

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, MARCH 17TH, 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 Jon Ketcher. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Randy Chitwood, Briana Brakefield, Jill Sherman and Zac Doyle. Members absent: Steve Smith.

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, Library Director Cari Rerat and Recreation Center Director Rachel Sordahl.

Others: Police Captain Kevin Tramel, Firefighter Randy Gibbs, Library Board Chairman Jeanette Anderson, Hood & Associates representative Violet Kirkendall, CMSWillowbrook representatives Erik Williams and Bryan Miles, Graber & Associates Architect James Graber, Park Board member Pat Richard, Terry Aylward, Chris Gonthier, Adam Garrett, Paul Stevens, Becky Orange, Valerie Albert.

2. DEPARTMENT HEAD REPORTS IF NEEDED:

a. Building Inspector

No report.

b. Emergency Management

Janzen reported that the governor issued a state of emergency for all 77 counties in Oklahoma. Mayes County issued their own emergency declaration just a few minutes ago. Issuing states of emergency are vital in receiving federal funding, as well as going around some rules that normally take more of a process than time allows right now. Mayor stated that all citizens need to assume they are carriers, use common sense and not “check their brains at the door.”

c. Fire

Young reported that they are adapting procedures to complete their mission amid COVID-19.

d. Golf

No report.

e. Library

Rerat reported that there are four aspects of the library building expansion being discussed. She also reported that in response to COVID-19, the library will close to the public starting tomorrow. She also reported on the 2020 census.

f. Parks / Cemetery

No report.

g. Police

Assistant Chief Willyard reported that Officer Ashton Gann has received the Buckle Down Award for his work in DUI enforcement.

h. Recreation Center

Sordahl reported that she has been interviewing candidates for the Assistant Director position. She also reported that in response to COVID-19, the Recreation Center will close to the public starting tomorrow. They will be using this time to get some maintenance projects done. She reported that she is looking at new cardio equipment to replace what they currently have on the floor.

i. Street

No report.

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

No petitions were presented.

4. MAYOR'S REPORT:

New Unforeseen Business:

Discussion and possible action regarding adoption of a resolution concerning declaration of emergency regarding COVID-19.

Motion was made by Chitwood, second by Ketcher to approve Resolution #2020-4 concerning a declaration of emergency regarding COVID-19. Voting yes: Ketcher, Shropshire, Nance, Chitwood, Brakefield, Sherman, Doyle. Voting no: none.

a. Discussion and possible action regarding approval of the June 30th, 2019 Financial Statements for the City of Pryor Creek, Oklahoma as prepared by Kolker and Kolker and presented by Violet Kirkendall of Hood & Associates, PC Certified Public Accountants.

Motion was made by Chitwood, second by Nance to approve the June 30th, 2019 Financial Statements for the City of Pryor Creek, Oklahoma as prepared by Kolker and Kolker and presented by Violet Kirkendall of Hood & Associates, PC Certified Public Accountants.

Violet Kirkendall presented the audit in detail. Voting yes: Shropshire, Nance, Chitwood, Brakefield, Sherman, Doyle, Ketcher. Voting no: none.

b. Update from Jim Graber and CMSWillowbrook regarding final estimate for Police/Fire Emergency Service Center project.

No action. Jim Graber and Bryan Miles each spoke regarding final estimate for Police/Fire Emergency Service Center project.

c. Update from Jim Graber and CMSWillowbrook regarding final estimate for Library expansion project.

No action. Jim Graber and Bryan Miles each spoke regarding final estimate for Library expansion project.

d. Discussion and possible action regarding review and approval of construction documents of the proposed Pryor Creek Combination Police and Fire Emergency Center, and authorize Graber & Associates, PC and CMSWillowbrook to complete the documents and issue for bidding.

Motion was made by Chitwood, second by Nance to approve construction documents of the proposed Pryor Creek Combination Police and Fire Emergency Center, and authorize Graber & Associates, PC and CMSWillowbrook to complete the documents and issue for bidding. Voting yes: Nance, Chitwood, Brakefield, Sherman, Doyle, Ketcher, Shropshire. Voting no: none.

e. Discussion and possible action regarding review and approval of construction documents of the proposed Pryor Creek Library Expansion, and authorize Graber & Associates, PC and CMSWillowbrook to complete the documents and issue for bidding.

Motion was made by Shropshire, second by Chitwood to approve construction documents of the proposed Pryor Creek Library Expansion, and authorize Graber & Associates, PC and CMSWillowbrook to complete the documents and issue for bidding. Voting yes: Chitwood, Brakefield, Sherman, Doyle, Ketcher, Shropshire, Nance. Voting no: none.

5. CITY ATTORNEY'S REPORT:

a. Second and final reading, discussion and possible action of an ordinance changing and amending zoning classification from "AG" (Agricultural) and "RS" (Residential Single) to "RS-50" (Residential Single-Family – 50) of property described as follows:

THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER AND THE NORTH 500 FEET OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER LESS THE EAST 175 FEET OF THE NORTH 100 FEET OF THE SOUTH 260 FEET OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER AND THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 21 NORTH, RANGE 19 EAST OF THE INDIAN MERIDIAN AND PRINCIPLE BASE LINE, MAYES COUNTY, OKLAHOMA. (This is the Stewart property on Northeast 5th Street.)

Motion was made by Ketcher, second by Shropshire to waive reading and approve Ordinance #2020 – 9, changing and amending zoning classification from “AG” (Agricultural) and “RS” (Residential Single) to “RS-50” (Residential Single-Family – 50) of property described as follows:

THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER AND THE NORTH 500 FEET OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER LESS THE EAST 175 FEET OF THE NORTH 100 FEET OF THE SOUTH 260 FEET OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER AND THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 21 NORTH, RANGE 19 EAST OF THE INDIAN MERIDIAN AND PRINCIPLE BASE LINE, MAYES COUNTY, OKLAHOMA. (This is the Stewart property on Northeast 5th Street.)

Voting yes: Brakefield, Sherman, Doyle, Ketcher, Shropshire, Nance, Chitwood. Voting no: none.

b. First reading of an ordinance changing and amending zoning classification from “RM” (previously “RG”) Residential Multi-Family to “CG” (Commercial General) of property described as follows:

Lot Numbered Eight (8) in Block Numbered Forty-Nine (49) in the Incorporated Town of Pryor Creek, Mayes County, State of Oklahoma, according to the United States Government Survey and Plat thereof, AND Lot Numbered Nine (9) in Block Numbered Forty-Nine (49) in the Incorporated Town of Pryor Creek, Mayes County, State of Oklahoma, according to the United States Government Plat and Survey thereof. (This is the RCB property on South Vann Street.)

Motion was made by Sherman, second by Nance to waive first reading of an ordinance changing and amending zoning classification from “RM” (previously “RG”) Residential Multi-Family to “CG” (Commercial General) of property described as follows:

Lot Numbered Eight (8) in Block Numbered Forty-Nine (49) in the Incorporated Town of Pryor Creek, Mayes County, State of Oklahoma, according to the United States Government Survey and Plat thereof, AND Lot Numbered Nine (9) in Block Numbered Forty-Nine (49) in the Incorporated Town of Pryor Creek, Mayes County, State of Oklahoma, according to the United States Government Plat and Survey thereof. (This is the RCB property on South Vann Street.)

Voting yes: Sherman, Doyle, Ketcher, Shropshire, Nance, Chitwood, Brakefield. Voting no: none.

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 March 3rd, 2020 Council meeting.
- b. Approve payroll purchase orders through March 20th, 2020 and April 3rd, 2020.
- c. Approve claims for purchase orders through March 17th, 2020.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	1920191884 - 1920191931	126,458.83
STREET & DRAINAGE	911115B - 911114B	3,590.43
GOLF COURSE	1920191894 - 1920191925	8,800.05
CAPITAL OUTLAY	911093B - 1920191937	88,136.77
REAL PROPERTY ACQUIS. RES.	1920191913	18.00
HOTEL / MOTEL TAX	1920191486	550.00
RECREATION CENTER	1920191939 - 1920191909	13,668.44
DONATIONS CASH FUND	1920191818 - 1920191935	8,781.96
TOTAL		250,004.48
BLANKETS		
911154B	BARCO MUNICIPAL PRODUCTS	2,000.00
TOTAL		2,000.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Approve February Appropriation Requests.
- f. Discussion and possible action regarding Hotel / Motel Grant Application from Lake Area Softball Association for the “Bring the Pryor Softball Fields Back to Life” project from October 2019 – June 2020 in the amount of \$1,350.00 from Account #75-755-5096.
- g. Discussion and possible action regarding Hotel / Motel Final Expense Report from Lake Area Softball Association in the amount of \$550.00 from Account #75-755-5096.
- h. Discussion and possible action regarding allowing Safenet Services to hold a “March on Main Against Violence” event on Saturday, April 25th, 2020 from 9:30 a.m. – 12:00 p.m. on the sidewalks of Main Street Pryor. All proceeds will go to Safenet Services.

- i. Discussion and possible action regarding allowing Honor Flight to hold a charity dinner and silent auction at the Graham Community Center on Saturday, March 21st, 2020, to raise funds for veterans’ trip to Washington, D.C. and waive rental fee and deposit.
- j. Discussion and possible action regarding trade-in of the listed vehicles declared surplus by the Pryor City Council Tuesday, November 21st, 2017.
 - 2009 Dodge Charger, VIN: 2B3KA43T19H586561, 102,671 miles
 - 2008 Dodge Charger, VIN: 2B3KA43H18H271334, 92,780 miles
 - 2006 Dodge Charger, VIN: 2B3KA43H66H374469, 82,105 miles
 - 2005 Ford Crown Victoria, VIN: 2FAFP71WX5X123725, 91,000 miles

Request method of disposal of surplus property per City code 2-1-4 (E 4):

Trade-In: The City Council may determine and prescribe that the property be disposed of by “trade-in” for replacement equipment at such values and prices as deemed to be in the best interest of the City and consistent with market rates.

- k. Discussion and possible action regarding surplus and trade-in of the following vehicles:

2004	Ford	Crown Victoria	2FAFP71W94X136707	89,007	
2003	Ford	Expedition	1FMRU15W43LC47471	129,586	
2006	Mazda	RX-8	JM1FE173760206328	159,000	Forfeiture
2007	Chevy	Impala	2G1WC58R379368540	190,000	Forfeiture
2008	Chevy	Malibu	1G1ZG57B68F213186	167,000	Forfeiture
2017	Toyota	Rav 4	2T3YFREV4HW318124	55,000	Forfeiture

Request method of disposal of surplus property per City code 2-1-4 (E 4):

Trade-In: The City Council may determine and prescribe that the property be disposed of by “trade-in” for replacement equipment at such values and prices as deemed to be in the best interest of the City and consistent with market rates.

- l. Discussion and possible action to trade in the following vehicles to Robert's Auto Center, as the best interest for the city, for the trade-in amount of \$25,200.00 on a 2020 Traverse LS All Wheel Drive that was bid at \$28,913.00 for a difference of \$3,713.00 to be paid out of Police Training and Equipment #47-475-5351.

2003	Ford	Expedition	1FMRU15W43LC47471	129,586	
2004	Ford	Crown Victoria	2FAFP71W94X136707	89,007	
2005	Ford	Crown Victoria	2FAFP71WX5X123725	91,000	
2006	Dodge	Charger	2B3KA43H66H374469	82,105	
2006	Mazda	RX-8	JM1FE173760206328	159,000	Forfeiture
2007	Chevy	Impala	2G1WC58R379368540	190,000	Forfeiture
2008	Chevy	Malibu	1G1ZG57B68F213186	167,000	Forfeiture
2008	Dodge	Charger	2B3KA43H18H271334	92,780	
2009	Dodge	Charger	2B3KA43T19H586561	102,671	
2017	Toyota	Rav 4	2T3YFREV4HW318124	55,000	Forfeiture

Other bids received:

- Roberts Auto Center 2019 Dodge Durango All Wheel Drive \$28,535.00.
 - Jim Norton Chevy -\$25,300.00 for trades on a 2020 Traverse 2-wheel drive bid at \$27,139.60.
 - Jack Kisse Ford \$24,500.00 for trades on a 2020 Ford Ranger 4-wheel drive \$27,767.28 XL with an optional/additional \$1,401.00 package upgrade to get cloth seat, cruise control, etc. for a total of \$29,168.28.
 - Jack Kisse Ford 2020 Ranger 2-wheel drive \$24,492.28 XL with an optional/additional \$1,401.00 package upgrade to get cloth seat, cruise control, etc. for a total of \$25,893.28.
- m. Discussion and possible action regarding an expenditure in the amount of \$9,500.00 to K9 Unlimited & Torchlight K9 for a single-purpose narcotics dog, as in the best interest of the city. K9 Unlimited & Torchlight K9 is located in Tulsa, and the price includes a three-week training course. \$7,600.00 to be paid upon placing order, from Police Drug Forfeitures Account #96-965-5555 and \$1,900.00 at time of delivery from Police Drug Forfeitures Account #96-965-5524. Other quotes received: Highland Canine Training, LLC – Harmony, North Carolina, in

the amount of \$10,115.00, Little Rock K9 Academy – Little Rock Arkansas, in the amount of \$8,950.00 and Vohne Liche Kennels, Inc. – Denver, Indiana, in the amount of \$12,500.00 + \$1,155.00 for housing.

- n. Discussion and possible action regarding advertising for bids on the removal of the City-owned house located at 14 N Bailey St. and clearing of vegetation detrimental to drainage and appearance, as well as any other dilapidated structures ready for demolition, expending funds from budget line item #46-465-5450, Nuisance Abatement.
- o. Discussion and possible action regarding nomination of Jeremy Cantrell to fill Seat #4 of the Recreation Center Board, term ending 8/31/21.

Motion was made by Chitwood, second by Nance to approve items a – o, less items a, c, e, h, i and n. Voting yes: Doyle, Ketcher, Shropshire, Nance, Chitwood, Brakefield, Sherman. Voting no: none.

a. Approve minutes of the March 3rd, 2020 Council meeting.

Motion was made by Chitwood, second by Nance to approve minutes of the March 3rd, 2020 Council meeting. Voting yes: Ketcher, Shropshire, Nance, Chitwood, Doyle. Abstaining, counting as a no vote: Brakefield and Sherman. Voting no: none.

c. Approve claims for purchase orders through March 17th, 2020.

Motion was made by Doyle, second by Chitwood to approve claims for purchases orders through March 17th, 2020. It was stated that the Council members need to see the reports from last Council meeting. Voting yes: Shropshire, Nance, Chitwood, Brakefield, Ketcher. Voting no: Sherman and Doyle.

e. Approve February Appropriation Requests.

Motion was made by Chitwood, second by Doyle to approve February Appropriation Requests. Voting yes: Nance, Chitwood, Brakefield, Ketcher, Shropshire. Voting no: Sherman and Doyle.

h. Discussion and possible action regarding allowing Safenet Services to hold a “March on Main Against Violence” event on Saturday, April 25th, 2020 from 9:30 a.m. – 12:00 p.m. on the sidewalks of Main Street Pryor. All proceeds will go to Safenet Services.

Motion was made by Brakefield, second by Doyle to approve allowing Safenet Services to hold a “March on Main Against Violence” event on Saturday, April 25th, 2020 from 9:30 a.m. – 12:00 p.m. on the sidewalks of Main Street Pryor. All proceeds will go to Safenet Services. Voting yes: Chitwood, Brakefield, Ketcher, Shropshire, Nance. Abstaining, counting as a no vote: Sherman and Doyle. Voting no: none.

i. Discussion and possible action regarding allowing Honor Flight to hold a charity dinner and silent auction at the Graham Community Center on Saturday, March 21st, 2020, to raise funds for veterans’ trip to Washington, D.C. and waive rental fee and deposit.

Motion was made by Doyle, second by Brakefield to approve allowing Honor Flight to hold a charity dinner and silent auction at the Graham Community Center on Saturday, March 21st, 2020, to raise funds for veterans’ trip to Washington, D.C. and waive rental fee and deposit. Motion and second were then amended to approve that a date be determined at a later time. Voting yes: Brakefield, Sherman, Doyle, Ketcher, Shropshire, Nance, Chitwood. Voting no: none.

n. Discussion and possible action regarding advertising for bids on the removal of the City-owned house located at 14 N Bailey St. and clearing of vegetation detrimental to drainage and appearance, as well as any other dilapidated structures ready for demolition, expending funds from budget line item #46-465-5450, Nuisance Abatement.

Motion was made by Chitwood, second by Doyle to approve advertising for bids on the removal of the City-owned house located at 14 N Bailey St. and clearing of vegetation detrimental to drainage and appearance, as well as any other dilapidated structures ready for demolition, expending funds from budget line item #46-465-5450, Nuisance Abatement. Voting yes: Sherman, Doyle, Ketcher, Shropshire, Nance, Chitwood, Brakefield. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Doyle)

Doyle reported that Budget and Personnel Committee will meet on April 14th, at 5:30 p.m.

b. Ordinance and Insurance (Sherman)

Sherman had nothing to report at this time.

c. Street (Smith)

No report.

8. UNFORESEEABLE BUSINESS.

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

Unforeseeable business was handled during Mayor’s Report.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:55 p.m.

2. APPROVE MINUTES OF MARCH 3RD, 2020 MEETING.

Motion was made by Ketcher, second by Chitwood to approve minutes of March 3rd, 2020 meeting. Voting yes: Ketcher, Shropshire, Nance, Chitwood, Doyle. Abstaining, counting as a no vote: Brakefield and Sherman. 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 Doyle to adjourn. Voting yes: Shropshire, Nance, Chitwood, Brakefield, Sherman, Doyle, 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
