

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, DECEMBER 1ST, 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 Dennis Nance. 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 and 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, Assistant Fire Chief James Baumert, Park Superintendent Frank Powell, Street Superintendent Buddy Glenn, Golf Course Superintendent Dennis Bowman, Library Director Cari Rerat, Recreation Center Director Jessica Long, Recreation Center Assistant Director Jerome Hopkins.

Others present: Police Officer Dustin VanHorn, City Engineer Steve Powell, Hillcrest Hospital Pryor Administrator Doug Weaver, Sertoma representatives Jody Webb and Wayne Perego, Terry Aylward and Kimmie Shropshire.

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

Jimmy Tramel reported that Carl Curry, former Pryor Creek Mayor, passed away at the age of 96.

3. DEPARTMENT HEAD REPORTS IF NEEDED.

a. Building Inspector

No report.

b. Emergency Management

No report.

c. Fire

Assistant Chief Baumert stated he had no report.

d. Golf

Bowman reported that there was some vandalism at the golf course. They are also cleaning up leaves and doing some aggressive marketing to improve memberships.

e. Library

Rerat reported that the Library Board and staff have voted to close the library down at 5 pm on the day of the Christmas Parade.

f. Parks / Cemetery

Powell reported that they are doing winter jobs, such as winterizing, mulching and cleaning. He reported that it will probably be at least the middle of January before they are able to get the new playground equipment installed at Bobby Buck Park.

g. Police

Chief Nichols reported that they are excited and ready for the Christmas Parade Thursday evening. Mayor Lees read a letter from the Disabled American Veterans Chapter 43 praising the work of the Pryor Creek Police Department.

h. Recreation Center

Long reported that over 100 people have signed up for "Maintain Don't Gain." They are working on the 2021 plan and a 5-year plan.

i. Street

Glenn reported that they are working on leaf clean-up. The contractor is cleaning up. The Street Department is ready for ice or snow.

4. MAYOR'S REPORT:

a. CARES Reimbursement Account Report with discussion.

Mayor Lees reported that this past month we spent \$818.86 out of this account.

b. Covid-19 Report with discussion.

Mayor asked Doug Weaver to share updates. Mr. Weaver reported that a lot has changed since he was here last. Mayes County has had 1,661 positive cases as of this afternoon, 285 of which are still active, and we have had 19 deaths. Within the Pryor Creek city limits, we have had 593 positive cases, 98 of which are still active, and 10 deaths. Yesterday, 50% of the people who came into the Emergency Room were tested for COVID. Oklahoma hospitals are at a Tier 3 level, which means 20-39% of the beds are in use. Pryor does not have an Intensive Care Unit, so patients who get to that point have to be sent elsewhere. Weaver sees a benefit from masks.

Mayor then asked for discussion from Council regarding a possible mask mandate. Ketcher is not in favor of mandating masks. Smith agrees. Businesses have signs posted if they require them. Tramel feels like giving a mask mandate for 30 – 60 days is worth a try. Mayor stated that he has talked to several merchants who are asking for a mandate to help them enforce their mask requests. Brakefield and Chitwood are torn on the subject. Nance asked how it would be enforced. Smith stated that it is not a state mandate right now, but that might happen at some point.

c. Report on the Pryor Creek Senior Citizen's Center / Sertoma / NEOK Freedom Tour.

Sertoma President Jody Webb and Board Chairman Wayne Perego spoke regarding them partnering with the NEOK Freedom Tour. With the City's help and donations, they have been able to redo floors and replace all ceiling tiles. The building looks new again. The van service will be back up and running next week.

d. Discussion and possible action regarding approval of the Notice of Award of the contract, "Drainage Improvements at Various Locations PRY 19-05," to Envision Civil Contractors, LLC in the amount of \$291,072.60. Other bid received: MJM Construction & Application, LLC in the amount of \$513,665.00. Engineer's estimate: \$300,000.00. As recommended by the Pryor Creek Street Committee.

Motion was made by Tramel to reject the bids and send this item back to the Street Committee for review, since he does not find that the 14th and Fairland portion went through them first. Mayor stated that Tramel's motion is out of order. Tramel then moved to table, and Ketcher seconded.

Mayor stated that 14th and Fairland was not, in fact, passed through the Street Committee, which was his mistake. Steve Powell stated that 14th and Fairland (Schedule II) has been on the books and in conversation for several years. He takes full responsibility for not taking this to Street Committee first. It is his personal opinion that, when presented to the contractor to award Schedule I (3rd & Eastmanor) without Schedule II, the contractor may withdraw his bid.

Smith, the Chairman of the Street Committee, states that he would hate to lose this bid by rejecting it and starting over.

Ketcher withdrew his second to table. Shropshire seconded the motion to table, in order to give the Street Committee time to meet before next Council. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, and Tramel. Voting no: none.

Street Committee will meet Friday at 5:00 p.m.

5. CITY ATTORNEY'S REPORT:

a. Discussion and possible action regarding cancellation of CSI Agreement with Pryor Creek Recreation Center as recommended by the Pryor Creek Recreation Center Board.

Motion was made by Shropshire, second by Smith to approve cancellation of CSI Agreement with Pryor Creek Recreation Center as recommended by the Pryor Creek Recreation Center Board. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher. Voting no: none.

b. Discussion and possible action authorizing Mayor to sign Services Agreement with Vermont Systems for the Pryor Creek Recreation Center as recommended by the Pryor Creek Recreation Center Board.

Motion was made by Smith, second by Nance to authorize Mayor to sign Services Agreement with Vermont Systems for the Pryor Creek Recreation Center as recommended by the Pryor Creek Recreation Center Board. Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire. Voting no: none.

c. Discussion and possible action regarding update of Records Retention Policy for the City of Pryor Creek as recommended by the Ordinance / Insurance Committee.

Motion was made by Shropshire, second by Ketcher to approve update of Records Retention Policy for the City of Pryor Creek as recommended by the Ordinance / Insurance Committee. Voting yes: Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance. Voting no: none.

d. Discussion and possible action regarding adopting the 2015 International Residential Code for the City of Pryor Creek as recommended by the Ordinance / Insurance Committee.

Motion was made by Chitwood, second by Smith to approve adopting the 2015 International Residential Code for the City of Pryor Creek as recommended by the Ordinance / Insurance Committee. Mr. Ritchie will draft an ordinance. Voting yes: Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith. Voting no: none.

e. First reading of an ordinance amending Title 6, Chapter 3, Section 6 of the City Code repealing paragraph A (2) eliminating the requirement for display of official inspection stickers on vehicles as recommended by the Ordinance / Insurance Committee.

Motion was made by Smith, second by Nance to approve and waive the first reading of an ordinance amending Title 6, Chapter 3, Section 6 of the City Code repealing paragraph A (2) eliminating the requirement for display of official inspection stickers on vehicles as recommended by the Ordinance / Insurance Committee. Voting yes: Brakefield, Tramel, Ketcher, Shropshire, Nance, 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 November 17th, 2020 Council meeting.
- b. Approve payroll purchase orders through December 11th, 2020.
- c. Approve claims for purchase orders through December 1st, 2020.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2020201271 - 911206B	92,358.07
STREET & DRAINAGE	911199B - 2020201060	3,917.50
GOLF COURSE	2020201288 - 2020201294	3,233.49
CAPITAL OUTLAY	2020200677	27,259.45
REAL PROPERTY ACQUIS.	911224B	1,225.00
RECREATION CENTER	2020201244 - 2020201257	43,356.86
LIBRARY SPECIAL	2020201228	22.80
TOTAL		171,373.17

NO BLANKETS

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding Pryor Creek Recreation Center Master Plan Proposal from Planning Design Group (PDG), at a cost of \$7,500.00 for design services from Recreation Outside Services Account #84-845-5075 as recommended by the Pryor Creek Recreation Center Board.
- f. Discussion and possible action regarding accepting bid from P&K Equipment for a John Deere Riding Fairway Mower at a cost of \$59,877.72 from bids received. Other bids received: Professional Turf Products, L.P. in the amount of \$66,289.40; Kansas Golf and Turf in the amount of \$60,560.00 as recommended by the Pryor Creek Park Board.
- g. Discussion and possible action regarding accepting bid from Professional Turf Products, L.P. for a Toro Greens Aerator in the amount of \$35,698.00 as in the best interest of the city from bids received. Other bid received: P&K Equipment in the amount of \$20,000.00 as recommended by the Pryor Creek Park Board.
- h. Discussion and possible action regarding accepting bid from P&K Equipment for an Equipment Lift in the amount of \$6,087.00 from bids received. Other bids received: Professional Turf Products, L.P. in the amount of \$7,621.00; Kansas Golf and Turf in the amount of \$6,408.00 as recommended by the Pryor Creek Park Board.
- i. Discussion and possible action regarding declaring a John Deere 310C 4X4 ARL-735E backhoe at the Pryor Creek Golf Course Serial No. 29923, estimated value of \$4,500.00 surplus and selling it for the highest and best sealed bid as recommended by the Pryor Creek Park Board.
- j. Discussion and possible action regarding changing credit card processing at the Pryor Creek Golf Course to Merchant Pro Express, which charges the fees to the consumer as recommended by the Pryor Creek Park Board.
- k. Discussion and possible action regarding a 10% increase in membership fees at the Pryor Creek Golf Course effective January 1st, 2021 as recommended by the Pryor Creek Park Board.

- l. Discussion and possible action regarding a December 2020 special at the Pryor Creek Golf Course for a 15-month new membership (January 2021 – March 2022) for the cost of one (1) year at the current rate as recommended by the Pryor Creek Park Board.
- m. Discussion and possible action regarding scheduling a Halloween Hayride at the Golf Course in October 2021 and forming a committee to begin planning process as recommended by the Pryor Creek Park Board.
- n. Discussion and possible action regarding seeking bids for repair of the cart building and maintenance building roofs at the Golf Course. Funding will be from an insurance claim for roof damage (\$7,280.50) and Golf Repair & Maintenance Account #41-415-5092 as recommended by the Pryor Creek Park Board.
- o. Discussion and possible action regarding a monument for Whitaker Park in honor/memory of Leo Perry. The monument will be provided by Witt Monument Company at the cost of approximately \$850.00 as recommended by the Pryor Creek Park Board.
- p. Discussion and possible action regarding an expenditure in the amount of \$2,683.00 to Idemia (formerly Morphotrak) for the renewal of the annual maintenance agreement for the LiveScan fingerprint machine at the Pryor Creek Police Department, from Police Technology Account #02-215-5260.
- q. Discussion and possible action regarding transferring a 1997 CAT Backhoe, Model No. 416C, Serial No. 4ZN01692 from the Street Department to the Pryor Creek Golf Course. The Pryor Street Department book value of the backhoe is \$48,000.00 as recommended by the Street Department Committee.

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

a. Approve minutes of the November 17th, 2020 Council meeting.

Motion was made by Smith, second by Chitwood to approve minutes of the November 17th, 2020 Council meeting. Voting yes: Ketcher, Shropshire, Nance, Smith, Brakefield, Tramel. Abstaining, counting as a no vote: Chitwood. Voting no: none.

e. Discussion and possible action regarding Pryor Creek Recreation Center Master Plan Proposal from Planning Design Group (PDG), at a cost of \$7,500.00 for design services from Recreation Outside Services Account #84-845-5075 as recommended by the Pryor Creek Recreation Center Board.

Motion was made by Chitwood, second by Smith to approve Pryor Creek Recreation Center Master Plan Proposal from Planning Design Group (PDG), at a cost of \$7,500.00 for design services from Recreation Outside Services Account #84-845-5075 as recommended by the Pryor Creek Recreation Center Board. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher. Voting no: none.

f. Discussion and possible action regarding accepting bid from P&K Equipment for a John Deere Riding Fairway Mower at a cost of \$59,877.72 from bids received. Other bids received: Professional Turf Products, L.P. in the amount of \$66,289.40; Kansas Golf and Turf in the amount of \$60,560.00 as recommended by the Pryor Creek Park Board.

Motion was made by Tramel, second by Shropshire to table accepting bid from P&K Equipment for a John Deere Riding Fairway Mower at a cost of \$55,951.40 (Scrivener's error on agenda) from bids received until the next Council meeting in order to review the Capital Outlay budget. Other bids received: Professional Turf Products, L.P. in the amount of \$66,289.40; Kansas Golf and Turf in the amount of \$60,560.00 as recommended by the Pryor Creek Park Board. Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire. Voting no: none.

g. Discussion and possible action regarding accepting bid from Professional Turf Products, L.P. for a Toro Greens Aerator in the amount of \$35,698.00 as in the best interest of the city from bids received. Other bid received: P&K Equipment in the amount of \$20,000.00 as recommended by the Pryor Creek Park Board.

Motion was made by Tramel, second by Ketcher to table accepting bid from Professional Turf Products, L.P. for a Toro Greens Aerator in the amount of \$35,698.00 as in the best interest of the city from bids received until next Council meeting. Other bid received: P&K Equipment in the amount of \$20,000.00 as recommended by the Pryor Creek Park Board. Voting yes: Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance. Voting no: none.

h. Discussion and possible action regarding accepting bid from P&K Equipment for an Equipment Lift in the amount of \$6,087.00 from bids received. Other bids received: Professional Turf Products, L.P. in the amount of \$7,621.00; Kansas Golf and Turf in the amount of \$6,408.00 as recommended by the Pryor Creek Park Board.

Motion was made by Tramel, second by Chitwood to table accepting bid from P&K Equipment for an Equipment Lift in the amount of \$6,087.00 from bids received. Other bids received: Professional Turf

Products, L.P. in the amount of \$7,621.00; Kansas Golf and Turf in the amount of \$6,408.00 as recommended by the Pryor Creek Park Board.

Motion and second were then withdrawn. Motion was made by Tramel, second by Brakefield to approve bid from P&K Equipment for an Equipment Lift in the amount of \$6,087.00 from bids received for safety reasons. Other bids received: Professional Turf Products, L.P. in the amount of \$7,621.00; Kansas Golf and Turf in the amount of \$6,408.00 as recommended by the Pryor Creek Park Board. Voting yes: Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith. Voting no: none.

i. Discussion and possible action regarding declaring a John Deere 310C 4X4 ARL-735E backhoe at the Pryor Creek Golf Course Serial No. 29923, estimated value of \$4,500.00 surplus and selling it for the highest and best sealed bid as recommended by the Pryor Creek Park Board.

Motion was made by Smith, second by Chitwood to approve declaring a John Deere 310C 4X4 ARL-735E backhoe at the Pryor Creek Golf Course Serial No. 29923, estimated value of \$4,500.00 surplus and selling it for the highest and best sealed bid as recommended by the Pryor Creek Park Board. This equipment actually belongs to the Park / Cemetery Department. Voting yes: Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

j. Discussion and possible action regarding changing credit card processing at the Pryor Creek Golf Course to Merchant Pro Express, which charges the fees to the consumer as recommended by the Pryor Creek Park Board.

Motion was made by Chitwood, second by Shropshire to approve, with Scrivener's error, changing credit card processing at the Pryor Creek Golf Course to ~~Merchant Pro Express~~ (Scrivener's Error: Company name is Finical), which charges the fees to the consumer as recommended by the Pryor Creek Park Board. Voting yes: Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield. Voting no: none.

o. Discussion and possible action regarding a monument for Whitaker Park in honor/memory of Leo Perry. The monument will be provided by Witt Monument Company at the cost of approximately \$850.00 as recommended by the Pryor Creek Park Board.

Motion was made by Chitwood, second by Smith to approve a monument for Whitaker Park in honor/memory of Leo Perry. The monument will be provided by Witt Monument Company at the cost of approximately \$850.00 as recommended by the Pryor Creek Park Board. Chitwood thanked Leo's family. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Brakefield reported that the Budget and Personnel Committee will meet Tuesday, December 8th, 2020 at 5:30 p.m.

b. Ordinance and Insurance (Shropshire)

Shropshire reported that the next Ordinance and Insurance Committee meeting will be Monday, January 11th, 2021 at 5:30 p.m.

c. Street (Smith)

Smith reported that the Street Committee will have a special meeting this Friday, December 4th, 2020.

8. UNFORESEEABLE BUSINESS.

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

Chitwood announced that there will be a blood drive at the hospital on December 8th.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 8:05 p.m.

2. APPROVE MINUTES OF NOVEMBER 17TH, 2020 MEETING.

Motion was made by Chitwood, second by Smith to approve minutes of November 17th, 2020 meeting. Voting yes: Nance, Smith, Brakefield, Tramel, Ketcher, Shropshire. Abstaining, counting as a no vote: 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: Smith, Chitwood, Brakefield, Tramel, 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
