

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, NOVEMBER 3<sup>RD</sup>, 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 Mayor Lees. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Steve Smith, Randy Chitwood, Briana Brakefield and Yolanda Thompson. Members absent: Dennis Nance and Jimmy Tramel.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Park Superintendent Frank Powell, 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 Officers Dustin VanHorn and Michael Moore, Pryor Area Arts & Humanities Council members Bill and Diana Reeves and Ron Dryden, City Engineer Steve Powell, Library Board Chairman Jeanette Anderson, Park Board Chairman Bill Kannegiesser, Kemmie Shropshire, Scott Demereck, Alan Null, Emmalee Wallace, Devonte Houston, Cindy Foreman and Terry Aylward.

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

There were no petitions.

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

**a. Building Inspector**

No report.

**b. Emergency Management**

Janzen had no report.

**c. Fire**

No report.

**d. Golf**

Bowman reported that the weather has been great, and they have been busy. Revenue is up about \$14,000 from this time last year.

**e. Library**

Rerat reported that there is a slow leak in the library lobby. They are looking at replacing the tile that has separated from the concrete. Steve Powell is coming to look at it tomorrow.

**f. Parks / Cemetery**

Powell reported that they have been trimming trees at the cemetery. The new playground equipment should be here Thursday. He reported that his long-time employee, Leo Perry, passed away this weekend. He was a great employee and will be greatly missed. He would like to put up a memorial plaque in his honor in the park.

**g. Police**

Chief Nichols provided a statistics sheet.

**h. Recreation Center**

Long reported some repairs have been started. She also reported that the pool is scheduled to open on Friday.

**i. Street**

No report.

#### 4. MAYOR'S REPORT:

##### a. Proclamation Regarding Pryor Area Arts & Humanities Council.

Mayor Lees presented the Proclamation and Diana Reeves spoke.

##### b. Discussion and possible action regarding housing the gift of the "Painted Horse" created by Bill Rabbit on Library premises.

Motion was made by Ketcher, second by Smith to approve housing the gift of the "Painted Horse" created by Bill Rabbit on Library premises. Voting yes: Ketcher, Shropshire, Smith, Chitwood, Brakefield, Thompson. Voting no: none.

##### c. CARES Reimbursement Account Report.

Mayor Lees provided an update.

Mayor moved to the Addendum.

#### ADDENDUM CITY COUNCIL MEETING TUESDAY, NOVEMBER 3<sup>RD</sup>, 2020 AT 6:00 P.M.

##### 1. Discussion and possible action regarding five invoices totaling \$3,974.53 from Pryor Lumber for various renovation projects at the Pryor Senior Citizens Center / Sertoma Club dating from 9/23/20 – 10/28/20. All of these invoices represent materials purchased and labor contributed at no charge for ceiling tiles, flooring, electrical and carpentry work from General Repair and Maintenance Account #02-201-5091.

Motion was made by Shropshire, second by Chitwood to approve payment of five invoices totaling \$3,974.53 from Pryor Lumber for various renovation projects at the Pryor Senior Citizens Center / Sertoma Club dating from 9/23/20 – 10/28/20. All of these invoices represent materials purchased and labor contributed at no charge for ceiling tiles, flooring, electrical and carpentry work from General Repair and Maintenance Account #02-201-5091. Voting yes: Shropshire, Smith, Chitwood, Brakefield, Thompson, Ketcher. Voting no: none.

##### 2. Discussion and possible action regarding a quotation for the expenditure totaling \$2,765.00 to Bostick Electric, LLC for material and labor at the Pryor Senior Citizens Center / Sertoma Club for various electrical projects. This expenditure without comparative bid is determined to be in the best interest of the City due to the generous contribution of Bostick Electric, LLC from General Repair and Maintenance Account #02-201-5091.

Motion was made by Chitwood, second by Smith to approve expenditure totaling \$2,765.00 to Bostick Electric, LLC for material and labor at the Pryor Senior Citizens Center / Sertoma Club for various electrical projects. This expenditure without comparative bid is determined to be in the best interest of the City due to the generous contribution of Bostick Electric, LLC from General Repair and Maintenance Account #02-201-5091. Voting yes: Smith, Chitwood, Brakefield, Thompson, Ketcher, Shropshire. Voting no: none.

Mayor moved back to regular Agenda.

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

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

**The S/2 of the NW/4 of the SW/4 of the NW/4 and part of the SW/4 of the SW/4 of the NW/4 more particularly described as follows to-wit: Beginning at the Northwest Corner of said SW/4 SW/4 NW/4; Thence Southerly along the West Boundary thereof, a distance of 493.98 feet; Thence S 89°42' E, a distance of 159.4 feet; Thence S 0°18' E a distance of 5.0 feet; Thence Easterly, parallel to the South Boundary of said SW/4 SW/4 NW/4, a distance of 500.6 feet, more or less, to a point in the East Boundary of said SW/4 SW/4 NW/4, which point is 161.0 feet North of the Southeast Corner thereof, Thence Northerly, along the East Boundary of said SW/4 SW/4 NW/4, a distance of 499.0 feet, to the Northeast Corner thereof; Thence Westerly, along the Northerly Boundary of said SW/4 SW/4 NW/4, a distance of 660.0 feet to the point or place of beginning, all in Section 8, Township 21 North, Range 19 East of the Indian Base and Meridian. Containing 12.5209 acres and subject to covenants, easements and restrictions of record.**

Motion was made by Smith, second by Shropshire to waive reading and approve Ordinance #2020 – 13 changing and amending zoning classification from RS (Residential Single) to RS-50 (Residential Single – 50) of property described as follows:

The S/2 of the NW/4 of the SW/4 of the NW/4 and part of the SW/4 of the SW/4 of the NW/4 more particularly described as follows to-wit: Beginning at the Northwest Corner of said SW/4 SW/4 NW/4;

Thence Southerly along the West Boundary thereof, a distance of 493.98 feet; Thence S 89°42' E, a distance of 159.4 feet; Thence S 0°18' E a distance of 5.0 feet; Thence Easterly, parallel to the South Boundary of said SW/4 SW/4 NW/4, a distance of 500.6 feet, more or less, to a point in the East Boundary of said SW/4 SW/4 NW/4, which point is 161.0 feet North of the Southeast Corner thereof, Thence Northerly, along the East Boundary of said SW/4 SW/4 NW/4, a distance of 499.0 feet, to the Northeast Corner thereof; Thence Westerly, along the Northerly Boundary of said SW/4 SW/4 NW/4, a distance of 660.0 feet to the point or place of beginning, all in Section 8, Township 21 North, Range 19 East of the Indian Base and Meridian. Containing 12.5209 acres and subject to covenants, easements and restrictions of record.

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

**b. Discussion and possible action regarding approval of a Resolution Calling for the General Election in 2021.**

Motion was made by Shropshire, second by Smith to approve Resolution #2020 – 11 calling for the General Election in 2021. Voting yes: Brakefield, Thompson, Ketcher, Shropshire, Smith, Chitwood. 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 20<sup>th</sup>, 2020 Council meeting.
- b. Approve payroll purchase orders through November 13<sup>th</sup>, 2020.
- c. Approve claims for purchase orders through November 3<sup>rd</sup>, 2020.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2020201063 - 2020200958	86,178.17
STREET & DRAINAGE	2020200958 – 911221B	194,357.88
GOLF COURSE	2020201048 - 2020201058	15,802.98
CAPITAL OUTLAY	1920191517 - 2020200862	13,571.44
REAL PROPERTY ACQUIS.	911224B - 2020201065	1,321.45
HOTEL / MOTEL TAX	2020201028 - 2020201029	72,406.64
RECREATION CENTER	2020201036 - 2020200958	23,276.95
PPWA	2020201019	2,200.00
E-911	911162B	1,556.42
DONATIONS & EARMARKED	2020200516	815.00
<b>TOTAL</b>		<b>411,486.93</b>
<b>BLANKETS</b>		
911225B	BAYSINGERS POLICE SUPPLY	10,000.00
<b>TOTAL</b>		<b>10,000.00</b>

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- e. Discussion and possible action regarding approval of the 2021 City of Pryor Creek Holiday Calendar.
- f. Discussion and possible action regarding approval of the schedule for the 2021 City of Pryor Creek Council meetings.
- g. Discussion and possible action regarding approval of the schedule for the 2021 City of Pryor Creek Budget and Personnel Committee meetings.
- h. Discussion and possible action regarding approval of the schedule for the 2021 City of Pryor Creek Street Committee meetings.
- i. Discussion and possible action regarding approval of the schedule for the 2021 City of Pryor Creek Park / Cemetery Board meetings.
- j. Discussion and possible action regarding approval of the schedule for the 2021 City of Pryor Creek Planning and Zoning Commission meetings.
- k. Discussion and possible action regarding approval of the schedule for the 2021 City of Pryor Creek Planning and Zoning Board of Adjustments / Multi-Hazard Mitigation Committee meetings.
- l. Discussion and possible action regarding approval of the schedule for the 2021 City of Pryor Creek Recreation Center Board meetings.
- m. Discussion and possible action regarding approval of the schedule for the 2021 Library Board meetings.
- n. Discussion and possible action regarding approval of the schedule for the 2021 Ordinance and Insurance Committee meetings.
- o. Discussion and possible action regarding approval of the schedule for the 2021 Flood Plain Board meetings.
- p. Discussion and possible action regarding approval of the schedule for the 2021 Hotel / Motel Tax Allocation Board meetings.

- q. Discussion and possible action regarding approval of the schedule for the 2021 Economic Development Trust Authority meetings.
- r. Discussion and possible action regarding approval of the schedule for the 2021 Personnel Board meetings.
- s. Acknowledge 2021 meeting schedule for the Municipal Utility Board.
- t. Discussion and possible action to declare old server in the City Clerk's office as obsolete and approve transfer to the Municipal Utility Board to be used for spare parts for their server.
- u. Discussion and possible action to approve closure of East Graham Avenue from Cherokee Street to Adair Street on December 3<sup>rd</sup>, for Pryor's Annual Christmas Parade of Lights from 5:00 p.m. until 10:00 p.m.
- v. Discussion and possible action regarding an expenditure in the amount of \$5,634.37 to Warren CAT for the repair of a 420 CAT backhoe front valve body at the Pryor Creek Street Department from Street Repair & Maintenance Account #14-145-5342.
- w. Discussion and possible action regarding an expenditure in the amount of \$3,354.50 for guardrails for the SW 9th Street and Dog Pound Road project from Street Asphalt Overlay Account #14-145-5410.
- x. Discussion and possible action regarding recommendation to post SW 9th Street and Dog Pound Road with load limits of "5 Tons" to assist in reducing heavy loading on those segments to lengthen the life of the new pavement.
- y. Discussion and possible action regarding seeking sealed bids for a fairway mower, greens aerifier, fairway aerifier and equipment lift for the Pryor Creek Golf Course.
- z. Discussion and possible action regarding hiring Scott Demereck to fill budgeted Equipment Manager position at the Pryor Creek Golf Course at Range T, Step 1 (annual wage - \$32,240.00), effective November 4<sup>th</sup>, 2020.
- aa. Discussion and possible action regarding hiring Alan Null to fill budgeted Assistant Golf Superintendent position at the Pryor Creek Golf Course at Range S, Step 1 (annual wage - \$34,882.00), effective November 4<sup>th</sup>, 2020.
- bb. Discussion and possible action regarding appointment of Marty Marsh to Recreation Board Seat #5, term ending 8/31/21.
- cc. Discussion and possible action regarding hiring Jacquelyn Moyers as Aquatics Coordinator at Range D, Step 2 (annual wage - \$35,104.00).
- dd. Discussion and possible action regarding an expenditure in the amount of \$15,120.00 to Vermont Systems for new computer software for the Pryor Creek Recreation Center from Recreation Center Computer Tech Support Account #84-845-5046 from bids received. Other bids received: Mindbody, \$7,188.00; Club Automation, \$25,941.28.
- ee. Discussion and possible action regarding Pryor Creek Police Department's acceptance of the Attorney General's Safe Oklahoma Grant in the amount of \$25,350.00 for license plate recognition technology and in-car video systems.
- ff. Discussion and possible action regarding hiring Devonte Houston to fill Patrolman position at the Pryor Creek Police Department at Range J, Step 1 (annual wage - \$36,741.00) effective December 7<sup>th</sup>, 2020, pending approval from the Oklahoma Police Pension Retirement Board. This position is the third patrolman position that was approved in the 2020-2021 Budget.
- gg. Discussion and possible action regarding hiring Lillian Tucker for the full-time Librarian II – Administrative Librarian at Range C, Step 1 (annual wage - \$30,834.00) at the Thomas J. Harrison Pryor Public Library effective November 4<sup>th</sup>, 2020. This position was left vacant by the resignation of Marie Reist. Lillian currently works part-time at the library.
- hh. Discussion and possible action regarding hiring Elise Kasler for the budgeted part-time Library Assistant – Computer Lab position at the Thomas J. Harrison Pryor Public Library effective November 4<sup>th</sup>, 2020. This position was approved at the October 20<sup>th</sup>, 2020 Council meeting.
- ii. Discussion and possible action regarding an additional expenditure of \$970.57 to the previously approved expenditure of \$3,011.24 which was approved at the October 6<sup>th</sup>, 2020 Council Meeting for a total expenditure of \$3,981.81 to Matthews Ford for the repair of a dump truck at the Cemetery from Cemetery Repair and Maintenance Account #02-223-5091.

Motion was made by Brakefield, second by Ketcher to approve items a – ii, less items z, aa and ff. Voting yes: Thompson, Ketcher, Shropshire, Smith, Chitwood, Brakefield. Voting no: none.

**z. Discussion and possible action regarding hiring Scott Demereck to fill budgeted Equipment Manager position at the Pryor Creek Golf Course at Range T, Step 1 (annual wage - \$32,240.00), effective November 4<sup>th</sup>, 2020.**

Motion was made by Thompson, second by Smith to approve hiring Scott Demereck to fill budgeted Equipment Manager position at the Pryor Creek Golf Course at Range T, Step 1 (annual wage - \$32,240.00), effective November 4<sup>th</sup>, 2020. Voting yes: Ketcher, Shropshire, Smith, Chitwood, Brakefield, Thompson. Voting no: none.

**aa. Discussion and possible action regarding hiring Alan Null to fill budgeted Assistant Golf Superintendent position at the Pryor Creek Golf Course at Range S, Step 1 (annual wage - \$34,882.00), effective November 4<sup>th</sup>, 2020.**

Motion was made by Chitwood, second by Smith to approve hiring Alan Null to fill budgeted Assistant Golf Superintendent position at the Pryor Creek Golf Course at Range S, Step 1 (annual wage - \$34,882.00), effective November 4<sup>th</sup>, 2020. Voting yes: Shropshire, Smith, Chitwood, Brakefield, Thompson, Ketcher. Voting no: none.

**ff. Discussion and possible action regarding hiring Devonte Houston to fill Patrolman position at the Pryor Creek Police Department at Range J, Step 1 (annual wage - \$36,741.00) effective December 7<sup>th</sup>, 2020, pending approval from the Oklahoma Police Pension Retirement Board. This position is the third patrolman position that was approved in the 2020-2021 Budget.**

Motion was made by Thompson, second by Ketcher to approve hiring Devonte Houston to fill Patrolman position at the Pryor Creek Police Department at Range J, Step 1 (annual wage - \$36,741.00) effective December 7<sup>th</sup>, 2020, pending approval from the Oklahoma Police Pension Retirement Board. This position is the third patrolman position that was approved in the 2020-2021 Budget. Voting yes: Smith, Chitwood, Brakefield, Thompson, Ketcher, Shropshire. Voting no: none.

**7. COMMITTEE REPORTS:**

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

Brakefield reported that the Budget and Personnel Committee will meet next Tuesday, November 10<sup>th</sup>, 2020 at 5:30 p.m.

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

Shropshire reported that they are working on some issues and will get with the City Attorney.

**c. Street (Smith)**

Smith had nothing to report at this time.

**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: Chitwood, Brakefield, Thompson, Ketcher, Shropshire, Smith. Voting no: none.

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 7:00 p.m.

**2. APPROVE MINUTES OF OCTOBER 20<sup>TH</sup>, 2020 MEETING.**

Motion was made by Chitwood, second by Smith to approve minutes of October 20<sup>th</sup>, 2020 meeting. Voting yes: Brakefield, Thompson, Ketcher, Shropshire, Smith, Chitwood. 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: Thompson, Ketcher, Shropshire, Smith, Chitwood, Brakefield. 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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