETS		
911158B	EXPRESS SERVICES INC.	8,000.00
911159B	ROBERTS AUTO CENTER	15,000.00
TOTAL		23,000.00

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- e. Discussion and possible action regarding hiring Hannah Thompson to fill vacant dispatch position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - \$31,896.00) effective May 11<sup>th</sup>, 2020. This position was created by the promotion of Tanner Reese to Patrol.
- f. Discussion and possible action regarding hiring Ashlee Tugmon to fill vacant Assistant Director position at the Pryor Creek Recreation Center at Range E, Step 1 (annual wage - \$38,055.00) effective May 6<sup>th</sup>, 2020.
- g. Discussion and possible action regarding the City of Pryor Creek bidding on property owned by Paul H. Adair, Robert B. Adair, 702 Southeast First Street, Pryor Creek, Oklahoma (Property I. D. 1001-00-044-004-0-001-00) Base ID: 16391, Legal Description: Pryor Original, BLK 44, W 70’ LOT 4 in an amount not to exceed \$3,066.94 at the Sale of Real Estate for Delinquent Tax to be held on June 8<sup>th</sup>, 2020 at 9:00 a.m. at the Mayes County Courthouse, Treasurer’s Office. (John P. Adair, Jeanie M. Caldwell, Lucy A. Petty.)
- h. Discussion and possible action regarding the City of Pryor Creek bidding on property owned by Wanda Duckwald, 421 Southeast Fourth Street, Pryor Creek, Oklahoma (Property I. D. 1350-00-001-022-0-001-00) Base ID: 18241, Legal Description: PRYOR HEIGHTS ADDITION, BLK 1, LOT 22, in an amount not to exceed \$11,546.50 at the Sale of Real Estate for Delinquent Tax to be held June 8<sup>th</sup>, 2020 at 9:00 a.m. at the Mayes County Courthouse, Treasurer’s Office.

Motion was made by Shropshire, second by Nance to approve items a – h, less items a, g and h. Voting yes: Brakefield, Tramel, Doyle, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

**a. Approve minutes of the April 21<sup>st</sup>, 2020 Council meeting.**

Motion was made by Smith, second by Chitwood to approve minutes of the April 21<sup>st</sup>, 2020 Council meeting. Voting yes: Doyle, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield. Abstaining, counting as a no vote: Tramel. Voting no: none.

**g. Discussion and possible action regarding the City of Pryor Creek bidding on property owned by Paul H. Adair, Robert B. Adair, 702 Southeast First Street, Pryor Creek, Oklahoma (Property I. D. 1001-00-044-004-0-001-00) Base ID: 16391, Legal Description: Pryor Original, BLK 44, W 70’ LOT 4 in an amount not to exceed \$3,066.94 at the Sale of Real Estate for Delinquent Tax to be held on June**

**8<sup>th</sup>, 2020 at 9:00 a.m. at the Mayes County Courthouse, Treasurer’s Office. (John P. Adair, Jeanie M. Caldwell, Lucy A. Petty.)**

Motion was made by Doyle, second by Brakefield to approve the City of Pryor Creek bidding on property owned by Paul H. Adair, Robert B. Adair, 702 Southeast First Street, Pryor Creek, Oklahoma (Property I. D. 1001-00-044-004-0-001-00) Base ID: 16391, Legal Description: Pryor Original, BLK 44, W 70’ LOT 4 in an amount not to exceed \$3,066.94 at the Sale of Real Estate for Delinquent Tax to be held on June 8<sup>th</sup>, 2020 at 9:00 a.m. at the Mayes County Courthouse, Treasurer’s Office. (John P. Adair, Jeanie M. Caldwell, Lucy A. Petty.) Voting yes: Nance and Tramel. Voting no: Doyle, Ketcher, Shropshire, Smith, Chitwood, Brakefield. Motion failed.

**h. Discussion and possible action regarding the City of Pryor Creek bidding on property owned by Wanda Duckwald, 421 Southeast Fourth Street, Pryor Creek, Oklahoma (Property I. D. 1350-00-001-022-0-001-00) Base ID: 18241, Legal Description: PRYOR HEIGHTS ADDITION, BLK 1, LOT 22, in an amount not to exceed \$11,546.50 at the Sale of Real Estate for Delinquent Tax to be held June 8<sup>th</sup>, 2020 at 9:00 a.m. at the Mayes County Courthouse, Treasurer’s Office.**

Motion was made by Doyle, second by Smith to approve the City of Pryor Creek bidding on property owned by Wanda Duckwald, 421 Southeast Fourth Street, Pryor Creek, Oklahoma (Property I. D. 1350-00-001-022-0-001-00) Base ID: 18241, Legal Description: PRYOR HEIGHTS ADDITION, BLK 1, LOT 22, in an amount not to exceed \$11,546.50 at the Sale of Real Estate for Delinquent Tax to be held June 8<sup>th</sup>, 2020 at 9:00 a.m. at the Mayes County Courthouse, Treasurer’s Office. Voting yes: Nance and Tramel. Abstaining, counting as a no vote: Brakefield. Voting no: Ketcher, Shropshire, Smith, Chitwood, Doyle. Motion failed.

**7. COMMITTEE REPORTS:**

**a. Budget and Personnel (Doyle)**

Doyle reported that Budget and Personnel Committee will meet next Tuesday, May 12<sup>th</sup>, at 5:30 p.m.

**b. Ordinance and Insurance**

Ordinance and Insurance Committee will hold a special meeting on May 14<sup>th</sup>, 2020.

**c. Street (Smith)**

Smith had no report.

**8. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business.

**9. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 7:40 p.m.

**2. APPROVE MINUTES OF APRIL 21<sup>ST</sup>, 2020 MEETING.**

Motion was made by Smith, second by Chitwood to approve minutes of April 21<sup>st</sup>, 2020 meeting. Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Doyle, Ketcher, 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 Doyle, second by Smith to adjourn. Voting yes: Smith, Chitwood, Brakefield, Tramel, Doyle, Ketcher, Shropshire, Nance. 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