

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, AUGUST 4TH, 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 Kim Ritchie. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Yolanda Thompson and Jimmy Tramel. Members absent: Briana Brakefield.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief B.K. Young, Emergency Management Director Johnny Janzen, Library Director Cari Rerat, Recreation Center Director Jessica Long, Recreation Center Assistant Director Jerome Hopkins.

Others present: Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Animal Shelter Supervisor Rebecca Sams-Benham, Fiber Interactive Technologies representative Chris Calvert, Pryor Main Street Director Jennie VanBuskirk, Kemmie Shropshire and Terry Aylward.

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

There were no petitions.

3. DEPARTMENT HEAD REPORTS IF NEEDED.

a. Building Inspector

No report.

b. Emergency Management

Janzen reported on spraying against COVID-19.

c. Fire

Young reported that calls have increased due to the storm. All departments and citizens worked together in its aftermath.

d. Golf

No report.

e. Library

No report.

f. Parks / Cemetery

No report.

g. Police

Nichols had no report other than stating they had received their computer reimbursement.

h. Recreation Center

Long reported that they are working on getting everyone on task in their new roles. She stated that they are looking into new software for their billing system, as the current system is a mess.

i. Street

No report.

4. MAYOR'S REPORT:

a. Discussion and possible action regarding a resolution supporting continued participation in the Main Street Program.

Motion was made by Shropshire, second by Smith to approve a resolution supporting continued participation in the Main Street Program. Jennie VanBuskirk spoke about the Main Street Program. Motion and second were amended to include the resolution number, Resolution #2020 – 7. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

Mayor moved to Item f.

f. Presentation by Fiber Interactive Technologies Representative Chris Calvert.

No action. Chris Calvert spoke and presented a slideshow.

g. Discussion and possible action regarding removing from the table Item 6.f. of the July 21st, 2020 Council agenda.

Motion was made by Tramel, second by Shropshire to remove from the table Item 6.f. of the July 21st, 2020 Council agenda. Voting yes: Shropshire, Nance, Smith, Chitwood, Tramel, Thompson, Ketcher. Voting no: none.

h. Discussion and possible action regarding awarding the Wi-Fi extension bid for RFP20200610 Phase 7a and 7b to Fiber Interactive Technologies in the amount of \$200,207.26 to be paid from Google Wi-Fi Account #46-465-5422. Other bid received: Vyve Broadband in the amount of \$501,980.78.

Motion was made by Chitwood, second by Shropshire to approve awarding the Wi-Fi extension bid for RFP20200610 Phase 7a and 7b to Fiber Interactive Technologies in the amount of \$200,207.26 to be paid from Google Wi-Fi Account #46-465-5422. Other bid received: Vyve Broadband in the amount of \$501,980.78. Voting yes: Nance, Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

Tramel thanked Google and Chris Calvert.

Mayor moved back to Item b.

b. Possible Executive Session pursuant to OKLA. STAT. Tit. 25 Section 307 (C)(11) for the purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within the jurisdiction of the City of Pryor Creek where the public disclosure of the matter discussed would interfere with the development of products or services or would violate the confidentiality of the business. Rickey Hayes appearing by phone.

Motion was made by Thompson, second by Nance to enter Executive Session pursuant to OKLA. STAT. Tit. 25 Section 307 (C)(11) for the purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within the jurisdiction of the City of Pryor Creek where the public disclosure of the matter discussed would interfere with the development of products or services or would violate the confidentiality of the business at 6:40 p.m. Voting yes: Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

Council adjourned to the Mayor's Conference Room.

c. Discussion and possible action regarding resuming regular session. No action taken during Executive Session.

Motion was made by Nance, second by Smith to resume regular session at 7:15 p.m. No action taken during Executive Session. Voting yes: Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Voting no: none.

d. Discussion and possible action regarding removing from the table Item 5.e. of the June 16th, 2020 Council agenda.

Motion was made by Shropshire, second by Smith to remove from the table Item 5.e. of the June 16th, 2020 Council agenda. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

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

Motion was made by Smith, second by Chitwood to approve contract renewal with Retail Attractions for Fiscal Year 2020-2021 in the amount of \$4,000.00 per month for twelve (12) months from General Outside Services Account #02-201-5075. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: Tramel.

i. Discussion and possible action regarding removing from the table Item 6.r. of the July 21st, 2020 Council agenda.

Motion was made by Tramel, second by Smith to approve removing from the table Item 6.r. of the July 21st, 2020 Council agenda. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

j. Discussion and possible action regarding an expenditure in the amount of \$44,000.00 to Graber and Associates, PC, Architects for Library Renovation Project, from General Unallocated Reserve and Excess Account #02-201-5041. This payment corresponds with a previously-agreed-upon payment-in-phases schedule as the percentage of the phase is completed. After this payment is logged, 100% of the Design Development phase and 100% of the Construction Documents are complete.

Motion was made by Chitwood, second by Smith to approve an expenditure in the amount of \$44,000.00 to Graber and Associates, PC, Architects for Library Renovation Project, from General Unallocated Reserve and Excess Account #02-201-5041. This payment corresponds with a previously-agreed-upon payment-in-phases schedule as the percentage of the phase is completed. After this payment is logged, 100% of the Design Development phase and 100% of the Construction Documents are complete. Voting yes: Shropshire, Nance, Smith, Chitwood, Tramel, Thompson, Ketcher. Voting no: none.

k. Discussion and possible action regarding removing from the table Item 6.s. of the July 21st, 2020 Council agenda.

Motion was made by Tramel, second by Smith to remove from the table Item 6.s. of the July 21st, 2020 Council agenda. Voting yes: Nance, Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

l. Discussion and possible action regarding an expenditure in the amount of \$36,985.00 to Graber and Associates, PC, Architects for Police and Fire Emergency Center Project, from General Unallocated Reserve and Excess Account #02-201-5041. This payment corresponds with a previously-agreed-upon payment-in-phases schedule as the percentage of the phase is completed. After this payment is logged, 100% of the Design Development phase, 58% of the Construction Documents, and 0% of the Construction Administration Fee are complete.

Motion was made by Chitwood, second by Smith to approve an expenditure in the amount of \$36,985.00 to Graber and Associates, PC, Architects for Police and Fire Emergency Center Project, from General Unallocated Reserve and Excess Account #02-201-5041. This payment corresponds with a previously-agreed-upon payment-in-phases schedule as the percentage of the phase is completed. After this payment is logged, 100% of the Design Development phase, 58% of the Construction Documents, and 0% of the Construction Administration Fee are complete. Voting yes: Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

5. CITY ATTORNEY’S REPORT:

No report.

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 July 21st, 2020 Council meeting.
- b. Approve payroll purchase orders through August 7th, 2020.
- c. Approve claims for purchase orders through August 4th, 2020.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2020200234 - 2020200179	184,579.72
STREET & DRAINAGE	2020200179 - 911197B	22,755.39
GOLF COURSE	2020200238 - 2020200240	14,705.68
CAPITAL OUTLAY	1920192504 - 2020200152	38,468.27
REAL PROPERTY ACQUIS.	2020200206 - 2020200253	2,867.00
RECREATION CENTER	2020200248 - 2020200212	17,368.67
PPWA	2020200209 - 2020200251	4,400.00
E-911	2020200227 - 911162B	2,585.42
LIBRARY SPECIAL	2020200015	1,290.97
DONATIONS CASH FUND	2020200235 - 2020200196	506.75
TOTAL		289,527.87
BLANKETS		
911208B	GARY DUANE FOUGHT	28,000.00
911209B	KOLKER & KOLKER INC.	25,000.00
911210B	MUSKOGEE COMMUNICATION	4,000.00
TOTAL		57,000.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.

- e. Discussion and possible action regarding reappointment of Mike Considine to Seat #4 of the Board of Adjustment, term ending August 31st, 2023.
- f. Discussion and possible action regarding proposal from Kolker & Kolker, Inc. including an expenditure of \$25,000.00 for fiscal year ending June 30th, 2020 and fiscal year ending June 30th, 2021 from General Outside Services – Accounting Account #02-201-5073.
- g. Discussion and possible action regarding Change Order No. 1 for Dog Pound Road and SW 9th St. Box and Pavement Project in the amount of \$9,800.00 for removal of existing structures which was not included in the bid packet.
- h. Discussion and possible action regarding increasing Golf Course fees for regular play at a rate of \$2.00, making the weekday rate \$24.50 and the weekend rate \$25.50.
- i. Discussion and possible action regarding an expenditure in the amount of \$3,400.00 to Equature DSS Corporation for yearly maintenance agreement for the Pryor Creek Police Department. This is year three of a five-year maintenance agreement for a voice logger, from Police Technology Account #02-215-5260.
- j. Discussion and possible action regarding authorizing Mayor to sign a lease agreement with Lakeland Office Systems, Inc. for one Canon IR-DX C5740 copier and one Canon IR-DX C5735 copier under State contract at the Pryor Creek Police Department, effective August 20th, 2020 when the current Xerox lease agreement expires, for a total value of \$3,398.52 per year/\$283.21 per month from Police – Repair and Maintenance Account #02-215-5091.
- k. Discussion and possible action regarding authorizing Mayor to sign a lease agreement renewal with Xerox Corporation for one Xerox C405DN under State contract for the Pryor Creek Animal Shelter, effective August 20th, 2020 when the current lease expires, for a value of \$669.60 per year/\$55.80 per month from Animal Shelter – Repair and Maintenance Account #02-216-5091.
- l. Discussion and possible action regarding authorizing Mayor to sign a Memorandum of Agreement and Understanding Regarding Mayes County 911 Upgrade and Improvements to Hardware and Software Systems, for a grant in the amount of \$100,000.00.

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

a. Approve minutes of the July 21st, 2020 Council meeting.

Motion was made by Ketcher, second by Smith to approve minutes of the July 21st, 2020 Council meeting. Voting yes: Tramel, Ketcher, Shropshire, Smith, Chitwood. Abstaining, counting as a no vote: Thompson and Nance. Voting no: none.

g. Discussion and possible action regarding Change Order No. 1 for Dog Pound Road and SW 9th St. Box and Pavement Project in the amount of \$9,800.00 for removal of existing structures which was not included in the bid packet.

Motion was made by Shropshire, second by Smith to approve Change Order No. 1 for Dog Pound Road and SW 9th St. Box and Pavement Project in the amount of \$9,800.00 for removal of existing structures which was not included in the bid packet. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel. Voting no: none.

h. Discussion and possible action regarding increasing Golf Course fees for regular play at a rate of \$2.00, making the weekday rate \$24.50 and the weekend rate \$25.50.

Motion was made by Thompson, second by Smith to approve increasing Golf Course fees for regular play at a rate of \$2.00, making the weekday rate \$24.50 and the weekend rate \$25.50. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

The Budget and Personnel Committee will meet for their regular meeting next Tuesday, August 11th, and will be presented the proposed budget.

b. Ordinance and Insurance (Shropshire)

Shropshire had nothing to report.

c. Street (Smith)

Smith stated the change order was addressed earlier in the meeting.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:40 p.m.

2. APPROVE MINUTES OF JULY 21ST, 2020 MEETING.

Motion was made by Smith, second by Shropshire to approve minutes of July 21st, 2020 meeting. Voting yes: Smith, Chitwood, Tramel, Ketcher, Shropshire. Abstaining, counting as a no vote: Nance and Thompson. 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: Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance. 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
