

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, JUNE 2ND, 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 Steve Smith. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Briana Brakefield, Jimmy Tramel and Yolanda Thompson. Members absent: Jon Ketcher.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Fire Chief BK Young, Park Superintendent Frank Powell, Emergency Management Director Johnny Janzen, Golf Superintendent Dennis Bowman, Library Director Cari Rerat and Recreation Center Director Rachel Sordahl.

Others present: Police Officer Dustin VanHorn, Pryor Main Street Director Jennie VanBuskirk, Park Board member Melinda Marks, Recreation Board Chairman Houston Brittain, City Engineer Steve Powell, Fred Sordahl, Steve Wyneken, Robert and Tracey Taylor, Kimmie Shropshire and Terry Aylward.

Mayor moved to Item 3.

3. DEPARTMENT HEAD REPORTS IF NEEDED.

a. Building Inspector

No report.

b. Emergency Management

Janzen reported that some of the FEMA funds have started coming in from last year's flooding projects. More is on its way and there are some more projects that will be turned into FEMA soon.

c. Fire

Young reported that training is starting back up and they will be catching up.

d. Golf

No report.

e. Library

Rerat reported that the summer reading program has started and it looks a lot different than before. The information is in The Paper and people can participate from there. They have started providing a summer meal program for ages 18 and under on Tuesday, Wednesday and Friday. They serve breakfast and lunch, which is provided by the Tulsa Food Bank. This week the library has stopped limiting the number of people in the facility, but they still discourage people from lingering any longer than necessary.

f. Parks / Cemetery

Powell reported that the new features are installed at the Splash Pad. All parks are fully open to the public now. The rain caused some issues at the cemetery, but otherwise, Memorial Day went well.

g. Police

Nichols had no report.

h. Recreation Center

Sordahl reported that they have opened on May 21st with limited guidelines. More information will be coming in tonight's addendum for more opening to begin tomorrow.

i. Street

No report.

Mayor moved back to Item 2.

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

Mayor recognized Mr. Robert Taylor who expressed his issues with the flooding at the cemetery and read a letter to the Council.

4. MAYOR’S REPORT:

a. Discussion regarding cemetery improvements.

No action. Mayor discussed three phases of cemetery drainage improvement and how they will be implemented.

Mayor moved to the Addendum, Item 4.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, JUNE 2ND, 2020 AT 6:00 P.M.**

4. Presentation by Pryor Main Street, Institute for Quality Communities.

Mayor recognized Jennie VanBuskirk who made a presentation.

Mayor moved to Item 3.

3. Discussion and possible action regarding closing South Adair Street from East Graham Avenue to Southeast First Street on June 18th, 2020 from 4:00 p.m. until 9:00 p.m. for Pryor Main Street’s Third Thursday Block Party.

Motion was made by Chitwood, second by Shropshire to approve closing South Adair Street from East Graham Avenue to Southeast First Street on June 18th, 2020 from 4:00 p.m. until 9:00 p.m. for Pryor Main Street’s Third Thursday Block Party. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

Mayor moved back to the regular Agenda, Item 4.b.

4. MAYOR’S REPORT:

b. Presentation by Chris Duncan of Meshek & Associates, LLC regarding a grant-funded Pryor Creek, Oklahoma, Master Drainage Study.

No action. Chris Duncan of Meshek & Associates, LLC presented the findings from the grant-funded Pryor Creek, Oklahoma, Master Drainage Study.

c. Discussion and possible action regarding removing from the table Item 6. k. from the May 19th, 2020 Pryor Creek City Council Agenda.

Motion was made by Shropshire, second by Chitwood to remove from the table Item 6. K. from the May 19th, 2020 Pryor Creek City Council Agenda. Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Shropshire. Voting no: none.

d. Discussion and possible action to approve Pryor Creek Recreation Center job titles / descriptions and pay plans.

Motion was made by Shropshire, second by Nance to approve Pryor Creek Recreation Center job titles / description and pay plans. Motion and second were then amended to include effective date of July 1st, 2020. Voting yes: Smith, Chitwood, Brakefield, Tramel, Thompson, Shropshire, Nance. Voting no: none.

Mayor moved back to the Addendum, Item 1.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, JUNE 2ND, 2020 AT 6:00 P.M.**

1. Discussion and possible action regarding updating the Pryor Creek Recreation Center guidelines for operations pursuant to Phase 3 of the Open Up and Recover Safely (OURS) program, effective June 3rd, 2020 as recommended by the Pryor Creek Recreation Center Board at their May 26th, 2020 meeting.

Motion was made by Chitwood, second by Smith to approve updating the Pryor Creek Recreation Center guidelines for operations pursuant to Phase 3 of the Open Up and Recover Safely (OURS) program, effective June 3rd, 2020 as recommended by the Pryor Creek Recreation Center Board at their May 26th, 2020 meeting. Voting yes: Chitwood, Brakefield, Tramel, Thompson, Shropshire, Nance, Smith. Voting no: none.

2. Discussion and possible action regarding approving, retroactive to June 1st, 2020, re-opening of the Boys and Girls Club which is housed in the Pryor Creek Recreation Center as recommended by the Pryor Creek Recreation Center Board at their May 26th, 2020 meeting.

Motion was made by Chitwood, second by Shropshire to approve, retroactive to June 1st, 2020, re-opening of the Boys and Girls Club which is housed in the Pryor Creek Recreation Center as recommended by the Pryor Creek Recreation Center Board at their May 26th, 2020 meeting. Voting yes: Brakefield, Tramel, Thompson, Shropshire, Nance, Smith, Chitwood. Voting no: none.

Mayor moved back to regular Agenda, Item 4.e.

4. MAYOR’S REPORT:

e. Various updates.

Mayor reported that the BMX track at MidAmerica Industrial Park is holding the BMX Nationals this weekend. He also reported that we have entered into Phase 3 of the Governor’s Open Up and Recover Safely plan.

5. CITY ATTORNEY’S REPORT:

No report.

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 May 19th, 2020 Council meeting.
- b. Approve payroll purchase orders through June 12th, 2020.
- c. Approve claims for purchase orders through June 2nd, 2020.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	1920192484 - 1920192487	68,009.90
STREET & DRAINAGE	911158B - 1920192278	72,188.85
CEMETERY CARE FUND	1920192409	119.52
GOLF COURSE	1920192461 - 1920192468	13,981.22
CAPITAL OUTLAY	1920192237 - 1920191713	23,733.86
REAL PROPERTY ACQUIS.	1920192483	3,800.00
RECREATION CENTER	1920192401 - 1920192404	19,823.05
E-911	1920192425 - 1920192434	1,583.47
DONATIONS CASH FUND	1920192438 - 1920192055	4,243.20
TOTAL		207,483.07
BLANKETS		
911160B	CREATIVE PRODUCT SOURCING	7,000.00
911161B	BOB BARKER COMPANY INC.	4,300.00
TOTAL		11,300.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding awarding Duane Fought the mowing rights-of-way contract for fiscal year 2020 – 2021 in the amount of \$28,000.00, as recommended by the Street Committee. No other bids were received.
- f. Discussion and possible action regarding hiring Jenna Wagner to fill the open part-time Library Assistant-Youth Services position at the Thomas J. Harrison Pryor Public Library effective June 3rd, 2020. This position was vacated by Autumn Courtney who was hired full-time. Jenna worked for the Library as a temporary employee during the summers of 2018 and 2019.
- g. Discussion and possible action regarding accepting a Federal Coronavirus Emergency Supplemental Funding Grant administered by the Oklahoma District Attorney’s Council in the amount of \$58,257.23. This is a reimbursement grant for 29 Dell laptops for the Pryor Creek Police Department.
- h. Discussion and possible action regarding approval of the purchase of 29 Dell Latitude 5420 laptops from Dell Technologies at the State contract price of \$62,218.63 for the Pryor Creek Police Department. \$58,257.23 will be reimbursed from the Coronavirus Emergency Supplemental Funding grant through the District Attorney’s Council. The additional \$3,961.40 is to make the laptops wireless accessible, which is needed for the laptops to work in the patrol cars and funding will be taken from the Police Department Vehicles Capital Outlay Account #44-445-5418. The reimbursable \$58,257.23 will be expended from (and repaid to) the General Unallocated Reserve Account #02-201-5041.
- i. Discussion and possible action authorizing Mayor to sign the Emergency Management Performance Grant 2020 Amendment Request for Reimbursement Form for Quarters 2 and 3.
- j. Discussion and possible action regarding approval of an additional expenditure in the amount of \$1,017.09 to Morgan’s Collision for repair to a 2011 Tahoe at the Pryor Creek Police Department to be paid out of Police Maintenance Account #02-215-5091. On November 5,

2019, Council approved Morgan's estimated cost of \$3,104.91; however, the invoice received was for \$4,122.11. The OMAG whole-loss estimate was \$4,149.40.

- k. Discussion and possible action regarding an expenditure in the amount of \$2,800.00 to CentralSquare Software for 911 update at the Pryor Creek Police Department from 911 Telephone Equipment Account #91-915-5061.
- l. Discussion and possible action regarding approval of the Jail Use Agreement with the Board of County Commissioners of the County of Mayes, State of Oklahoma, beginning July 1st, 2020 for fiscal year 2020 – 2021.
- m. Discussion and possible action regarding approval to specify a date and time certain as a deadline for bids to be received by the City for items declared surplus from the Golf Course at the March 3rd, 2020 Council meeting. (Pursuant to Section 2-1-4-E-1 of the City Code.)
- n. Discussion and possible action regarding approval to specify a date and time certain at which the bids will be opened and sale awarded. (Pursuant to Section 2-1-4-E-1 of the City Code.)

Motion was made by Brakefield, second by Smith to approve items a – n, less items j, m and n. Voting yes: Tramel, Thompson, Shropshire, Nance, Smith, Chitwood, Brakefield. Voting no: none.

j. Discussion and possible action regarding approval of an additional expenditure in the amount of \$1,017.09 to Morgan's Collision for repair to a 2011 Tahoe at the Pryor Creek Police Department to be paid out of Police Maintenance Account #02-215-5091. On November 5, 2019, Council approved Morgan's estimated cost of \$3,104.91; however, the invoice received was for \$4,122.11. The OMAG whole-loss estimate was \$4,149.40.

Motion was made by Shropshire, second by Chitwood to approve an additional expenditure in the amount of \$1,017.09 to Morgan's Collision for repair to a 2011 Tahoe at the Pryor Creek Police Department to be paid out of Police Maintenance Account #02-215-5091. On November 5, 2019, Council approved Morgan's estimated cost of \$3,104.91; however, the invoice received was for \$4,122.11. The OMAG whole-loss estimate was \$4,149.40. Voting yes: Thompson, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

m. Discussion and possible action regarding approval to specify a date and time certain as a deadline for bids to be received by the City for items declared surplus from the Golf Course at the March 3rd, 2020 Council meeting. (Pursuant to Section 2-1-4-E-1 of the City Code.)

Motion was made by Brakefield, second by Chitwood to approve June 30th, 2020 at 5:00 p.m. as a deadline for bids to be received by the City for items declared surplus from the Golf Course at the March 3rd, 2020 Council meeting. (Pursuant to Section 2-1-4-E-1 of the City Code.) Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

n. Discussion and possible action regarding approval to specify a date and time certain at which the bids will be opened and sale awarded. (Pursuant to Section 2-1-4-E-1 of the City Code.)

Motion was made by Chitwood, second by Smith to approve July 7th, 2020 Council meeting as date and time at which the bids will be opened and sale awarded. (Pursuant to Section 2-1-4-E-1 of the City Code.) Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Shropshire. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel

Regular meeting will be on June 9th, 2020.

b. Ordinance and Insurance (Shropshire)

Shropshire reported a meeting will be called when necessary.

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 Smith, second by Chitwood to adjourn. Voting yes: Smith, Chitwood, Brakefield, Tramel, Thompson, Shropshire, Nance. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:10 p.m.

2. APPROVE MINUTES OF MAY 19TH, 2020 MEETING.

Motion was made by Chitwood, second by Brakefield to approve minutes of May 19th, 2020 meeting. Voting yes: Chitwood, Brakefield, Tramel, Thompson, Shropshire, Nance, Smith. 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 Smith, second by Brakefield to adjourn. Voting yes: Brakefield, Tramel, Thompson, Shropshire, Nance, Smith, Chitwood. 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
