

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, JUNE 16TH, 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 Larry Lees. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Briana Brakefield, Jimmy Tramel and Yolanda Thompson. Members absent: Steve Smith and Randy Chitwood.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief BK Young, Emergency Management Director Johnny Janzen and Library Director Cari Rerat.

Others present: Police Captain Kevin Tramel, City Engineer Steve Powell, John Hawkins, OMAG representatives Bill Tackett and David Weatherford, and Kemmie Shropshire.

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

Janzen reported that COVID-19 numbers are up. They are just waiting on the final check from FEMA regarding last year's floods.

c. Fire

Young reported that they are currently doing hydrant testing.

d. Golf

No report.

e. Library

Rerat handed out a statistics sheet.

f. Parks / Cemetery

No report

g. Police

No report.

h. Recreation Center

No report.

i. Street

No report.

4. CITY ATTORNEY'S REPORT:

a. Public Hearing on Alleged Public Nuisance:

**Weeds and Trash. Property owned by English Dustin Harris, Mayor Roach Addition, BLK 7,
LOT 5 (54 Pine Street)**

Motion was made by Shropshire, second by Nance to enter Public Hearing. Voting yes: Ketcher, Shropshire, Nance, Brakefield, Tramel, Thompson. Voting no: none.

Motion was made by Brakefield, second by Thompson to exit Public Hearing. Voting yes: Shropshire, Nance, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

b. Discussion and possible action on information from Public Hearing on Alleged Public Nuisance: Weeds and Trash. Property owned by English Dustin Harris, Mayor Roach Addition, BLK 7, LOT 5 (54 Pine Street)

Motion was made by Shropshire, second by Brakefield to approve seeking bids for abatement of property owned by English Dustin Harris, Mayor Roach Addition, BLK 7, LOT 5 (54 Pine Street). Voting yes: Nance, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

5. 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 June 2nd, 2020 Council meeting.
- b. Approve payroll purchase orders through June 26th, 2020.
- c. Approve claims for purchase orders through June 16th, 2020.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	1920192601 - 9110075B	194,644.19
FEE IN LIEU	1920192588 - 1920192589	7,237.94
STREET & DRAINAGE	911158B - 1920192509	13,424.59
CAPITAL OUTLAY	1920192556 - 1920192561	30,707.03
REAL PROPERTY ACQUIS.	1920192568 - 1920192581	1,299.00
HOTEL MOTEL TAX	1920192567 - 1920191477	3,850.00
RECREATION CENTER	1920192493 - 1920192559	8,463.40
E-911	1920192537	347.76
DONATIONS CASH FUND	1920192544 - 911160B	3,427.62
TOTAL		263,401.53
NO BLANKETS		

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Approve May Appropriation Requests.
- f. Discussion and possible action regarding an expenditure of \$68,879.00 for the Municipal Property Protection Plan from Oklahoma Municipal Assurance Group effective 07/01/2020 with an expiration date of 07/01/2021. This will be paid in quarterly installments of \$17,219.75.
- g. Discussion and possible action regarding an expenditure of \$54,101.00 for the Municipal Liability Protection Plan from Oklahoma Municipal Assurance Group effective 07/01/2020 with an expiration date of 07/01/2021. This will be paid in quarterly installments of \$13,525.25 with a one-time transfer of \$310.00 making the first installment \$13,215.25.
- h. Approve year-end budget transfers recommended by Certified Public Accountants Kolker and Kolker as needed for fiscal year 2019-2020.
- i. Discussion and possible action regarding adoption of the May 2020 updated draft of the City of Pryor Creek Personnel Policy and Procedure Manual.
- j. Discussion and possible action regarding adoption of the City of Pryor Creek Alcohol & Controlled Substance Policy Manual.
- k. Discussion and possible action regarding adoption of the City of Pryor Creek Family and Medical Leave Policy Manual.
- l. Discussion and possible action regarding adoption of the City of Pryor Creek Harassment Policy Manual.
- m. Discussion and possible action regarding adoption of the City of Pryor Creek Information Systems Policy Manual.
- n. Discussion and possible action regarding adoption of the City of Pryor Creek Contractor Policy Manual.
- o. Discussion and possible action regarding adoption of the City of Pryor Creek Facilities Policy Manual.
- p. Discussion and possible action regarding contract renewal with Retail Attractions for Fiscal Year 2020-2021 in the amount of \$4,000.00 per month for twelve (12) months from General Outside Services Account #02-201-5075.
- q. Discussion and possible action regarding agreement with Pryor Main Street for the 2020-2021 fiscal year.
- r. Discussion and possible action to approve Hotel / Motel Tax Grant Expense Report for the Lake Area Softball Association in the amount of \$1,350.00 from Hotel / Motel Account #75-755-5096.

- s. Discussion and possible action to approve Hotel / Motel Tax Grant Expense Report for the Pryor Area Chamber of Commerce 2019 Christmas Parade of Lights in the amount of \$2,500.00 from Hotel / Motel Account #75-755-5108.
- t. Discussion and possible action regarding Memorandum of Agreement between Pryor Creek and City Attorney for the 2020-2021 fiscal year.
- u. Discussion and possible action regarding awarding contract for Schedule 1-Option 2, Schedule 2 and Schedule 3 of the Dog Pound Road and SW 9th St. Box and Pavement Project PRY20-01, to American Native Ventures, LLC from Street Asphalt Overlay Account #14-145-5410 and amending the amount from \$645,258.77 to \$422,974.10. FEMA will award \$99,828.48 as reimbursement, bringing the total project cost to \$323,145.67. When auditing a very complicated tabulation sheet an error was discovered, thus the change in the amount.
- v. Discussion and possible action regarding Street Department purchase of a grading bucket in the amount of \$2,754.00 from Caterpillar on their State Contract from Street Capital Outlay Account #14-145-5411.
- w. Discussion and possible action regarding an expenditure in the amount of \$3,492.00 to Endex, Inc. of Tulsa for replacement of fire panel at the Pryor Creek Recreation Center from Recreation Repair and Maintenance Account #84-845-5091.
- x. Discussion and possible action regarding an expenditure in the amount of \$2,490.00 to Hollon Fire Protection LLC for sprinkler system repair at the Pryor Creek Recreation Center from Recreation Repair and Maintenance Account #84-845-5091.
- y. Discussion and possible action regarding an expenditure in the amount of \$19,000.00 to Roberts Auto Center for the reimbursement of the value of the 2017 Toyota Rav 4 (VIN#2T3YFREV4HW318124) that was traded in on March 19th, 2020, upon the purchase of a 2020 Chevy Traverse by the Pryor Creek Police Department from Police Equipment Capital Outlay Account #44-445-5424.
- z. Discussion and possible action regarding expenditure in the amount of \$39,583.92 to Muskogee Communications for upgrade of the 800mhz radio system at the Pryor Creek Police Department: \$20,180.92 for the repeater, \$14,403.00 for the antenna system, and an additional \$5,000.00 for power equipment from Police Repair and Maintenance Account #02-215-5091, based on state contract pricing.
- aa. Discussion and possible action regarding reappointment of Dr. Arthur L. Sixkiller to Seat #3 of the Municipal Utility Board, term expiring June 30th, 2025.
- bb. Discussion and possible action regarding appointment of Scott Craft to the Seat #1 of the Hotel / Motel Tax Allocation Board, term ending April 30th, 2022.
- cc. Discussion and possible action regarding an expenditure in the amount of \$6,546.00 to iSolved HCM for the annual contract for TimeForce II, from General Software Account #02-201-5260.

Motion was made by Nance, second by Shropshire to approve items a – cc, less items a, f, g, p, t, u and y.

Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

a. Approve minutes of the June 2nd, 2020 Council meeting.

Motion was made by Nance, second by Shropshire to approve minutes of the June 2nd, 2020 Council meeting.

Voting yes: Tramel, Thompson, Shropshire, Nance, Brakefield. Abstaining, counting as a no vote: Ketcher.

Voting no: none.

f. Discussion and possible action regarding an expenditure of \$68,879.00 for the Municipal Property Protection Plan from Oklahoma Municipal Assurance Group effective 07/01/2020 with an expiration date of 07/01/2021. This will be paid in quarterly installments of \$17,219.75.

Motion was made by Thompson, second by Brakefield to approve an expenditure of \$68,879.00 for the Municipal Property Protection Plan from Oklahoma Municipal Assurance Group effective 07/01/2020 with an expiration date of 07/01/2021. This will be paid in quarterly installments of \$17,219.75. Voting yes:

Thompson, Ketcher, Shropshire, Nance, Brakefield. Voting no: Tramel.

g. Discussion and possible action regarding an expenditure of \$54,101.00 for the Municipal Liability Protection Plan from Oklahoma Municipal Assurance Group effective 07/01/2020 with an expiration date of 07/01/2021. This will be paid in quarterly installments of \$13,525.25 with a one-time transfer of \$310.00 making the first installment \$13,215.25.

Motion was made by Shropshire, second by Nance to approve an expenditure of \$54,101.00 for the Municipal Liability Protection Plan from Oklahoma Municipal Assurance Group effective 07/01/2020 with an expiration date of 07/01/2021. This will be paid in quarterly installments of \$13,525.25 with a one-time transfer of \$310.00 making the first installment \$13,215.25. Voting yes: Ketcher, Shropshire, Nance, Brakefield, Thompson. Voting no: Tramel.

p. Discussion and possible action regarding contract renewal with Retail Attractions for Fiscal Year 2020-2021 in the amount of \$4,000.00 per month for twelve (12) months from General Outside Services Account #02-201-5075.

Motion was made by Thompson, second by Nance to approve contract renewal with Retail Attractions for Fiscal Year 2020-2021 in the amount of \$4,000.00 per month for twelve (12) months from General Outside Services Account #02-201-5075.

Motion was made by Tramel to table this item until Mr. Hayes could be present for questions. Tramel then reserved his motion for discussion. Motion was then made by Tramel, second by Thompson to table contract renewal with Retail Attractions for Fiscal Year 2020-2021 in the amount of \$4,000.00 per month for twelve (12) months from General Outside Services Account #02-201-5075 until next Council meeting, if Mr. Hayes will be available. Voting yes: Shropshire, Nance, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

t. Discussion and possible action regarding Memorandum of Agreement between Pryor Creek and City Attorney for the 2020-2021 fiscal year.

Motion was made by Shropshire, second by Nance to approve Memorandum of Agreement between Pryor Creek and City Attorney for the 2020-2021 fiscal year. Voting yes Nance, Tramel, Thompson, Ketcher, Shropshire. Abstaining, counting as a no vote: Brakefield. Voting no: none.

u. Discussion and possible action regarding awarding contract for Schedule 1-Option 2, Schedule 2 and Schedule 3 of the Dog Pound Road and SW 9th St. Box and Pavement Project PRY20-01, to American Native Ventures, LLC from Street Asphalt Overlay Account #14-145-5410 and amending the amount from \$645,258.77 to \$422,974.10. FEMA will award \$99,828.48 as reimbursement, bringing the total project cost to \$323,145.67. When auditing a very complicated tabulation sheet an error was discovered, thus the change in the amount.

Motion was made by Brakefield, second by Thompson to approve awarding contract for Schedule 1-Option 2, Schedule 2 and Schedule 3 of the Dog Pound Road and SW 9th St. Box and Pavement Project PRY20-01, to American Native Ventures, LLC from Street Asphalt Overlay Account #14-145-5410 and amending the amount from \$645,258.77 to \$422,974.10. FEMA will award \$99,828.48 as reimbursement, bringing the total project cost to \$323,145.67. When auditing a very complicated tabulation sheet an error was discovered, thus the change in the amount. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

y. Discussion and possible action regarding an expenditure in the amount of \$19,000.00 to Roberts Auto Center for the reimbursement of the value of the 2017 Toyota Rav 4 (VIN#2T3YFREV4 HW318124) that was traded in on March 19th, 2020, upon the purchase of a 2020 Chevy Traverse by the Pryor Creek Police Department from Police Equipment Capital Outlay Account #44-445-5424.

Motion was made by Brakefield, second by Shropshire to approve an expenditure in the amount of \$19,000.00 to Roberts Auto Center for the reimbursement of the value of the 2017 Toyota Rav 4 (VIN#2T3YFREV4 HW318124) that was traded in on March 19th, 2020, upon the purchase of a 2020 Chevy Traverse by the Pryor Creek Police Department from Police Equipment Capital Outlay Account #44-445-5424. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Brakefield. Voting no: none.

6. MAYOR'S REPORT:

a. Participation by the Mayor and City Council in the OMAG Recognition Program by Oklahoma Municipal Assurance Group Risk Management Services Director Bill Tackett.

No action. Presentation by OMAG Risk Management Services Director Bill Tackett regarding their Recognition Program.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

No report.

b. Ordinance and Insurance (Shropshire)

No report.

c. Street (Smith)

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 Ketcher, second by Shropshire to adjourn. Voting yes: Thompson, Ketcher, Shropshire, Nance, Brakefield, Tramel. 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 JUNE 2ND, 2020 MEETING.

Motion was made by Brakefield, second by Nance to approve minutes of June 2nd, 2020 meeting. Voting yes: Shropshire, Nance, Brakefield, Tramel, Thompson. Abstaining, counting as a no vote: Ketcher. 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 Nance to adjourn. Voting yes: Shropshire, Nance, 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
