

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, FEBRUARY 16TH, 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 Mayor Lees. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Jimmy Tramel and Yolanda Thompson. 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 BK Young, Park Superintendent Frank Powell, Golf Superintendent Dennis Bowman, Building Inspector Kenneth Young, Recreation Center Director Jessica Long.

Others present: Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Animal Control Officer Becki Sams-Benham, Park Board Chairman Bill Kannegiesser, Chris Gonthier 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

Young had no report.

b. Emergency Management

Mayor reported that the hospital had a sprinkler line break this morning and flooded a portion of the facility.

c. Fire

Young reported that they have been chasing leaks and dealing with falls. He stressed that people stay home if at all possible.

d. Golf

Bowman had no report.

e. Library

Rerat provided her report via email.

f. Parks / Cemetery

Powell reported they have been working on maintenance and organizing.

g. Police

Nichols reported that they have applied for a 911 grant from the State, which is an 80/20 grant. He also reported that Sunday the heater went out in the animal shelter.

h. Recreation Center

Long reported that they have been able to stay open through the storms, but they are dealing with several leaks.

i. Street

No report. Mayor recognized the Street Department for all their hard work during the winter storms.

4. MAYOR'S REPORT:

a. CARES Reimbursement Account Report with discussion.

Mayor reported on the CARES Act funding in detail and provided some financial reports showing what has been spent and what is still available to spend.

b. Discussion and possible action regarding confirming the Mayor’s appointment of Mr. Kris Foster to Seat 2 of the City of Pryor Creek, “Planning and Zoning Board of Adjustment / Multi-Hazard Mitigation Committee.” This is a 3-year term to expire on August 31st, 2023.

Mayor stated that due to the weather this is being postponed until March 2nd, 2021, so that Mr. Foster can be in attendance.

c. Discussion and possible action to employ Planning Design Group for the purpose of creating design plans for downtown corridor development. The anticipated cost to the City is \$39,500.00 and is recommended to be paid from the Main Street Bond fund Planning and Design Account #68-685-5075. This action is a recommendation from the Economic Development Trust Authority.

Motion was made by Shropshire, second by Nance to approve employing Planning Design Group for the purpose of creating design plans for downtown corridor development. The anticipated cost to the City is \$39,500.00 and is recommended to be paid from the Main Street Bond fund Planning and Design Account #68-685-5075. This action is a recommendation from the Economic Development Trust Authority.

Planning Design Group representative Katy O’Meilia joined via Zoom to provide a visual presentation on the type of work they do. She then answered all of the Councilors’ questions.
Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

d. Mid-year Benefit Review presented by Brown & Brown Insurance representative Jennifer Brittain.
This item is being postponed until March 2nd, 2021, due to weather conditions.

5. CITY ATTORNEY’S REPORT:

a. First reading of an ordinance amending Pryor Creek City Code Section 10-6-1, Table 6-1 providing for the use of property by way of a “Special Exception” for “Low-Impact Manufacturing and Industry” in Commercial Automotive and Recreation (CAR), Commercial General (CG) and Commercial Restricted (CR) Districts.

Motion was made by Chitwood, second by Ketcher to waive the first reading. No vote was taken.

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 February 2nd, 2021 Council meeting.
- b. Approve payroll purchase orders through February 19th, 2021.
- c. Approve claims for purchase orders through February 16th, 2021.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2020201955 - 2020201987	178,590.37
STREET & DRAINAGE	2020201887 – 2020201880	4,612.01
GOLF COURSE	2020201929 - 2020201930	7,634.28
CAPITAL OUTLAY	2020201472 - 2020201977	54,334.36
REAL PROPERTY ACQUIS.	2020201885	146.95
RECREATION CENTER	2020201922 - 2020201918	17,187.31
TOTAL		262,505.28
BLANKETS		
911226B	O'REILLY AUTOMOTIVE INC.	2,000.00
TOTAL		2,000.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Approve November 2020 Appropriation Requests.
- f. Discussion and possible action authorizing the Cherokee Nation to use the Graham Community Building and waive rental fee and deposit on June 5th, 2021 for their General Election and, if necessary, July 24th, 2021 for a run-off election.
- g. Discussion and possible action regarding use of Whitaker Park by the Mayes County Amateur Radio Club on Saturday, June 26th, 2021 through Sunday, June 27th, 2021 for their annual Field Day event.
- h. Discussion and possible action regarding accepting the resignation of Alyissa Harry from Pryor Creek Police Dispatch, effective January 31st, 2021.
- i. Discussion and possible action regarding reimbursement approval to Municipal Utility Board in the amount of \$35,531.48 for paid sick leave during July – December 2020. This action is consistent with the provisions of the Families First Coronavirus Response Act (FFCRA). The reimbursement is proposed to be expended from COVID Reimbursement 2020 Account #02-201-5401.
- j. Discussion and possible action authorizing Mayor to sign the Emergency Management Performance Grant 2021 Request for Reimbursement Form for Quarter 1.
- k. Discussion and possible action regarding an expenditure in the amount of \$9,975.00 to S&J Plumbing for 100-gallon water heater for the Pryor Creek Recreation Center from Recreation

Center Repair & Maintenance Account #84-845-5091 and declaring an emergency. Other quote received: Joel's Plumbing and Drain in the amount of \$10,300.00.

- l. Discussion and possible action regarding payment of three invoices totaling \$3,421.04 to Farm Plan (P&K Equipment) for repairs of a 1570 John Deere tractor from Cemetery Repair & Maintenance Account #02-223-5091.
- m. 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 for the Pryor Creek Golf Course from Golf Course - Golf Capital Outlay Account #41-415-5411, as recommended by the Park Board and Budget Committee. Other bid received: P&K Equipment in the amount of \$20,000.00.
- n. Discussion and possible action regarding accepting bid from P&K Equipment for a John Deere Deep Tine Aerator demonstrator model in the amount of \$35,100.00 as in the best interest of the city from bids received for the Pryor Creek Golf Course from Capital Outlay - Golf Capital Outlay Account #44-445-5447, as recommended by the Park Board and Budget Committee. Other bids received: Pro Turf in the amount of \$27,592.18; KGT in the amount of \$10,210.00.
- o. Discussion and possible action authorizing Mayor to sign Land Use Agreement with Mayes County Youth Football for use of the land just South of the soccer complex on Gaither Road.
- p. Discussion and possible action authorizing Mayor to sign the 2021 Coalition Involvement Agreement between Mayes County HOPE Coalition and School Resource Officer Johnnie Jenkins. This partnership is funded by the Drug Free Communities grant awarded to the HOPE Coalition for the HOPE4YOUTH program.
- q. Discussion and possible action regarding an expenditure in the amount of \$2,883.16 (\$641.94 each plus balance, mount and dismount) to Wade's Wrecker Service as in the best interest of the City to replace four (4) rear tires on Engine 1 at the Pryor Creek Fire Department from Fire Department – Fire Capital Outlay Account #02-217-5411. Other bids received: Amazon.com in the amount of \$2,564.48 (\$641.12 each); Amazon.com in the amount of \$3,113.08 (\$778.27 each).

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

a. Approve minutes of the February 2nd, 2021 Council meeting.

Motion was made by Shropshire, second by Smith to approve minutes of the February 2nd, 2021 Council meeting. Voting yes: Smith, Chitwood, Tramel, Ketcher, Shropshire. Abstaining, counting as a no vote: Thompson and Nance. Voting no: none.

f. Discussion and possible action authorizing the Cherokee Nation to use the Graham Community Building and waive rental fee and deposit on June 5th, 2021 for their General Election and, if necessary, July 24th, 2021 for a run-off election.

Motion was made by Smith, second by Thompson to authorize the Cherokee Nation to use the Graham Community Building and waive rental fee and deposit on June 5th, 2021 for their General Election and, if necessary, July 24th, 2021 for a run-off election. Voting yes: Chitwood, Tramel, Thompson, Shropshire, Nance, Smith. Abstaining, counting as a no vote: Ketcher. Voting no: none.

h. Discussion and possible action regarding accepting the resignation of Alyissa Harry from Pryor Creek Police Dispatch, effective January 31st, 2021.

Motion was made by Chitwood, second by Smith to accept the resignation of Alyissa Harry from Pryor Creek Police Dispatch, effective January 31st, 2021. Chitwood thanked her for her service to the City. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

m. 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 for the Pryor Creek Golf Course from Golf Course - Golf Capital Outlay Account #41-415-5411, as recommended by the Park Board and Budget Committee. Other bid received: P&K Equipment in the amount of \$20,000.00.

Motion was made by Thompson, second by Shropshire to approve 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 for the Pryor Creek Golf Course from Golf Course - Golf Capital Outlay Account #41-415-5411, as recommended by the Park Board and Budget Committee. Other bid received: P&K Equipment in the amount of \$20,000.00. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel. Voting no: none.

n. Discussion and possible action regarding accepting bid from P&K Equipment for a John Deere Deep Tine Aerator demonstrator model in the amount of \$35,100.00 as in the best interest of the city from bids received for the Pryor Creek Golf Course from Capital Outlay - Golf Capital Outlay Account

#44-445-5447, as recommended by the Park Board and Budget Committee. Other bids received: Pro Turf in the amount of \$27,592.18; KGT in the amount of \$10,210.00.

Motion was made by Shropshire, second by Smith to approve accepting bid from P&K Equipment for a John Deere Deep Tine Aerator demonstrator model in the amount of \$35,100.00 as in the best interest of the city from bids received for the Pryor Creek Golf Course from Capital Outlay - Golf Capital Outlay Account #44-445-5447, as recommended by the Park Board and Budget Committee. Other bids received: Pro Turf in the amount of \$27,592.18; KGT in the amount of \$10,210.00. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Shropshire reported that they will meet the second Tuesday of next month.

b. Ordinance and Insurance (Shropshire)

Shropshire had nothing to report at this time.

c. Street (Smith)

Smith reported that the Committee will meet next week and review new street list for the next street project.

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 Nance 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 7:00 p.m.

2. APPROVE MINUTES OF FEBRUARY 2ND, 2021 MEETING.

Motion was made by Shropshire, second by Smith to approve minutes of February 2nd, 2021 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 Nance 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