

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, FEBRUARY 6<sup>TH</sup>, 2024 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 emailed to The Paper newspaper and emailed to the Council members.

**1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE, ROLL CALL.**

Terry Lamar called the meeting to order at 6:00 p.m. The Prayer and Pledge of Allegiance were led by Travis Mileur. Roll Call was conducted by City Clerk Courtney Davis. Council members present included Terry Lamar, Choya Shropshire, Lori Bradshaw, Travis Mileur, Randy Chitwood, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: none.

Department Heads and other City Officials present: Chase McBride, Jeremy Cantrell, Justin Couch and Kevin Tramel.

Others present: none.

**2. PETITIONS FROM THE AUDIENCE:**

(Limited to 5 minutes, must request in advance.)

There were no petitions from the audience.

**3. DISCUSSION AND POSSIBLE ACTION ON CONSENT AGENDA.**

(Consent items are to be voted on for approval or denial by one single motion without discussion. Any Council member wishing to discuss an item may request it be removed and placed on the regular agenda. Only those items removed will be read aloud.)

- a. Approve minutes of the January 16<sup>th</sup>, 2024 Council meeting.
- b. Approve payroll purchase orders through February 16<sup>th</sup>, 2024.
- c. Approve claims for purchase orders less than \$2,500.00 through February 6<sup>th</sup>, 2024.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL FUND	2320231914 - 2320231629	\$54,728.60
STREET & DRAINAGE	2320231713 - 2320231864	\$319,703.01
CEMETERY CARE FUND	2320230886	\$23,950.00
GOLF COURSE	2320231818 - 2320231848	\$16,644.65
CAPITAL OUTLAY	2320231783 - 2320231814	\$545.00
REAL PROPERTY ACQUISITION RES.	2320231833 - 2320231775	\$1,261.00
POLICE TRAINING FEES	2320231868	\$1,251.20
RECREATION CENTER	2320231755 - 2320231757	\$34,150.32
E911	2320231802	\$422.42
DONATIONS AND EARMARKED	2320231840 - 2320231807	\$31,738.60
EDTA	2320231897	\$5,000.00

**TOTAL** \$489,394.80

<u>BLANKETS</u>		
911442B	AT&T MOBILITY	\$15,000.00

**TOTAL** \$15,000.00

- d. Approve an expenditure in the amount of \$9,939.19 to Jayco Heat & Air for the installation of a new heat exchanger in the Pryor Creek Recreation Center lobby from Recreation Repair & Maintenance Account #84-845-5091 (current balance - \$79,727.45). Originally approved on April 4<sup>th</sup>, 2023 in the amount of \$4,950.00. 📄
- e. Approve the surplus of the listed items from Pryor Creek Police Department and be placed on the PurpleWave Auction site:
  - Middle seat - Chevrolet Tahoe (3)
  - Monitor stands (11)
  - Dual monitor wall mount (1)
  - Wiring harness for Ford Explorer PPV's (6)
  - Dual monitor desk mount (2)
  - Misc Dispatch com parts
  - Jotto desk floor plate mount (1)

- Universal Jotto desk center console (2)
  - Motorola low band radio (2)
  - SamlexPower power supply (1)
  - Climate control module covers for 2012 Ford Explorer PPV's (5)
  - Center console for 2022 Ford Explorer PPV (6)
  - Light bar with control switch (1)
  - Federal signal siren control box (1)
  - Federal signal siren amplifier (1)
  - Windshield light bar (1)
  - Rear light bar (4)
  - Smith machine (1)
  - Zetron dispatch console (1)
  - Better Built SLE aluminum truck toolbox (1)
- f. Approve the increase in water rates inside the Corporate City Limits of Pryor Creek from \$5.05 per 1,000 gallons to \$5.10 per 1,000 gallons, effective February 2024 billing.
- g. Approve the purchase of four (4) Motorola 800 MZH Radios with Microphones to Motorola Solutions in the amount of \$16,001.92 from Emergency Management's CEM Miscellaneous account # 02-225-5341 (Current balance - \$40,492.52).
- h. Approve an expenditure in the amount of \$15,680.00 to Infrastructure Solutions Group, LLC for PRY-21-03-01 for Front Entrance Awning Study, PRY-21-08-01 for the Roof Replacement, PRY-22-01-01 for Fitness Court Pad, PRY-22-02-01 for HVAC Replacement from Recreation Center Outside Services account #84-845-5075 (Current balance - \$8,330.90).

Motion was made by Shropshire, second by Bradshaw to approve the consent agenda less items d, g and h. Voting yes: Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

**3d. Approve an expenditure in the amount of \$9,939.19 to Jayco Heat & Air for the installation of a new heat exchanger in the Pryor Creek Recreation Center lobby from Recreation Repair & Maintenance Account #84-845-5091 (current balance - \$79,727.45). Originally approved on April 4<sup>th</sup>, 2023 in the amount of \$4,950.00.**

Motion was made by Chitwood, second by Mileur to approve an expenditure in the amount of \$9,939.19 to Jayco Heat & Air for the installation of a new heat exchanger in the Pryor Creek Recreation Center lobby from Recreation Repair & Maintenance Account #84-845-5091 (current balance - \$79,727.45). Originally approved on April 4<sup>th</sup>, 2023 in the amount of \$4,950.00. Voting yes: Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith and Shropshire. Voting no: none.

**3g. Approve the purchase of four (4) Motorola 800 MZH Radios with Microphones to Motorola Solutions in the amount of \$16,001.92 from Emergency Management's CEM Miscellaneous account # 02-225-5341 (Current balance - \$40,492.52).**

Motion was made by Shropshire, second by Chitwood to approve the purchase of four (4) Motorola 800 MZH Radios with Microphones to Motorola Solutions in the amount of \$16,001.92 from Emergency Management's CEM Miscellaneous account # 02-225-5341 (Current balance - \$40,492.52). Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Shropshire and Bradshaw. Voting no: none.

**3h. Approve an expenditure in the amount of \$15,680.00 to Infrastructure Solutions Group, LLC for PRY-21-03-01 for Front Entrance Awning Study, PRY-21-08-01 for the Roof Replacement, PRY-22-01-01 for Fitness Court Pad, PRY-22-02-01 for HVAC Replacement from Recreation Center Outside Services account #84-845-5075 (Current balance - \$8,330.90).**

Motion was made by Gonthier, second by Chitwood to discuss approving an expenditure in the amount of \$15,680.00 to Infrastructure Solutions Group, LLC for PRY-21-03-01 for Front Entrance Awning Study, PRY-21-08-01 for the Roof Replacement, PRY-22-01-01 for Fitness Court Pad, PRY-22-02-01 for HVAC Replacement from Recreation Center Outside Services account #84-845-5075 (Current balance - \$8,330.90). Motion was amended by Gonthier, second

by Chitwood to take no action and refer the item to the Budget Committee. Voting yes: Chitwood, Tramel, Gonthier, Smith, Shropshire, Bradshaw and Mileur. Voting no: none.

#### **4. MAYOR'S REPORT**

(These are items possibly requiring discussion and action.)

No report.

#### **5. CITY ATTORNEY'S REPORT:**

##### **a. Update regarding emergency HVAC repair in Dispatch at Pryor Creek Police Department.**

No action. Council discussed an emergency HVAC repair at Pryor Creek Police Department.

#### **b. PUBLIC HEARING**

##### **1b. Enter Public Hearing**

**Applicant: WBPryorOK, LLC submitted a Final Plat for the property described as:**

**A part of the SW ¼ of the NE ¼ of the NE ¼ and a part of the SE ¼ of the NW ¼ of the NE ¼ all in Section 36, Township 21 North, Range 18 East in Mayes County, Oklahoma.**

Motion was made by Gonthier, second by Shropshire to enter Public Hearing at 6:20 p.m.

Voting yes: Tramel, Gonthier, Smith, Shropshire, Bradshaw, Mileur and Chitwood. Voting no: none.

##### **2b. Exit Public Hearing.**

Motion was made by Chitwood, second by Gonthier to exit Public Hearing at 6:22 p.m. Voting yes: Gonthier, Smith, Shropshire, Bradshaw, Mileur, Chitwood and Tramel. Voting no: none.

##### **c. Discussion and possible action to approve the Final Plat submitted by WBPryorOK, LLC for the property described as:**

**A part of the SW ¼ of the NE ¼ of the NE ¼ and a part of the SE ¼ of the NW ¼ of the NE ¼ all in Section 36, Township 21 North, Range 18 East in Mayes County, Oklahoma.**

Motion was made by Chitwood, second by Shropshire to approve the Final Plat submitted by WBPryorOK, LLC for the property described as: A part of the SW ¼ of the NE ¼ of the NE ¼ and a part of the SE ¼ of the NW ¼ of the NE ¼ all in Section 36, Township 21 North, Range 18 East in Mayes County, Oklahoma. Voting yes: Smith, Shropshire, Bradshaw, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

#### **6. COMMITTEE REPORTS:**

(Items, such as next meeting date, needing to be reported. No open discussions. Any items requiring discussion are to be added to the Mayor's report prior to posting of agenda.)

##### **a. Budget and Personnel**

Shropshire reported that the next meeting will be Tuesday, February 13<sup>th</sup>.

##### **b. Ordinance and Insurance**

Gonthier reported that there will be a special meeting, date to be decided.

##### **c. Street**

Mileur reported that the next meeting will be Tuesday, February 27<sup>th</sup>.

#### **7. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business.

#### **8. ADJOURN.**

Motion was made by Gonthier, second by Chitwood to adjourn. Voting yes: Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 6:24 p.m.

**2. APPROVE MINUTES OF JANUARY 16<sup>TH</sup>, 2024 MEETING.**

Motion was made by Gonthier, second by Chitwood to approve the minutes of the January 16<sup>th</sup>, 2024 meeting. Voting yes: Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith and 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 Chitwood, second by Gonthier to adjourn. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Shropshire and Bradshaw. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN ZAC DOYLE

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MINUTES WRITTEN BY CITY CLERK COURTNEY DAVIS

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## Proclamation

### Proclaiming May 18, 2024, as Kids to Parks Day in the city of Pryor Creek

**WHEREAS**, May 18, 2024, is the fourteenth Kids to Parks Day organized and launched by the National Park Trust held annually on the third Saturday of May; and

**WHEREAS**, Kids to Parks Day empowers kids and encourages families to get outdoors and visit local parks, public lands, and waters; and

**WHEREAS**, we should encourage children to lead a more active lifestyle to combat issues of childhood obesity, diabetes, hypertension, and hypercholesterolemia; and

**WHEREAS**, Kids to Parks Day will broaden children's appreciation for nature and the outdoors; and

**WHEREAS**, Kids to Parks Day will recognize the importance of recreating responsibly while enjoying the benefits of the outdoors; and

**NOW THEREFORE**, I, Mayor, Zac Doyle do hereby proclaim May 18, 2024, as **Kids to Parks Day**.

Signed by the Mayor of Pryor Creek, Oklahoma on this date 01/24/2024.

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Zac Doyle, Mayor



January 22, 2024

City of Pryor Creek  
12 N. Rowe Street  
Pryor Creek, OK 74362

Re: 2023 Street Rehabilitation – Phase 1  
City of Pryor Creek  
Contractor's Pay Application No. 2

Dear Mr. Doyle:

Enclosed you will find one (1) copy of the Contractor's Pay Request No. 2 for the referenced project which covers the time period through December 31, 2023.

We recommend payment of this Pay Application No. 2 in the amount of \$194,152.93.

Please place this item on the agenda for approval at your next meeting and upon approval please sign and send one copy to the Contractor with payment and email One (1) copy to [dale.burke@isgengineering.com](mailto:dale.burke@isgengineering.com).

If you have any questions please do not hesitate to contact our office at (918) 420-5500.

Sincerely,

Infrastructure Solutions Group, LLC

A handwritten signature in blue ink, reading "Dale Burke", is written over a horizontal line.

Dale Burke, P.E.  
President

DB/ew  
Enclosures

Project No. PRY-23-01

<b>APPLICATION AND CERTIFICATE FOR PAYMENT</b>		
<b>TO:</b> City of Pryor creek 12 N rowe street Pryor Ok. 74362	<b>PROJECT:</b> Pryor 2023 Streets PRY - 23-01 Rebid Pryor	<b>APP #</b> 2 REV  Billing Date: 12.30.2023 <b>PERIOD TO:</b> 12.231.2023
<b>FROM:</b> Apac- Central DBA Dunham's Asphalt S 4608 S Garnett Road - Suite 600 Tulsa Ok 74146	<b>VIA:</b>	
<b>CONTRACT FOR:</b> Street improvements		<b>CONTRACT DATE:</b> 9.7.2023

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net change by Change Orders			\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** Apac- Central - DBA Dunhams Asphalt Services,  
 By: *[Signature]* Date: 12-31-23

**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Owner's Representative (Manager), certifies to the Owner that to the best of the Owner Representative's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**OWNER'S REPRESENTATIVE**  
 By: *[Signature]* Date: 1/22/24

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, is attached.

<b>1. ORIGINAL CONTRACT SUM</b>	\$449,990.00
<b>2. Net change by Change Orders</b>	\$0.00
<b>3. CONTRACT SUM TO DATE</b> (Line 1+2)	\$449,990.00
<b>4. TOTAL COMPLETED &amp; STORED TO DATE</b> (Column G on Continuation Sheet)	\$318,115.00
<b>5. RETAINAGE:</b>	
a. 5% of Completed Work (Column D + E on Continuation Sheet)	\$15,905.75
b. 5% of Stored Material (Column F on Continuation Sheet)	\$0.00
<b>Total Retainage</b>	\$15,905.75
<b>6. TOTAL EARNED LESS RETAINAGE</b>	\$302,209.25
<b>7. LESS PREVIOUS CERTIFICATES FOR PAYMENT</b>	\$108,056.33
<b>8. CURRENT PAYMENT DUE</b>	\$194,152.93
<b>9. BALANCE TO FINISH, PLUS RETAINAGE</b> (Line 3 - Line 6)	\$147,780.75



State of OKLAHOMA County of: Tulsa  
 Subscribed and sworn to before me this 30th day of Dec 2023  
 Notary Public: *[Signature]*  
 My Commission expires: \_\_\_\_\_

**AMOUNT CERTIFIED** \$194,152.93  
 (Attach explanation if amount certified differs from the amount applied for.)

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without Prejudice to any rights of the Owner or Contractor under this Contract.

By: \_\_\_\_\_ Date: \_\_\_\_\_

INVOICE SHEET					PROJECT: PRY 2023 Street Improvements			APPLICATION # 2 Revised		THROUGH: 12.30.2023		
NOTATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed certification is attached. Amounts are to nearest dollar. See column I if variable retainage applies.												
DESCRIPTION OF WORK	Total Units	Unit Cost	Total Units to Date	Total Units this Period	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE G (5%)
						FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
<b>VALUED ENGINEERING</b>												
Mill	3811	\$ 5.00	0	0.00	\$ 19,055.00	\$0.00	\$ -	\$0.00	0.00	0%	\$19,055.00	\$0.00
Pc Full Depth Patch	530	\$ 181.00	411.00	119.00	\$95,930.00	\$74,391.00	\$ 21,539.00	\$0.00	95,930.00	100%	\$0.00	\$4,796.50
Cross Stret Drain	395	\$ 175.00	151.00	244.00	\$69,125.00	\$28,425.00	\$ 42,700.00	\$0.00	69,125.00	100%	\$0.00	\$3,458.25
Remove and replace curb	150	\$ 80.00	78.00	72.00	\$9,000.00	\$4,680.00	\$ 4,320.00	\$0.00	9,000.00	100%	\$0.00	\$450.00
2" Asphalt overlay	507	\$ 160.00	0.00	0.00	\$81,120.00	\$0.00	\$ -	\$0.00	0.00	0%	\$81,120.00	\$0.00
Remove and replace mountable curb	34	\$ 60.00	0.00	34.00	\$2,040.00	\$0.00	\$ 2,040.00	\$0.00	2,040.00	100%	\$0.00	\$102.00
edge milling	831	\$ 10.00	0.00	0.00	\$8,310.00	\$0.00	\$ -	\$0.00	0.00	0%	\$8,310.00	\$0.00
APC Full depth patch	539	\$ 165.00	0.00	539.00	\$88,935.00	\$0.00	\$ 88,935.00	\$0.00	88,935.00	100%	\$0.00	\$4,446.75
adjust manhole	15	\$ 1,200.00	2.00	13.00	\$18,000.00	\$2,400.00	\$ 15,600.00	\$0.00	18,000.00	100%	\$0.00	\$900.00
Mobilization	1	\$ 58,475.00	0.10	0.50	\$58,475.00	\$5,847.50	\$ 29,237.50	\$0.00	35,085.00	60%	\$23,390.00	\$1,754.25
				0.00				\$0.00				
<b>ORIGINAL CONTRACT</b>					<b>\$449,990.00</b>							
<b>Change Orders</b>												
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$449,990.00</b>	<b>\$113,743.50</b>	<b>\$ 204,371.50</b>	<b>\$0.00</b>	<b>\$318,115.00</b>	<b>71%</b>	<b>\$131,875.00</b>	<b>\$15,905.75</b>



# City of Pryor Creek

STATE OF OKLAHOMA    )  
  ) ss.  
COUNTY OF MAYES    )

The undersigned (architect, contractor, engineer, or supplier), of lawful age, being first duly sworn, upon oath says that this invoice or claim is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders or requests furnished by the affiant. Affiant further states that he or she/he has made no payment directly or indirectly to any elected official, officer or employee of the City of Pryor Creek, of money or any other thing of value to obtain payment.

*Apac Central Inc Dba Dunhams Asphalt Service*

*[Signature]*  
\_\_\_\_\_  
Architect, Contractor, Supplier, Engineer

Subscribed and sworn to before me this 15<sup>th</sup> day of Jan, 2024

*[Signature]*  
\_\_\_\_\_  
Notary Public (or clerk or judge)

My Commission expires: 1-14-25-

City of Pryor Creek  
P.O. Box 1167  
12 N. Rowe Street  
Pryor Creek, OK 74362  
918-825-0888 Fax 918-825-6577



**Animal and Plant Health Inspection Service (APHIS)**

Enclose a copy of this bill with your check or money order made payable to "U.S. Department of Agriculture." Do not send cash. Please include the bill number and customer number on your check.

**CUSTOMER NUMBER:** 6013820  
**BILL NUMBER:** 3004729603  
**P.O. NUMBER:**  
**BILL DATE:** 10/02/2023  
**SALES ORDER NUMBER:** 6100032709

**TO:**

CITY OF PRYOR  
PO BOX 1167  
PRYOR, OK 74362-1167

<b>Due Date: 11/01/2023</b>
<b>AMOUNT ENCLOSED:</b> \$

Please send all correspondence, inquiries, and changes to:

ABSHELPLINE@USDA.GOV

<b>MAIL PAYMENT TO:</b>
USDA, APHIS, General PO Box 979043 St Louis MO 63197-9000

<b>PRINCIPAL:</b>	\$	4,999.99
<b>INTEREST:</b>	\$	0.00
<b>PENALTY:</b>	\$	0.00
<b>ADMINISTRATIVE COSTS:</b>	\$	0.00
<b>CURRENT CHARGES:</b>	\$	4,999.99
<b>ADVANCE APPLIED:</b>	\$	0.00

<b>Amount Due:</b>	<b>\$</b>	<b>4,999.99</b>
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Failure to make payment by the due date will result in the assessment of late payment charges (interest, penalty charges, and/or administrative costs) in accordance with your contract, permit or the debt collection act of 1982, as amended. Postmarks are not honored. Late fees do not apply for billings in advance of receipt of goods or services.

Current charges on this invoice include unbilled activity through 08/31/2023.

<b>Description</b>	<b>Current Charges</b>
Personnel Compensation	3,106.20
Supplies and Materials	826.16
Program Support	1,067.63
<b>Total Charges</b>	<b>4,999.99</b>

**BILLING INFORMATION**

LOCATION: PRYOR, OK  
SPECIES MANAGED: BEAVERS, PIGEONS  
POC: LISA MALONE  
POP: 10/1/22 - 9/30/23

**BILLING RIGHTS SUMMARY  
IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR BILL**

If you need more information about a transaction on your bill, email us at the customer service address shown on your bill. If you believe that all or part of the outstanding debt is not owed, you must submit your dispute in writing to the email address listed on the front of this bill within 30 days. According to the Fair Debt Collection Practices Act, if we do not hear of any disputes within 30 days after the receipt of the bill, the debt will be considered valid. You can telephone us but doing so will not preserve your rights. In your letter provide the following information:

- Your name and billing document number,
- The dollar amount and date of the suspected error
- A description of the problem or error.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question.

**PAYMENTS**

Payments can be made via check, money order or credit card. A copy of your bill or the billing document number located on the front of the bill should be included. Omission of this data may cause delay of posting and/or misapplying of payment(s) to your bill.

To make a credit card or ACH payment, please go to [www.pay.gov](http://www.pay.gov)

If you have problems processing the transaction, please call 1-877-777-2128.

Payments made by Federal government agencies should be made via the Intra-governmental Payment and Collections System (IPAC) to the applicable agency ALC. The billing document number is required to successfully post all payments.

APHIS ALC 12403400    AMS ALC 12250001  
FAS ALC 12401000

**CUSTOMER SERVICE**

TOLL FREE: 877-777-2128  
COMMERCIAL: 612-336-3400  
E-MAIL: [ABSHELPLINE@USDA.GOV](mailto:ABSHELPLINE@USDA.GOV)

**LATE PAYMENT CHARGES**

To protect the interest of the government on amounts overdue, the department of Treasury requires a late payment charge on all delinquent debts.

Payments not received by the due date are subject to late payment charges in accordance with Treasury guidelines. Administrative charges may be assessed and an additional 6.00 % per annum penalty will be charged for payments more than 90 days past due.

**3c. Approve claims for purchase orders through October 17<sup>th</sup>, 2023.**

Motion was made by Shropshire, second by Mileur to approve claims for purchase orders through October 17<sup>th</sup>, 2023. Voting yes: Shropshire, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

**3p. Approve the Fire Chief to move forward with the purchase plan of a new fire truck.**

No action taken.

**3r. Approve Mayor to sign Cooperative Service Agreement between the City of Pryor and the United States Department of Agriculture, Animal and Plant Health Inspection Service and Wildlife Services.**

Motion was made by Gonthier, second by Lamar to take no action regarding the Cooperative Service Agreement between the City of Pryor and the United States Department of Agriculture, Animal and Plant Health Inspection Service and Wildlife Services. Motion was amended by Gonthier, second by Lamar to deny the Cooperative Service Agreement between the City of Pryor and the United States Department of Agriculture, Animal and Plant Health Inspection Service and Wildlife Services. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

**3s. Approve an expenditure in the amount of \$4,999.99 to United States Department of Agriculture, Animal and Plant Health Inspection Service for annual services from Wildlife Nuisance Account #88-885-5347.**

No action taken.

**3u. Approve the Mayor to sign an Oklahoma Virtual Library Consortium agreement to continue participating in the Oklahoma Virtual Library Consortium. This is the Consortium that provides Library patrons access to ebooks and downloadable audiobooks through OverDrive and Libby.**

Motion was made by Chitwood, second by Shropshire to approve the Mayor to sign an Oklahoma Virtual Library Consortium agreement to continue participating in the Oklahoma Virtual Library Consortium. This is the Consortium that provides Library patrons access to ebooks and downloadable audiobooks through OverDrive and Libby. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Mileur. Voting no: none.

Mayor moved to the Addendum.

**ADDENDUM  
CITY COUNCIL MEETING  
OCTOBER 17<sup>TH</sup>, 2023 AT 6:00 P.M.**

**A1. Discussion and possible action to appoint Stacey Barker to fill the vacant Planning and Zoning Board of Adjustment Seat #2, term ending 8/31/2026.**

Motion was made by Shropshire, second by Mileur to appoint Stacey Barker to fill the vacant Planning and Zoning Board of Adjustment Seat #2, term ending 8/31/2026. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Mileur and Chitwood. Voting no: none.

**A2. Discussion and possible action to appoint Haley Darnell to fill the vacant Planning and Zoning Board of Adjustment Seat #5, term ending 8/31/2025.**

Motion was made by Gonthier, second by Shropshire to appoint Haley Darnell to fill the vacant Planning and Zoning Board of Adjustment Seat #5, term ending 8/31/2025. Voting yes: Gonthier, Smith, Lamar, Shropshire, Mileur, Chitwood and Tramel. Voting no: none.

**A3. Discussion and possible action to appoint Kenny Littlefield to fill the vacant Planning and Zoning Board of Adjustment Seat #4, term ending 8/31/2026.**

Motion was made by Gonthier, second by Chitwood to appoint Kenny Littlefield to fill the vacant Planning and Zoning Board of Adjustment Seat #4, term ending 8/31/2026. Voting yes: Smith, Lamar, Shropshire, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

**A4. Discussion and possible action regarding the purchase of two new Emergency Management computers with Cherokee Nation Grant funds in the amount of \$2,815.98 from Absolute Technologies to be paid from Emergency Management Account #02-225-5341.**



# Invoice

Updated Remittance Address:  
(FOR PAYMENTS ONLY)  
CivicPlus LLC  
PO Box 737311  
Dallas TX 75373-7311

#289976

1/29/2024

PO #

**Bill To**

Cheryl Lewis  
Pryor Creek  
PO Box 1167  
Pryor Oklahoma 74362

**TOTAL DUE**

**\$3,035.75**

Due Date: 2/28/2024

Terms	Due Date	PO #	Approving Authority
Net 30	2/28/2024		

Qty	Item	Start Date	End Date
1	Web Open Platform Maintenance	1/29/2024	1/28/2025
1	Premium Web Open Annual	1/29/2024	1/28/2025

**Total** \$3,035.75

**Due** **\$3,035.75**

To pay your invoice with a credit card [Click Here](#).

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021



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December 26, 2022

City of Pryor  
Attn: Larry Lees – Mayor  
12 N. Rowe; Suite B  
Pryor, OK 74361

Re: REC Center Front Entrance Awning Study

Dear Mr. Lees:

Enclosed, please find invoice PRY-21-03-01. Please place this invoice on the agenda for approval at your next meeting.

Once approved, please forward a check to Infrastructure Solutions Group, LLC's McAlester office at 500 Village Boulevard; Suite A; McAlester, OK 74501.

If you have any questions concerning these documents, please contact me at (918) 420-5500.

Sincerely,  
Infrastructure Solutions Group, LLC

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Dale Burke, P.E.  
President

Project # PRY-21-03



December 26, 2022

INVOICE SUBMITTED TO:

City of Pryor Creek  
12 N. Rowe, Suite B  
Pryor, OK 74361

ATTN: Mr. Larry Lees, Mayor

Invoice # PRY-21-03-01 REC CENTER FRONT ENTRANCE AWNING STUDY:  
(Billings from October 30<sup>th</sup> 2021 thru December 31st 2022)

In Reference To: General City Engineering Services

**ENGINEERING SERVICES:** (Previous Billed See Inv # PRY-19-02-18 for Summary)

REC CENTER FRONT ENTRANCE AWNING STUDY:

The design and bidding assistance on this project took place in 1-21 thru 11-21. A contract was awarded to Oklahoma Awning in Feb. 2021 from concept drawings. Detailed drawings were provided by Cynergy and reviewed by ISG in April 2021 and work began in June 2021. The completion of the awning was in done in July and final review was conducted in September 2021.

The project was deemed complete and close out drawings were produced and provided to the city archive.

PE Time: 8 hr. X \$200/hr.	\$1,600.00
EI Time: 12 hr. x \$105/hr.	\$1,260.00
Tech Time: 1 hr. X \$100/hr.	\$100.00

TOTAL BILLED TO DATE	\$2,960.00
TOTAL PREVIOUSLY BILLED	<u>\$0.00</u>

**TOTAL DUE THIS INVOICE** **\$2,960.00**

Please mail payment to:

**Infrastructure Solutions Group, LLC**  
**500 Village Boulevard, Suite A**  
**McAlester, OK 74501**



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December 26, 2022

City of Pryor  
Attn: Larry Lees – Mayor  
12 N. Rowe; Suite B  
Pryor, OK 74361

Re: REC Center Roof Replacement

Dear Mr. Lees:

Enclosed, please find invoice PRY-22-08-01. Please place this invoice on the agenda for approval at your next meeting.

Once approved, please forward a check to Infrastructure Solutions Group, LLC's McAlester office at 500 Village Boulevard; Suite A; McAlester, OK 74501.

If you have any questions concerning these documents, please contact me at (918) 420-5500.

Sincerely,  
Infrastructure Solutions Group, LLC

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Dale Burke, P.E.  
President

Project # PRY-21-08





December 26, 2022

INVOICE SUBMITTED TO:

City of Pryor Creek  
12 N. Rowe, Suite B  
Pryor, OK 74361

ATTN: Mr. Larry Lees, Mayor

Invoice # PRY-21-08-01 (Hourly per EJCDC)  
(Billings thru December 31<sup>st</sup> 2022)

In Reference To: REC Center Roof Replacement

ISG was requested to prepare detailed specifications for the replacement of the roof at the REC Center. Once the documents were prepared ISG prepared bid notifications, conducted a bid opening, pre-bid conference and monthly const. admin. Including pay estimate reviews, issues during and after construction completion for contractor call backs to repair leaks found. The project was deemed complete when no further leaks were observed. This invoice covers all services from beginning to project close out.

PE Time: 26 hr. X \$200/hr	\$5,200.00
EI Time: 4 hr. X \$105/hr	\$420.00
Tech Time: 5 hrs X \$100/hr	\$500.00

TOTAL BILLED TO DATE	\$6,120.00
TOTAL PREVIOUSLY BILLED	<u>\$0.00</u>
<b>TOTAL DUE THIS INVOICE</b>	<b>\$6,120.00</b>

Please mail payment to: **Infrastructure Solutions Group, LLC**  
**500 Village Boulevard, Suite A**  
**McAlester, OK 74501**



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December 26, 2022

City of Pryor  
Attn: Larry Lees – Mayor  
12 N. Rowe; Suite B  
Pryor, OK 74361

Re: Fitness Court Pad

Dear Mr. Lees:

Enclosed, please find invoice PRY-22-01-01. Please place this invoice on the agenda for approval at your next meeting.

Once approved, please forward a check to Infrastructure Solutions Group, LLC's McAlester office at 500 Village Boulevard; Suite A; McAlester, OK 74501.

If you have any questions concerning these documents, please contact me at (918) 420-5500.

Sincerely,  
Infrastructure Solutions Group, LLC

---

Dale Burke, P.E.  
President

Project # PRY-22-01



December 26, 2022

INVOICE SUBMITTED TO:

City of Pryor Creek  
12 N. Rowe, Suite B  
Pryor, OK 74361

ATTN: Mr. Larry Lees, Mayor

Invoice # PRY-22-01-01 (Hourly per EJCDC)  
(Billings thru December 31<sup>st</sup> 2022)

In Reference To: Fitness Court Pad

The REC Board requested ISG prepare detailed site concrete slab plans and advertise for bids from selected local contractors. The city Street department agreed to construct the pad in accordance with the detailed plans after advertisement received no bids. ISG advised the Pryor Street Department Crews during construction as to placement of construction joints, required standing wall to preserve grades, and minor construction technique requirements. A final inspection of the finish of the concrete slab was done thus allowing the equipment manufacturer to enter the site and install the specialized equipment.

PE Time: 8 hr. X \$200/hr	\$1,600.00
EI Time: 16 hr. X \$105/hr	\$1,680.00
Tech Time: 4 hrs X \$100/hr	\$400.00

TOTAL BILLED TO DATE	\$3,680.00
TOTAL PREVIOUSLY BILLED	<u>\$0.00</u>
<b>TOTAL DUE THIS INVOICE</b>	<b>\$3,680.00</b>

Please mail payment to:

**Infrastructure Solutions Group, LLC**  
**500 Village Boulevard, Suite A**  
**McAlester, OK 74501**



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December 26, 2022

City of Pryor  
Attn: Larry Lees – Mayor  
12 N. Rowe; Suite B  
Pryor, OK 74361

Re: REC Center HVAC Replacement

Dear Mr. Lees:

Enclosed, please find invoice PRY-22-02-01. Please place this invoice on the agenda for approval at your next meeting.

Once approved, please forward a check to Infrastructure Solutions Group, LLC's McAlester office at 500 Village Boulevard; Suite A; McAlester, OK 74501.

If you have any questions concerning these documents, please contact me at (918) 420-5500.

Sincerely,  
Infrastructure Solutions Group, LLC

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Dale Burke, P.E.  
President

Project # PRY-22-02



December 26, 2022

INVOICE SUBMITTED TO:

City of Pryor Creek  
12 N. Rowe, Suite B  
Pryor, OK 74361

ATTN: Mr. Larry Lees, Mayor

Invoice # PRY-22-02-01 (Hourly per EJCDC)  
(Billings thru December 31<sup>st</sup> 2022)

In Reference To: REC Center HVAC Replacement

ISG requested of secure quotes for replacement of the HVAC unit as outlined in a report by T. Keeter, PE to the Board. Mr. Keeter provided detailed specifications for which ISG submitted to select HVAC companies for comparison quotes. The award of this work is pending but expected at the Feb. REC Board meeting

PE Time: 2 hr. X \$200/hr	\$400.00
EI Time: 24 hrs X \$105/hr	\$2,520.00
Tech Time: 0 hrs X \$100/hr	\$0.00

TOTAL BILLED TO DATE	\$2,920.00
TOTAL PREVIOUSLY BILLED	<u>\$0.00</u>
<b>TOTAL DUE THIS INVOICE</b>	<b>\$2,920.00</b>

Please mail payment to:

**Infrastructure Solutions Group, LLC**  
**500 Village Boulevard, Suite A**  
**McAlester, OK 74501**



**FirePrograms**  
 6405 SW 38TH ST  
 Bldg 200  
 Ocala, FL 34474  
 (352) 447-5000

<b>Bill To:</b>
Pryor Fire Department Attn: B K Young 833 S Elliot Pryor, OK 74361

<b>Date</b>	<b>Invoice</b>
02/01/2024	245180
<b>Account</b>	
Pryor FD 74361	

Terms	Due Date	PO Number	Reference
Net 90 Days	05/01/2024		Annual Billing for 2024-2025

Managed Services Details	Quantity	Price	Amount
Agreement SM RM			
FPWeb   Station & Risk Manager   Annual Access, Support & Update Service   1 User	1.00	\$2,593.00	\$2,593.00
<b>Total Managed Services Details:</b>			<b>\$2,593.00</b>

Make checks payable to FirePrograms	<b>Invoice Subtotal:</b>	\$2,593.00
	<b>Sales Tax:</b>	\$0.00
	<b>Invoice Total:</b>	<b>\$2,593.00</b>
	<b>Payments:</b>	\$0.00
	<b>Credits:</b>	\$0.00
	<b>Balance Due:</b>	<b>\$2,593.00</b>



HEAT & AIR

6823 E 106th Pl
Tulsa, OK 74133-7147
(918) 221-9686 / (918) 995-1051
janna@jaycoheatandair.com

Invoice

Table with invoice details: DATE (02/12/2024), INVOICE# (11896), TERMS (Due Upon Receipt), DUE DATE (02/12/2024)

BILL TO: City of Pryor Creek, 100 East Graham Avenue, Pryor OK 74361, (918) 803-1441

SERVICE LOCATION: City of Pryor Creek, 502 E Graham Ave, Pryor Oklahoma 74361, (918) 373-0993

Table header: JOB#, DATE, PO/REF#, DESCRIPTION

1036514180 01/30/2024 Installation of a new evaporator coil.
Completion Notes: 01/31/2024 02:30 pm by Hunter Jackson
Installed new evaporator coil, pressure tested system, pulled vacuum. Charged system to nameplate specifications and added an additional 4lbs of refrigerant.
Found water in the system, pulled a vacuum for 24+ hours, returned the next day before charging with refrigerant.
Installed float switch on secondary drain on evaporator coil and replaced drain with proper drainage.
During this repair we, Jay and Seth, assisted Hunter changing out the evaporator coil and inspected the rest of the HVAC systems in the building, approximately 12 man hours. (we charged \$12 just to track the time spent on this project)
\*\*\*the warranty on the evaporator coil expired January of 2023.

Handwritten signature and phone number 87-875-5426

Claim and Authorization fields: Claim::, Customer Contract ID #::, Authorization #::, SHW Case #::

Job Charges table with columns: Job Charges, Qty, Rate, Total. Includes items like R410A-25, Service Labor, and Job Subtotal/Total.

[Empty box]

[Empty box]

Signed By: [Empty box]

Signed By: [Empty box]

**CUSTOMER MESSAGE**  
[Empty box]

<b>Invoice Total:</b>	<b>\$5,992.00</b>
<b>Deposits (-):</b>	<b>\$0.00</b>
<b>Payments (-):</b>	<b>\$0.00</b>
<b>Total Due:</b>	<b>\$5,992.00</b>




87 - 825 - 5426



**ADDENDUM  
CITY COUNCIL MEETING  
TUESDAY, OCTOBER 19<sup>TH</sup>, 2021 AT 6:00 P.M.**

1. Discussion and possible action regarding accepting resignation of Gene Dillard from Seat #6 of the Economic Development Trust Authority, effective October 18<sup>th</sup>, 2021.
2. Discussion and possible action regarding Phase 1 of the proposed Downtown Streetscape and Wayfinding Master Plan, including a proposed timeline and financing schedule through PDG, the Planning and Design Group.

FILED OCTOBER 18<sup>TH</sup>, 2021 AT 5:00 P.M. BY MAYOR LARRY LEES.

  
\_\_\_\_\_

POSTED ON THE EAST BULLETIN BOARD LOCATED OUTSIDE TO THE SOUTH OF THE ENTRANCE DOORS, 12 NORTH ROWE STREET IN PRYOR CREEK, OKLAHOMA, OCTOBER 18<sup>TH</sup>, 2021 AT 5:00 P.M. BY CITY CLERK EVA SMITH.

  
\_\_\_\_\_





**City of Pryor Creek**

12 North Rowe – PO Box 1167  
Pryor Creek, Ok 74362  
Tel 918-825-0888 Fax 918-825-6577  
www.pryorcreek.org

## MEMORANDUM

October 18, 2021

TO: Pryor Creek City Council

FROM: Larry Lees, Mayor and Pryor Main Street

This memorandum is intended to set forth a timeline and finance plan for implementation of the Downtown Streetscape and Master Plan (draft of 10/14/2021) that has been funded by our EDTA and supervised by Pryor Main Street. Planning Design Group (PDG) is the author of the plan.

### Finance Plan:

1. Grant monies plus bond funding plus bank financing when needed
  - A. Tap grant = \$1,400,000.00 over two years at \$700,000.00 per year starting Q3, 2022, at the latest. This grant is a matching grant that obligates 20% (\$140,000.00) from the recipient at the beginning of the grant, then another \$140,000.00 the second year.
  - B. Bond funding has a fund balance of \$184,000.00 as of 09/30/2021 and with the current sales tax levels, accumulates around \$10,000.00 per month through 2034.
  - C. Bank financing can be available for the short falls of grant and bond monies.
  - D. Phase 1 Sample: \$700,000 less \$140,000 = \$560,000 plus \$184,000 = \$744,000. Phase 1 estimated cost of \$836,000 less \$744,000 = \$92,000 to be financed, if needed.

### Timeline Plan:

- Q3, 2022 begin Phase 1
- Q1, 2023 begin next Phase of choice
- Q1, 2024                   “
- Q1, 2025                   “

Respectfully,

Larry Lees

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, OCTOBER 19<sup>TH</sup>, 2021 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 Briana Brakefield. 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. Members absent: Yolanda Thompson.

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, Street Superintendent Buddy Glenn, Library Director Cari Rerat.

Others present: Police Officer Dustin VanHorn, Pryor Main Street Director Jennie LaFave, Library Board Chairman Jeanette Anderson, CMSWillowbrook representative Gary Rosebrough, Dan Hazelton, Dylan Wright, Michaela Stick, Kimmie Shropshire and Terry Aylward.

**2. PETITIONS FROM THE AUDIENCE. (LIMITED TO 5 MINUTES, MUST REQUEST IN ADVANCE.)**

Mayor Lees read a thank-you letter from Mike Walters, Commander of DAV Chapter 43, regarding the \$1,000.00 donation from the City of Pryor Creek.

**3. DEPARTMENT HEAD REPORTS IF NEEDED:**

**a. Building Inspector**

No report.

**b. Emergency Management**

Janzen had no report but asked if Council had any questions for him. Shropshire commented that the tornado sirens worked very well a few nights ago.

**c. Fire**

Young reported that there is a lot going on with the new building going up and they are working on the specifications for the new truck.

**d. Golf**

No report.

**e. Library**

Rerat reported that dirt is being moved around at the new Library addition. They have staked out where the building corners will be.

**f. Parks / Cemetery**

No report.

**g. Police**

Nichols had no report but asked if Council had any questions.

**h. Recreation Center**

No report.

**i. Street**

Glenn reported that they are running the street sweeper when they can. The contractor for the Street Rehabilitation moved in today and has already started on NE 2<sup>nd</sup> Street.

**4. MAYOR'S REPORT:**

Mayor moved to the Addendum.

**ADDENDUM  
CITY COUNCIL MEETING  
TUESDAY, OCTOBER 19<sup>TH</sup>, 2021 AT 6:00 P.M.**

**1. Discussion and possible action regarding accepting resignation of Gene Dillard from Seat #6 of the Economic Development Trust Authority, effective October 18<sup>th</sup>, 2021.**

Motion was made by Ketcher, second by Smith to approve accepting resignation of Gene Dillard from Seat #6 of the Economic Development Trust Authority, effective October 18<sup>th</sup>, 2021. Chitwood thanked Mr. Dillard for his service. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

**2. Discussion and possible action regarding Phase 1 of the proposed Downtown Streetscape and Wayfinding Master Plan, including a proposed timeline and financing schedule through PDG, the Planning and Design Group.**

Motion was made by Chitwood, second by Smith to approve Phase 1 of the proposed Downtown Streetscape and Wayfinding Master Plan, including a proposed timeline and financing schedule through PDG, the Planning and Design Group. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher. Voting no: none.

Mayor moved back to regular Agenda, Item 8.

**8. UNFORESEEABLE BUSINESS.**

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

**Discussion and possible action regarding approval of a Change Order amounting to \$51,661.51, which increases the contracted price with CMSWillowbrook, Inc. in the City of Pryor Creek, Oklahoma, bringing the total contracted price of our Police and Fire/Library Expansion Project to \$11,973,158.29. This Change Order is due to original incorrect calculations regarding the height of the doors in the bays that house our fire trucks.**

Motion was made by Ketcher, second by Smith to approve a Change Order amounting to \$51,661.51, which increases the contracted price with CMSWillowbrook, Inc. in the City of Pryor Creek, Oklahoma, bringing the total contracted price of our Police and Fire/Library Expansion Project to \$11,973,158.29. This Change Order is due to original incorrect calculations regarding the height of the doors in the bays that house our fire trucks.

Chief Young and CMSWillowbrook representative Gary Rosebrough spoke regarding the issue. The doors that were originally ordered have to be cancelled by this Friday to eliminate a cancellation fee of approximately \$100,000.00.

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

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

**4. MAYOR'S REPORT:**

**a. Discussion and possible action regarding awarding a contract for Salt Branch Improvements PRY 20-03 to Key Maintenance, Inc. of Chouteau, OK in the amount of \$35,140.00, to expense from the 05 fund (Covid Reimbursement, 2020), and authorize the Mayor to enter into agreement on behalf of the citizens of Pryor Creek, Oklahoma, with the same. One other bid was received from MJM Construction and Application, LLC in the amount of \$47,000.00.**

Motion was made by Ketcher, second by Shropshire to approve awarding a contract for Salt Branch Improvements PRY 20-03 to Key Maintenance, Inc. of Chouteau, OK in the amount of \$35,140.00, to expense from the 05 fund (Covid Reimbursement, 2020), and authorize the Mayor to enter into agreement on behalf of the citizens of Pryor Creek, Oklahoma, with the same. One other bid was received from MJM Construction and Application, LLC in the amount of \$47,000.00. Voting yes: Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance. Voting no: none.

**5. CITY ATTORNEY'S REPORT:**

**a. First reading of an ordinance amending Title 3, Chapter 10A Section 1 Regarding Alcohol Ordinances – "Definitions Section."**

Motion was made by Chitwood, second by Ketcher to waive first reading of an ordinance amending Title 3, Chapter 10A Section 1 Regarding Alcohol Ordinances – "Definitions Section." Voting yes: Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith. Voting no: none.

**b. First reading of an ordinance amending Title 3, Chapter 10A Section 2 Regarding Alcohol Ordinances - "Applications; Certificates."**

Motion was made by Ketcher, second by Chitwood to waive first reading of an ordinance amending Title 3, Chapter 10A Section 2 Regarding Alcohol Ordinances - “Applications; Certificates.” Voting yes: Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

**c. First reading of an ordinance amending Title 3, Chapter 10A Section 7 Regarding Alcohol Ordinances – “Rules and Regulations.”**

Motion was made by Ketcher, second by Nance to waive first reading of an ordinance amending Title 3, Chapter 10A Section 7 Regarding Alcohol Ordinances – “Rules and Regulations.” Voting yes: Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield. Voting no: none.

**d. Discussion and possible action concerning a Resolution Calling for the General Election of City Officials in 2022.**

Motion was made by Ketcher, second by Smith to approve Resolution #2021-6 Calling for the General Election of City Officials in 2022. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

**6. DISCUSSION AND POSSIBLE ACTION 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 October 5<sup>th</sup>, 2021 Council meeting.
- b. Approve payroll purchase orders through October 29<sup>th</sup>, 2021.
- c. Approve claims for purchase orders through October 19<sup>th</sup>, 2021.

<b>FUNDS</b>	<b>PURCHASE ORDER NUMBER</b>	<b>TOTALS</b>
GENERAL	2120210990 – 2120210827	186,407.10
STREET & DRAINAGE	2120210981 – 911261B	16,024.95
GOLF COURSE	2120210970 – 911277B	12,371.70
CAPITAL OUTLAY	2120210869 – 911229B	11,045.36
REAL PROPERTY ACQUIS.	2120210876 - 2120210877	204.00
RECREATION CENTER	2120210891 - 2120210892	13,126.28
E-911	2120210982	349.42
LIBRARY SPECIAL	2120210939	205.46
DONATIONS AND EARMARKED	2120210935 - 2120210942	127.04
<b>TOTAL</b>		<b>239,861.31</b>
<b>BLANKETS</b>		
911278B	DUNHAM'S ASPHALT SERVICE	539,990.00
911279B	INFRASTRUCTURE SOLUTIONS	12,000.00
911280B	KEY MAINTENANCE INC.	35,140.00
<b>TOTAL</b>		<b>587,130.00</b>

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- e. Discussion and possible action regarding changes to the City of Pryor Creek Harassment Policy and Personnel Policy and Procedure Manual, as required for the VAWA Grant.
- f. Discussion and possible action regarding accepting the resignation of Pryor Creek Reserve Police Officer Quannah Holcroft, effective 10/08/21.
- g. Discussion and possible action regarding accepting the resignation of Pryor Creek Police Dispatcher Billy Weston, effective 10/13/21.
- h. Discussion and possible action regarding hiring Katie Pilmaier to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00), effective October 20<sup>th</sup>, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.
- i. Discussion and possible action regarding hiring Brayden Penderson to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00) effective October 20<sup>th</sup>, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.
- j. Discussion and possible action regarding hiring Michaela Stick to dispatch position at the Pryor Creek Police Department, Range R, Step 2 - OLETS Certified (annual wage - \$36,158.00) effective October 20<sup>th</sup>, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.
- k. Discussion and possible action regarding rehiring Dylan Wright to patrol position at the Pryor Creek Police Department, Range J, Step 2 (annual wage - \$43,561.00), effective 10/25/21. Wright worked for Pryor Creek Police Department as a dispatcher and patrolman from 2018 – June 30<sup>th</sup>, 2021. This position was budgeted in the 21-22 budget.
- l. Discussion and possible action regarding approval of lease purchase for six (6) Ford Police vehicles with equipment from Bank of Commerce at 1.75% for 48 months for the Pryor Creek Police Department for a total price of \$299,396.46.

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

**a. Approve minutes of the October 5<sup>th</sup>, 2021 Council meeting.**

Motion was made by Ketcher, second by Smith to approve minutes of the October 5<sup>th</sup>, 2021 Council meeting. Voting yes: Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire. Abstaining, counting as a no vote: Nance. Voting no: none.

**f. Discussion and possible action regarding accepting the resignation of Pryor Creek Reserve Police Officer Quannah Holcroft, effective 10/08/21.**

Motion was made by Ketcher, second by Chitwood to approve accepting the resignation of Pryor Creek Reserve Police Officer Quannah Holcroft, effective 10/08/21. Chitwood thanked Holcroft for his service to the city. Voting yes: Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance. Voting no: none.

**g. Discussion and possible action regarding accepting the resignation of Pryor Creek Police Dispatcher Billy Weston, effective 10/13/21.**

Motion was made by Chitwood, second by Nance to approve accepting the resignation of Pryor Creek Police Dispatcher Billy Weston, effective 10/13/21. Chitwood thanked Weston for his service to the city. Voting yes: Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith. Voting no: none.

**h. Discussion and possible action regarding hiring Katie Pilmaier to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00), effective October 20<sup>th</sup>, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.**

Motion was made by Chitwood, second by Smith to approve hiring Katie Pilmaier to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00), effective October 20<sup>th</sup>, 2021 or as soon as possible. This position was budgeted in the 21-22 budget. Voting yes: Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

**i. Discussion and possible action regarding hiring Brayden Penderson to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00) effective October 20<sup>th</sup>, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.**

Motion was made by Chitwood, second by Smith to approve hiring Brayden Penderson to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00) effective October 20<sup>th</sup>, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.

Penderson took a position elsewhere before this meeting. Motion and second were amended by Chitwood and Smith to take no action. Voting yes: Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield. Voting no: none.

**j. Discussion and possible action regarding hiring Michaela Stick to dispatch position at the Pryor Creek Police Department, Range R, Step 2 - OLETS Certified (annual wage - \$36,158.00) effective October 20<sup>th</sup>, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.**

Motion was made by Ketcher, second by Smith to approve hiring Michaela Stick to dispatch position at the Pryor Creek Police Department, Range R, Step 2 - OLETS Certified (annual wage - \$36,158.00) effective October 20<sup>th</sup>, 2021 or as soon as possible. This position was budgeted in the 21-22 budget. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

**k. Discussion and possible action regarding rehiring Dylan Wright to patrol position at the Pryor Creek Police Department, Range J, Step 2 (annual wage - \$43,561.00), effective 10/25/21. Wright worked for Pryor Creek Police Department as a dispatcher and patrolman from 2018 – June 30<sup>th</sup>, 2021. This position was budgeted in the 21-22 budget.**

Motion was made by Ketcher, second by Smith to approve rehiring Dylan Wright to patrol position at the Pryor Creek Police Department, Range J, Step 2 (annual wage - \$43,561.00), effective 10/25/21. Wright worked for Pryor Creek Police Department as a dispatcher and patrolman from 2018 – June 30<sup>th</sup>, 2021. This position was budgeted in the 21-22 budget. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher. Voting no: none.

**l. Discussion and possible action regarding approval of lease purchase for six (6) Ford Police vehicles with equipment from Bank of Commerce at 1.75% for 48 months for the Pryor Creek Police Department for a total price of \$299,396.46.**

Motion was made by Ketcher, second by Smith to approve lease purchase for six (6) Ford Police vehicles with equipment from Bank of Commerce at 1.75% for 48 months for the Pryor Creek Police Department for a total price of \$299,396.46 from Police Department Vehicles Capital Outlay Account #44-445-5418. Voting yes: Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

**7. COMMITTEE REPORTS:**

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

Brakefield had no report other than to state that the next meeting will be on November 9<sup>th</sup>, 2021, at 5:30 p.m.

**b. Ordinance and Insurance (Shropshire)**

Shropshire had nothing to report at this time.

**c. Street (Smith)**

Smith had nothing to report at this time.

**9. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 7:20 p.m.

**2. APPROVE MINUTES OF OCTOBER 5<sup>TH</sup>, 2021 MEETING.**

Motion was made by Chitwood, second by Smith to approve minutes of October 5<sup>th</sup>, 2021 meeting. Voting yes: Ketcher, Shropshire, Smith, Chitwood, Brakefield, Tramel. Abstaining, counting as a no vote: Nance. 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: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN LARRY LEES

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MINUTES WRITTEN BY CITY CLERK/P.P.W.A. SECRETARY EVA SMITH

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# PROCLAMATION

## Lowell Leroy “Jake” Wiseman Day

### February 23, 2024

**WHEREAS**, Lowell Leroy "Jake" Wiseman was born on February 23rd, 1924, in Oakford, IL; and

**WHEREAS**, in February of 1943, he courageously enlisted in the Army to serve his country during a time of great need; and

**WHEREAS**, he served with distinction as the Battalion Clerk and demonstrated exceptional dedication and leadership; and

**WHEREAS**, his passion for aviation led him to apply and be accepted into the Pilot Aviation Cadet Program, where he pursued his studies in engineering and aerodynamics at Arizona State College; and

**WHEREAS**, on January 30, 1945, he married the love of his life, Margie Mae, and together they built a life of love, commitment, and service; and

**WHEREAS**, he selflessly served his country for 20 years, contributing to the safety and security of the nation; and

**WHEREAS**, his unwavering commitment to his community and country is further evidenced by his membership in the American Legion for over 50 years.

**NOW, THEREFORE, BE IT PROCLAIMED, BY THE MAYOR AND CITY COUNCIL OF PRYOR CREEK, that this Council, for and on behalf of the people of Pryor Creek, does hereby declare February 23, 2024 to be “Lowell Leroy ‘Jake’ Wiseman Day” in the City of Pryor Creek.**

*On this day, let us honor and celebrate the life, achievements, and enduring legacy of Lowell Leroy "Jake" Wiseman. Let us reflect on his bravery, his dedication to service, and his contributions to our nation and community.*

*I urge all citizens to join in this celebration and to recognize the profound impact that Lowell Leroy "Jake" Wiseman has had on our lives and the lives of so many others.*

---

*Zac Doyle, Mayor*

*Attest:*

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*Courtney Davis, City Clerk*



**PROCLAMATION**  
**National School Counseling**  
**Week**  
**February 5-9, 2024**

***WHEREAS**, school counselors are employed in public and private schools to help students reach their full potential; and*

***WHEREAS**, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and*

***WHEREAS**, school counselors help parents focus on ways to further the educational, personal and social growth of their children; and*

***WHEREAS**, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and*

***WHEREAS**, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and*

***WHEREAS**, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school.*

**NOW, THEREFORE, BE IT PROCLAIMED, BY THE MAYOR AND CITY COUNCIL OF PRYOR CREEK, that this Council, for and on behalf of the people of Pryor Creek, does hereby declare February 5-9, 2024 to be “National School Counseling Week” in the City of Pryor Creek.**

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*Zac Doyle, Mayor*

*Attest:*

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*Courtney Davis, City Clerk*

**NOTICE OF PROPOSED ANNEXATION AND PROPOSED ZONING OF TERRITORY  
TO THE CITY OF PRYOR CREEK, OKLAHOMA**

The City of Pryor Creek, Oklahoma hereby provides Notice to the public and all other interested parties pursuant to OKLA. STAT. Tit. 11 §§ 21-103 & 21-105 of the following:

1. On the 31<sup>st</sup> day of January, 2024, PCO Holdings, LLC filed its Petition with the City of Pryor Creek, Oklahoma requesting and consenting to the annexation of the following described property to the City of Pryor Creek, Oklahoma to wit:

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 1162.71 feet along the South Line of said SW/4;  
THENCE N88°25'43" E for a distance of 999.72 feet along said South Line;  
THENCE N1°34'17" W for a distance of 240.50 feet to the POINT OF BEGINNING;  
THENCE S88°25'43" W for a distance of 877.10 feet;  
THENCE N1°34'17" W for a distance of 158.49 feet;  
THENCE N59°12'09" E for a distance of 823.28 feet;  
THENCE S30°50'53" E for a distance of 157.63 feet;  
THENCE N88°26'15" E for a distance of 81.53 feet;  
THENCE S1°34'17" E for a distance of 422.96 feet to the POINT OF BEGINNING.

Contains 7.5911 acres, more or less.

2. A public hearing shall be held on the question of the proposed annexation of the territory and assignment of the zoning classification of same on the \_\_\_ day of \_\_\_\_\_, 2024, at the hour of 6:00 o'clock p.m. at the City Council Chambers located on the second floor of the Pryor Creek City Hall located at 12 N. Rowe Street, Pryor, Oklahoma.

Notice issued this \_\_\_ day of \_\_\_\_\_, 2024 by majority vote of the City Council for the City of Pryor Creek, Oklahoma.

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Zach Doyle, Mayor

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Courtney Davis, City Clerk

**CERTIFICATE OF MAILING**

This is to certify that a true and correct copy of the above and foregoing document was on the \_\_\_\_ day of \_\_\_\_\_, 2024 mailed by U.S. Mail to the following:

Oklahoma Ordnance Works Authority  
d/b/a Mid-America Industrial Park  
Attn: DeWayne Couch, Comptroller  
P.O. Box 945  
Pryor Creek, OK 74362

PCO Holding, LLC  
Keith Burdick  
320 S Boston Ave, Suite 200  
Tulsa, OK 74103

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