

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, JANUARY 21ST, 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, Steve Smith, Randy Chitwood, Briana Brakefield, Jill Sherman and Zac Doyle. Members absent: Dennis Nance.

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

Others: Police Captain Kevin Tramel, Recreation Board Chairman Houston Brittain, Library Board Chairman Jeanette Anderson, Park Board member Pat Richard, Pryor Main Street Representative Scott Miller, Brooks Digital owner Brook Rouge, Kemmie Shropshire, Adam Anderson, Joe Barnts, Ahmad Nadaf and Terry Aylward.

Mayor moved to Mayor's Report, Item 4.a.

4. MAYOR'S REPORT:

a. Discussion and possible action regarding contracting with Civic Plus to build a new City of Pryor Creek website. (Item tabled at the 12/03/19 meeting.)

Motion was made by Smith, second by Chitwood to remove item from the table. Voting yes: Ketcher, Shropshire, Smith, Chitwood, Brakefield, Sherman, Doyle. Voting no: none.

Motion was made by Brakefield, second by Sherman to contract with Civic Plus to build a new City of Pryor Creek website with an \$8,000.00 one-time charge for set-up and \$2,000.00 per month for servicing. Richard Jones with Civic Plus made a presentation to the Council via online meeting.

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

b. Discussion and possible action regarding employing the services of Brooks Digital as per the proposal, pending Council approval of web process with Civic Plus.

Motion was made by Shropshire, second by Smith to approve employing the services of Brooks Digital as per the proposal. Voting yes: Smith, Chitwood, Brakefield, Ketcher, Shropshire. Voting no: Sherman and Doyle.

Mayor moved back to Item 2.

2. DEPARTMENT HEAD REPORTS IF NEEDED:

a. Building Inspector

Young reported that they are running late on getting all inspections booked and taken care of, due to the work load. They have asked the contractors to give two-to-three days advance notice for inspections so they do not hold them up on their end.

c. Fire

Young went on to report in Baumert's place, as he was called away. They answered 124 calls in December, and they are on pace for about the same number for January.

b. Emergency Management

No report.

d. Golf

No report.

e. Library

Rerat handed out a report for 2019. She stated that they saw 4,512 people come through the Library doors in December. The Murder Mystery fundraiser for Friends of the Library on January 28th, 2020 at Fat Toad Brewery sold out in nine days.

f. Parks / Cemetery

No report.

g. Police

No report.

h. Recreation Center

Sordahl handed out a comparison of numbers over the years.

i. Street

No report.

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

There were no petitions.

4. MAYOR'S REPORT:

**c. Discussion and possible action regarding approval to proceed with the prescribed process as defined by the Federal Railroad Administration toward establishing Pryor Creek as a Railroad Quiet Zone.
(Item tabled at the 12/03/19 meeting.)**

Motion was made by Doyle, second by Ketcher to extend table of this item until the first meeting in February. Voting yes: Chitwood, Brakefield, Sherman, Doyle, Ketcher, Shropshire, Smith. Voting no: none.

d. Discussion item only: Discussion for purposes of gathering information from Council on positions and opinions regarding compensation of Council members for required attendance of meetings outside of Council and committee meetings such as when serving as abatement hearing officer.

Motion was made by Doyle, second by Shropshire to discuss for purposes of gathering information from Council on positions and opinions regarding compensation of Council members for required attendance of meetings outside of Council and committee meetings such as when serving as abatement hearing officer.

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

No action. Doyle suggested \$50.00. This item will go before Ordinance and Insurance Committee before it comes back to Council.

e. Discussion and possible action regarding tasking the Pryor Economic Development Trust Authority to bring to Council recommendations regarding prioritizing non-exclusive bond projects.

Motion was made by Brakefield, second by Doyle to approve tasking the Pryor Economic Development Trust Authority to bring to Council recommendations regarding prioritizing non-exclusive bond projects.

Brakefield and Doyle amended the motion and second to approve "educating" the Pryor Economic Development Trust Authority regarding non-exclusive bond projects. Voting yes: Sherman, Doyle, Ketcher, Shropshire, Smith, Chitwood, Brakefield. Voting no: none.

f. Discussion and possible action regarding tasking Pryor Economic Development Trust Authority in recommending Pryor Creek Downtown Corridor economic improvement projects.

Motion was made by Chitwood, second by Doyle to approve tasking Pryor Economic Development Trust Authority in recommending Pryor Creek Downtown Corridor economic improvement projects. Voting yes: Doyle, Ketcher, Shropshire, Smith, Chitwood, Brakefield, Sherman. Voting no: none.

g. Discussion and possible action regarding naming the members of the Budget and Personnel Committee – Zac Doyle, Choya Shropshire, Briana Brakefield, Alternate Randy Chitwood, and City Attorney Kim Ritchie as the Fire and Police Negotiations Committee for the 2020 – 2021 fiscal year.

Motion was made by Chitwood, second by Smith to approve naming the members of the Budget and Personnel Committee – Zac Doyle, Choya Shropshire, Briana Brakefield, Alternate Randy Chitwood, and City Attorney Kim Ritchie as the Fire and Police Negotiations Committee for the 2020 – 2021 fiscal year.

Chitwood and Smith amended their motion and second to allow Brakefield to yield her position to Jon Ketcher. Motion and second were also amended to add Brakefield as an additional alternate. Voting yes: Shropshire, Smith, Chitwood, Brakefield, Doyle. Abstaining, counting as a no vote: Ketcher and Sherman. Voting no: none.

5. CITY ATTORNEY'S REPORT:

a. Explanation of Annexation process by City Attorney.

City Attorney Ritchie explained the Annexation process.

b. Entertain motion to waive second and final reading, and approve as written an ordinance annexing territory to the City of Pryor Creek, Oklahoma and assigning zoning classification of "Commercial General" (CG) to the annexed territory; said annexed territory being legally described as follows:

A tract of land situated in Southwest Quarter (SW/4) Section 31, Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, Oklahoma, being more particularly described as follows,

to-wit:

Commencing at the Southwest Corner of said SW/4, THENCE N88°28'26"E for a distance of 140.00 feet along the South Line of said SW/4 to the POINT OF BEGINNING; THENCE N1°35'52"W for a distance of 300.00 feet; THENCE S88°28'24"W for a distance of 140.00 feet to a point on the West Line of said SW/4; THENCE N1°35'54"W for a distance of 58.01 feet to a point on the Southerly Right-of-Way of the City of Tulsa's Water Line; THENCE N69°01'14"E for a distance of 783.28 feet along said Southerly Right-of-Way; THENCE along a curve to the left having a radius of 5804.05 feet for a distance of 591.29 feet, being subtended by a chord of N66°06'13"E for a distance of 591.03 feet, along said Southerly Right-of-Way; THENCE S1°34'17"E for a distance of 603.22 feet; THENCE N88°25'43"E for a distance of 877.10 feet; THENCE S1°34'17"E for a distance of 240.50 feet to a point on the South Line of said SW/4; THENCE S88°25'43"W for a distance of 999.72 feet along said South Line; THENCE S88°28'26"W for a distance of 1022.72 feet along said South Line to the POINT OF BEGINNING.

Motion was made by Chitwood, second by Smith to waive second and final reading, and approve as written Ordinance #2020-1 annexing territory to the City of Pryor Creek, Oklahoma and assigning zoning classification of "Commercial General" (CG) to the annexed territory; said annexed territory being legally described as follows:

A tract of land situated in Southwest Quarter (SW/4) Section 31, Township 21 North, Range 19 East of the Indian Base and Meridian, Mayes County, Oklahoma, being more particularly described as follows, to-wit:

Commencing at the Southwest Corner of said SW/4, THENCE N88°28'26"E for a distance of 140.00 feet along the South Line of said SW/4 to the POINT OF BEGINNING; THENCE N1°35'52"W for a distance of 300.00 feet; THENCE S88°28'24"W for a distance of 140.00 feet to a point on the West Line of said SW/4; THENCE N1°35'54"W for a distance of 58.01 feet to a point on the Southerly Right-of-Way of the City of Tulsa's Water Line; THENCE N69°01'14"E for a distance of 783.28 feet along said Southerly Right-of-Way; THENCE along a curve to the left having a radius of 5804.05 feet for a distance of 591.29 feet, being subtended by a chord of N66°06'13"E for a distance of 591.03 feet, along said Southerly Right-of-Way; THENCE S1°34'17"E for a distance of 603.22 feet; THENCE N88°25'43"E for a distance of 877.10 feet; THENCE S1°34'17"E for a distance of 240.50 feet to a point on the South Line of said SW/4; THENCE S88°25'43"W for a distance of 999.72 feet along said South Line; THENCE S88°28'26"W for a distance of 1022.72 feet along said South Line to the POINT OF BEGINNING.

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

c. Discussion and possible action regarding approval of a resolution confirming appointment of Trustees to the Pryor Economic Development Trust Authority.

Motion was made by Chitwood, second by Ketcher to approve Resolution #2020 – 1 confirming appointment of Trustees to the Pryor Economic Development Trust Authority. Voting yes: Smith, Chitwood, Brakefield, Sherman, Doyle, Ketcher, Shropshire. 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 January 7th, 2020 Council meeting.
- b. Approve payroll purchase orders through January 24th, 2020.
- c. Approve claims for purchase orders through January 21st, 2020.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1920191505 - 1920191474	156,137.81
STREET & DRAINAGE	911115B - 1920191470	2,383.90
CAPITAL OUTLAY	911093B	5,297.94
REAL PROPERTY ACQUIS. RESERVE	1920191449 - 1920191495	2,118.00
HOTEL / MOTEL	1920191476	2,000.00
RECREATION CENTER	1920191436 - 1920191438	8,804.34
<u>TOTAL</u>		176,741.99
<u>BLANKETS</u>		
911147B	O'REILLY AUTOMOTIVE INC	500.00
<u>TOTAL</u>		500.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Approve December Appropriation Requests.

DECEMBER 2019

FEE IN LIEU	\$	13,301.15
STREET & DRAINAGE	\$	130,924.52
CEMETERY CARE INTEREST	\$	95.42
CEMETERY CARE FUND	\$	1,325.00
GOLF COURSE CASH FUND	\$	7,090.47
CAPITAL OUTLAY FUND	\$	42,810.85
CAPITAL OUTLAY RESERVE	\$	361.66
REAL PROPERTY ACQUISITION	\$	431.50
HOTEL/MOTEL TAX	\$	4,360.61
LIBRARY BUILDING FUND	\$	11.54
GOB 2002-RECREATION CENT	\$	-
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	94,289.85
PPWA BOND PROCEEDS (88)	\$	3,042.44
RECREATION CENTER-CASH FUND	\$	74,403.57
E-911	\$	989.47
LIBRARY SPECIAL	\$	145.97
SEIZURES	\$	0.12
DONATIONS	\$	685.58
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	750.03
OUTDOOR POOL FEES AND EXPENSES	\$	-
TOTAL	\$	375,019.75

- f. Discussion and possible action regarding allowing Chris Hardy to hold a Booklahoma fundraiser in the Graham Community Hall on February 14th and 15th, 2020 for a mission trip to Guatemala.
- g. Discussion and possible action regarding recommendation to Council to approve Hotel / Motel Final Expense Report for Northeast Oklahoma Area Artist Show held October 11th – 25th, 2019, in the amount of \$2,000.00 from Hotel / Motel PAAHC Account #75-755-5097.
- h. Discussion and possible action regarding recommendation to Council to approve 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 \$550.00.
- i. Discussion and possible action regarding lease purchase of two (2) 2020 Chevy Tahoes at the state contract price of \$32,897.00 each and four (4) Ford F150 pickups at the state contract price of \$33,413.00 each, financing \$246,332.46 through Bank of Commerce at 2.25% for 48 months for the Pryor Creek Police Department from Police Department Vehicles Capital Outlay Account #44-445-5418. Other quotes received: Arvest Bank at 3.94%, First Pryority Bank at 4.5%, RCB Bank at 2.90%, Red Crown Credit Union at 3.99%, Welch State Bank at 3.64%.
- j. Discussion and possible action regarding the purchase of 17 Point Blank Alpha Elite Vests at the state contract price of \$822.96 each for the Police Department, \$12,344.40 to be taken from Police Equipment Capital Outlay Account #44-445-5424 which was approved (\$344.40 over but still in budget) in the 2019-2020 budget, and \$1,645.92 to be taken from Police New Hire Account #02-215-5034.

- k. Discussion and possible action regarding declaration of an emergency and approval of expenditure in the amount of \$7,900.00 from General Software Account #02-201-5260 to Intertribal Software Consultants, Inc. to migrate and configure Laserfiche to the new server and install the latest version. This will be an upgraded subscription to the current Laserfiche software and will cost \$5,400.00 each additional year for support (the current support cost is \$2,444.00). On Wednesday, January 15th, 2020 I.T. discovered that complications with the server at the Police and City Clerk's office were due to Laserfiche not being upgraded and this needs to be fixed immediately. In seeking quotes, the Police Department was informed that Laserfiche companies are not allowed to compete; therefore, they are not allowed to give quotes. City of Pryor Creek has been with Intertribal since 2006. Laserfiche is the software used to store and retrieve data quickly and securely.
- l. Discussion and possible action regarding nomination and appointment of Joe Barnts to Alternate Seat #6 of the Pryor Creek Planning and Zoning Commission, term expiring September 30th, 2022.
- m. Discussion and possible action regarding nomination and appointment of Eric Hansbrough to Seat #2 of the Pryor Creek Hotel / Motel Tax Allocation Board, term expiring April 30th, 2022.

Motion was made by Ketcher, second by Shropshire to approve items a – m, less item c. Voting yes: Chitwood, Brakefield, Sherman, Doyle, Ketcher, Shropshire, Smith. Voting no: none.

c. Approve claims for purchase orders through January 21st, 2020.

Motion was made by Sherman, second by Smith to approve claims for purchase orders through January 21st, 2020. Voting yes: Brakefield, Sherman, Ketcher, Shropshire, Smith, Chitwood. Voting no: Doyle.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Doyle)

Doyle reported that Budget and Personnel Committee met last week and will meet again February 11th.

b. Ordinance and Insurance (Sherman)

Sherman reported she plans to have a meeting the first week in February.

c. Street (Smith)

Smith reported that they will meet on Tuesday, January 28th, 2020.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 8:25 p.m.

2. APPROVE MINUTES OF JANUARY 7TH, 2020 MEETING.

Motion was made by Chitwood, second by Smith to approve minutes of January 7th, 2020 meeting. Voting yes: Doyle, Ketcher, Shropshire, Smith, Chitwood, Brakefield, 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 Smith to adjourn. Voting yes: Ketcher, Shropshire, Smith, Chitwood, Brakefield, Sherman, Doyle. 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