

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, SEPTEMBER 15<sup>TH</sup>, 2020 AT 6:00 P.M.**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT AND AS PER SB 661, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PRYOR CREEK, OKLAHOMA WILL MEET IN REGULAR SESSION AT 6:00 P.M. ON THE ABOVE DATE IN THE FOLLOWING MANNER: MAYOR LARRY LEES, WILL BE PRESENT IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET IN PRYOR CREEK, OKLAHOMA. WARD 1 COUNCILMAN KETCHER WILL ATTEND BY TELEPHONE, WARD 1 COUNCILMAN SHROPSHIRE, WARD 2 COUNCILMAN NANCE, WARD 2 COUNCILMAN SMITH, WARD 3 COUNCILMAN CHITWOOD, WARD 3 COUNCILWOMAN BRAKEFIELD, WARD 4 COUNCILWOMAN THOMPSON AND WARD 4 COUNCILMAN TRAMEL WILL BE PRESENT IN THE COUNCIL CHAMBER. A MEETING OF THE PRYOR PUBLIC WORKS AUTHORITY WILL FOLLOW IMMEDIATELY. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND SHOULD CALL (918) 825-0888.

**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 Randy Chitwood. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher by telephone, 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, Assistant Fire Chief James Baumert, Golf Superintendent Dennis Bowman, Library Director Cari Rerat, Recreation Center Director Jessica Long, Recreation Center Assistant Director Jerome Hopkins.

Others present: Police Officer Dustin VanHorn, Animal Control Officer Becki Sams, Emergency Management representative Mike Dunham, Library Board Chairman Jeanette Anderson, Pryor Main Street representatives Jennie VanBuskirk and Scott Miller, Carl Osborn, Chris Calvert, Donna Talley, Delaney Nichols, Jared Gates, Matt Schenck, 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**

Mike Dunham stated that there are some items on tonight's agenda for Emergency Management.

**c. Fire**

Baumert reported that they are in the hiring process right now.

**d. Golf**

Bowman reported that things are going well. The greens have been top-dressed. He stated that the RAE Tournament is coming up at the end of the month.

**e. Library**

Rerat handed out a statistics sheet to the Council members.

**f. Parks / Cemetery**

No report.

**g. Police**

Nichols had no report.

**h. Recreation Center**

Long reported that they have done several repairs in the last couple of weeks. They are working on getting bids for deep-cleaning the pool and a new security system.

**i. Street**

No report.

**4. MAYOR'S REPORT:**

**a. Proclamation of Constitution Week.**

Mayor read the Proclamation of Constitution Week and presented it to Donna Talley.

**b. Discussion and possible action regarding approval of Main Street plan for beautification per City of Pryor Creek Unified Development Ordinance 10-11-7.**

Motion was made by Shropshire, second by Smith to approve Main Street plan for beautification per City of Pryor Creek Unified Development Ordinance 10-11-7. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

Mayor moved to the Addendum.

**ADDENDUM  
CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 15<sup>TH</sup>, 2020 AT 6:00 P.M.**

**1. Discussion and possible action regarding closing North Adair from Graham Avenue to the alleyway South of the Boomerang Diner from 5:30 p.m. until 8:00 p.m. on September 17<sup>th</sup>, 2020 for the Pryor Main Street Third Thursday event.**

Motion was made by Thompson, second by Chitwood to approve closing North Adair from Graham Avenue to the alleyway South of the Boomerang Diner from 5:30 p.m. until 8:00 p.m. on September 17<sup>th</sup>, 2020 for the Pryor Main Street Third Thursday event. Voting yes: Shropshire, Nance, Smith, Chitwood, Tramel, Thompson, Ketcher. Voting no: none.

**2. Discussion and possible action regarding hiring Brittany Englehardt as Receptionist / Front Desk at the Pryor Creek Recreation Center Range A, Step 1 (annual wage \$27,395.00) effective September 21<sup>st</sup>, 2020.**

Motion was made by Chitwood, second by Nance to approve hiring Brittany Englehardt as Receptionist / Front Desk at the Pryor Creek Recreation Center Range A, Step 1 (annual wage \$27,395.00) effective September 21<sup>st</sup>, 2020. Voting yes: Nance, Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

**3. Discussion and possible action regarding the promotion of Jesse Philpot from Staff Support Range A, Step 2 to Weight room Coordinator / Supervisor Range D, Step 3, (annual wage \$36,601.00) at Pryor Creek Recreation Center, effective September 19<sup>th</sup>, 2020, which is the first pay period following his four-year anniversary.**

Motion was made by Shropshire, second by Smith to approve the promotion of Jesse Philpot from Staff Support Range A, Step 2 to Weight room Coordinator / Supervisor Range D, Step 3, (annual wage \$36,601.00) at Pryor Creek Recreation Center, effective September 19<sup>th</sup>, 2020, which is the first pay period following his four-year anniversary. Voting yes: Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

Mayor moved back to Mayor's Report.

**4. MAYOR'S REPORT:**

**c. Discussion and possible action regarding approval of plan for administration of the CARES Act reimbursement funds as defined in the Memorandum from Mayor to City Council dated September 10<sup>th</sup>, 2020.**

Motion was made by Chitwood, second by Smith to approve plan for administration of the CARES Act reimbursement funds as defined in the Memorandum from Mayor to City Council dated September 10<sup>th</sup>, 2020. Voting yes: Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Voting no: none.

**d. Discussion and possible action regarding approval of funding for a kiosk at drive-thru for Municipal Utility Board in the amount of \$34,997.00 from CARES Act Reimbursement (CAR) funds, COVID Reimbursement Account #02-201-5401.**

Motion was made by Shropshire, second by Chitwood to approve funding for a kiosk at drive-thru for Municipal Utility Board in the amount of \$34,997.00 from CARES Act Reimbursement (CAR) funds, COVID Reimbursement Account #02-201-5401. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

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

**a. Discussion and possible action authorizing City Attorney to seek cancellation of CSI Agreement for computer services at the Pryor Creek Recreation Center.**

Motion was made by Tramel, second by Thompson to approve authorizing City Attorney to seek cancellation of CSI Agreement for computer services at the Pryor Creek Recreation Center. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood, 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 September 1<sup>st</sup>, 2020 Council meeting.
- b. Approve payroll purchase orders through September 18<sup>th</sup> and October 2<sup>nd</sup>, 2020.
- c. Approve claims for purchase orders through September 15<sup>th</sup>, 2020.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2020200560 - 2020200568	236,911.11
STREET & DRAINAGE	2020200568 – 911149B	57,684.58
GOLF COURSE	2020200640 - 2020200635	9,806.79
CAPITAL OUTLAY	911173B - 2020200661	18,543.61
REAL PROPERTY ACQUIS.	2020200545 - 2020200667	1,651.81
RECREATION CENTER	2020200518 - 2020200625	18,367.14
PPWA	2020200566 - 2020200561	7,200.00
LIBRARY SPECIAL	2020200197	1,489.90
<b>TOTAL</b>		<b>351,654.94</b>
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<b>BLANKETS</b>		
911222B	TERRACON	2,000.00
911223B	TERRACON	5,000.00
<b>TOTAL</b>		<b>7,000.00</b>

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- e. Discussion and possible action regarding authorizing Mayor to sign the Memorandum of Understanding for Medical Countermeasures (MCM) Point of Dispensing (POD) Locations.
- f. Discussion and possible action authorizing Mayor to sign the Emergency Management Performance Grant 2020 Amendment Request for Reimbursement Form for Quarter 4.
- g. Discussion and possible action regarding the 2020 Mayes County Emergency Operations Plan as reviewed and recommended by Mayes County Emergency Management Director Johnny Janzen.
- h. Discussion and possible action regarding allowing Pryor Arts and Humanities Council to hold a Printmaking Workshop at the Graham Community Building on October 28<sup>th</sup> and 29<sup>th</sup>, 2020 and waive the rental fee.
- i. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Pryor Main Street Program in the amount of \$20,000.00 from Promotion Account #02-201-5334.
- j. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Disabled American Veteran’s Program in the amount of \$1,000.00 from Veteran’s Program / American Legion Account #02-201-5346.
- k. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Senior Citizen Nutrition Center in the amount of \$5,000.00 from CARD – Senior Citizens Program Account #02-201-5340.
- l. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Sertoma Senior Citizen Center in the amount of \$5,000.00 from Sertoma – Senior Citizens Program Account #02-201-5345.
- m. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Disabled American Veterans in the amount of \$1,000.00 from the DAV Account #02-201-5347.
- n. Discussion and possible action regarding Assistant Golf Superintendent job description and qualifications.
- o. Discussion and possible action regarding Golf Course Equipment Manager job description and qualifications.
- p. Discussion and possible action regarding a contract between Ms. Jimmie’s School of Dance and the Pryor Creek Recreation Center.
- q. Discussion and possible action regarding a contract between Pryor Public Schools and the Pryor Creek Recreation Center.
- r. Discussion and possible action regarding an expenditure in the amount of \$6,644.00 to FiberInteractive Technologies for a new VOIP Phone System for the Police Department from Police Equipment Capital Outlay Account #44-445-5424. This price includes 18 new phones, installation of Ethernet Cable to each phone, and call recording. \$4,428.00 is a one-time fee and \$2,216.00 will be an annual fee for recording. Other quotes received: Vonage - One-time fee of \$270.00 and \$519.94 a month for a total of \$6,239.28 per year with a 2-year contract (does not include installation of Ethernet). Cox Communications - One-time fee of \$360.00 and \$792.00 a month for a total of \$9,504.00 per year. This phone system will transfer to the new Emergency Service Center.
- s. Discussion and possible action regarding declaration of an emergency and approval of expenditure in the amount of \$6,172.96 to FiberInteractive Technologies for 17 Eaton-5S-700 battery backups totaling \$2,803.10 and 2 Eaton-5PX-1950 Battery backups totaling \$3,369.86

from Police Equipment Capital Outlay Account #44-445-5424. This is due to a power surge at the Pryor Creek Police Department on September 9<sup>th</sup> that caused severe electrical damage.

- t. Discussion and possible action regarding declaration of an emergency and approval of expenditure in the amount of \$27,259.45 to FiberInteractive Technologies for turn-key replacement of the UPS in the Data Center at the Pryor Creek Police Department from Police Equipment Capital Outlay Account #44-445-5424.
- u. Discussion and possible action to reject all bids received for demolition of property at 224 Southeast 10<sup>th</sup> Street. Bids received: Hansen Dirt & Demo, LLC: \$10,000.00 and Wade's Wrecker Service: \$14,480.00. (Note: this property has been purchased from the owner by RRR Property Management, LLC. for demolition.)
- v. Discussion and possible action regarding an expenditure in the amount of \$2,528.00 to White Star Machinery for the repair of a T300-N Bobcat Compact Track Loader from Street Repair and Maintenance Account #14-145-5342.
- w. Discussion and possible action regarding authorizing Infrastructure Solutions Group to complete construction plans and bid documents for the permanent drainage easement projects in Eastmanor Second, an estimated expenditure in the amount of \$101,280.00. Street Drainage Projects Account #14-145-5092 is expected to fund the project.

Motion was made by Smith, second by Chitwood to approve items a – w, less items f, n, o, s and t. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

**f. Discussion and possible action authorizing Mayor to sign the Emergency Management Performance Grant 2020 Amendment Request for Reimbursement Form for Quarter 4.**

Motion was made by Chitwood, second by Shropshire to approve authorizing Mayor to sign the Emergency Management Performance Grant 2020 Amendment Request for Reimbursement Form for Quarter 4. Voting yes: Shropshire, Nance, Chitwood, Tramel, Thompson, Ketcher. Abstaining, counting as a no vote: Smith. Voting no: none.

**n. Discussion and possible action regarding Assistant Golf Superintendent job description and qualifications.**

Motion was made by Smith, second by Chitwood to approve Assistant Golf Superintendent job description and qualifications. Voting yes: Nance, Smith, Chitwood, Tramel, Thompson, Shropshire. Voting no: Ketcher.

**o. Discussion and possible action regarding Golf Course Equipment Manager job description and qualifications.**

Motion was made by Thompson, second by Smith to approve Golf Course Equipment Manager job description and qualifications. Voting yes: Smith, Chitwood, Tramel, Thompson, Shropshire, Nance. Voting no: Ketcher.

**s. Discussion and possible action regarding declaration of an emergency and approval of expenditure in the amount of \$6,172.96 to FiberInteractive Technologies for 17 Eaton-5S-700 battery backups totaling \$2,803.10 and 2 Eaton-5PX-1950 Battery backups totaling \$3,369.86 from Police Equipment Capital Outlay Account #44-445-5424. This is due to a power surge at the Pryor Creek Police Department on September 9<sup>th</sup> that caused severe electrical damage.**

City Attorney determined “s” and “t” will require two separate actions each.

Motion was made by Tramel, second by Thompson to declare an emergency of an expenditure in the amount of \$6,172.96 to FiberInteractive Technologies for 17 Eaton-5S-700 battery backups totaling \$2,803.10 and 2 Eaton-5PX-1950 Battery backups totaling \$3,369.86 from Police Equipment Capital Outlay Account #44-445-5424. This is due to a power surge at the Pryor Creek Police Department on September 9<sup>th</sup> that caused severe electrical damage. Voting yes: Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Voting no: none.

Motion was made by Chitwood, second by Smith to approve expenditure in the amount of \$6,172.96 to FiberInteractive Technologies for 17 Eaton-5S-700 battery backups totaling \$2,803.10 and 2 Eaton-5PX-1950 Battery backups totaling \$3,369.86 from Police Equipment Capital Outlay Account #44-445-5424. This is due to a power surge at the Pryor Creek Police Department on September 9<sup>th</sup> that caused severe electrical damage. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

**t. Discussion and possible action regarding declaration of an emergency and approval of expenditure in the amount of \$27,259.45 to FiberInteractive Technologies for turn-key replacement of the UPS in the Data Center at the Pryor Creek Police Department from Police Equipment Capital Outlay Account #44-445-5424.**

Motion was made by Tramel, second by Smith to declare an emergency of an expenditure in the amount of \$27,259.45 to FiberInteractive Technologies for turn-key replacement of the UPS in the Data Center at the Pryor Creek Police Department from Police Equipment Capital Outlay Account #44-445-5424. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel. Voting no: none.

Motion was made by Shropshire, second by Smith to approve expenditure in the amount of \$27,259.45 to FiberInteractive Technologies for turn-key replacement of the UPS in the Data Center at the Pryor Creek Police Department from Police Equipment Capital Outlay Account #44-445-5424. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

**7. COMMITTEE REPORTS:**

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

There will be a meeting the second Tuesday of October.

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

Shropshire reported that they are compiling information to call a meeting.

**c. Street (Smith)**

Smith had no report.

**8. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business.

**9. ADJOURN.**

Motion was made by 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 6:50 p.m.

**2. APPROVE MINUTES OF SEPTEMBER 1<sup>ST</sup>, 2020 MEETING.**

Motion was made by Shropshire, second by Chitwood to approve minutes of September 1<sup>st</sup>, 2020 meeting. Voting yes: Nance, Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

**3. DISCUSSION AND POSSIBLE ACTION REGARDING AN EXPENDITURE OF \$5,000.00 TO THE USDA – APHIS – WILDLIFE SERVICES FOR DISPERSAL AND REMOVAL OF PIGEONS AND BEAVERS DAMAGING PROPERTY AND THREATENING HUMAN HEALTH AND SAFETY USING LEGAL AND APPROVED METHODS FROM OCTOBER 1<sup>ST</sup>, 2020 THROUGH SEPTEMBER 30<sup>TH</sup>, 2021 FROM NUISANCES ACCOUNT #88-885-5347.**

Motion was made by Smith, second by Chitwood to approve an expenditure of \$5,000.00 to the USDA – APHIS – WILDLIFE SERVICES for Dispersal and Removal of Pigeons and Beavers damaging property and threatening human health and safety using legal and approved methods from October 1<sup>st</sup>, 2020 through September 30<sup>th</sup>, 2021 from Nuisances Account #88-885-5347. Voting yes: Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

**4. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business.

**5. ADJOURN.**

Motion was made by Ketcher, second by Smith to adjourn. Voting yes: Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. 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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