

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, MARCH 2<sup>ND</sup>, 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 Jon Ketcher. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Randy Chitwood (at 6:30 pm), Briana Brakefield, Jimmy Tramel and Yolanda Thompson. Members absent: Steve Smith.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief BK Young, Emergency Management Director Johnny Janzen, Golf Superintendent Dennis Bowman, Library Director Cari Rerat, Building Inspector Kenneth Young, Recreation Center Director Jessica Long.

Others present: Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Brown & Brown representatives Jennifer Brittain and Kristy Hinojosa, Chris Gonthier, Judy Boyd Davis, James Hawkins, Marena Nides, Kimmie Shropshire, Kris Foster, Jon Daniel, Steve Wyneken 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 reported that February was a slow month for his department.

**b. Emergency Management**

Janzen reported that they have been busy with weather and COVID vaccines, but things are going well.

**c. Fire**

Young reported that they ran about 40 more calls than usual, due to weather.

**d. Golf**

Bowman reported that they will be testing the irrigation system tomorrow. They have had seven good months for the fiscal year so far. The new golf carts have arrived. The department has been spraying and removing trees. They are working on equipment and working on a membership promotion. Plans for the Halloween festival are going well.

**e. Library**

Rerat reported that they have been ordering books. This is Read Across America Week. She thanked the Street and Park Departments for clearing the parking lots and sidewalks.

**f. Parks / Cemetery**

No report.

**g. Police**

Nichols had no report but asked if anyone had questions for him.

**h. Recreation Center**

Long reported that they took in 51 new members in February. She talked about the awning for the front of the building and the roof project. She stated that activity at the pool is increasing.

**i. Street**

No report.

**4. MAYOR'S REPORT:**

**a. CARES Reimbursement Account Report with discussion.**

Mayor had no report.

**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 31<sup>st</sup>, 2023.**

Motion was made by Shropshire, second by Ketcher to approve 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 31<sup>st</sup>, 2023. Mr. Foster was in attendance and the Council welcomed him aboard. Voting yes: Ketcher, Shropshire, Nance, Brakefield, Tramel, Thompson. Voting no: none.

**c. Mid-year Benefit Review presented by Brown & Brown Insurance representative Jennifer Brittain.**

No action. Jennifer Brittain reported on our coverage since July 1<sup>st</sup>, 2020. She stated we have 6% more employees this year and the average age has dropped. She stated that we have a rich healthcare plan.

Chitwood arrived at 6:30 p.m.

**5. CITY ATTORNEY’S REPORT:**

**a. Second and final reading, discussion and possible action regarding 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 Shropshire, second by Chitwood to approve Ordinance #2021 – 16 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 and waive the second reading. Voting yes: Shropshire, Nance, Chitwood, Brakefield, Tramel, Thompson, Ketcher. 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 February 16<sup>th</sup>, 2021 Council meeting.
- b. Approve payroll purchase orders through March 5<sup>th</sup>, 2021.
- c. Approve claims for purchase orders through March 2<sup>nd</sup>, 2021.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2020202017 - 2020202129	141,040.02
STREET & DRAINAGE	2020202059 - 2020201951	14,023.07
GOLF COURSE	2020202059 - 2020202093	4,729.31
CAPITAL OUTLAY	2020202080 - 2020201830	3,805.53
REAL PROPERTY ACQUIS.	911224B	1,225.00
RECREATION CENTER	2020202031 - 2020202026	26,341.14
DONATIONS & EARMARKED	2020202041	695.00
<b>TOTAL</b>		<b>191,859.07</b>
<b>NO BLANKETS</b>		

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- e. Discussion and possible action regarding accepting bid from Dawson Roofing, Inc. in the amount of \$13,000.00 for cart building and maintenance building roof repair at the Pryor Creek Golf Course from Golf Repair & Maintenance Account #41-415-5092. Other bids received: Rock Construction & Roofing LLC, dba Custom Roofing Solutions in the amount of \$27,420.00; Allwine Roofing & Construction, Inc. in the amount of \$21,570.00. The City received an insurance reimbursement in the amount of \$7,280.50 for this claim.
- f. Discussion and possible action regarding approval to specify date and time of March 18<sup>th</sup>, 2021 at 5:00 p.m. as a deadline for bids to be received by the City for John Deere 310C 4X4 ARL-735E backhoe at the Pryor Creek Golf Course Serial No. 29923, estimated value of \$4,500.00 declared surplus from the Golf Course at the December 1<sup>st</sup>, 2020 Council meeting. (Pursuant to Section 2-1-4-E-1 of the City Code.)
- g. Discussion and possible action regarding approval to specify a date and time of March 22<sup>nd</sup>, 2021 at 5:30 p.m. during the regular Park Board Meeting at which the bids will be opened and sale awarded regarding Item f above. (Pursuant to Section 2-1-4-E-1 of the City Code.)
- h. Discussion and possible action regarding accepting the resignation of Hannah Thompson from Pryor Creek Police Dispatch, effective February 15<sup>th</sup>, 2021.
- i. Discussion and possible action regarding accepting the Oklahoma 911 Management Authority Grant for Virtual Consolidation between Pryor Creek Police Department, Mayes County 911

and GRDA. Mayes County 911 will host the new system. This grant is for new Motorola – Call Works 911 equipment for the City of Pryor.

- j. Discussion and possible action regarding an expenditure of \$18,544.00 to reimburse Mayes County for the 20% match of the \$92,722.00 awarded for Pryor Creek Police Department through the Oklahoma 911 Management Authority Grant, from Police Equipment Capital Outlay Account #44-445-5424.
- k. Discussion and possible action regarding hiring Marena Nides to fill vacant Dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - \$32,534.00) effective March 8<sup>th</sup>, 2021. This position was left vacant by the resignation of Alyissa Harry.

Motion was made by Ketcher, second by Chitwood to approve items a – k, less items a, e, h, i and k. Voting yes: Nance, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

**a. Approve minutes of the February 16<sup>th</sup>, 2021 Council meeting.**

Motion was made by Ketcher, second by Thompson to approve minutes of the February 16<sup>th</sup>, 2021 Council meeting. Voting yes: Chitwood, Tramel, Thompson, Ketcher, Shropshire, Nance. Abstaining, counting as a no vote: Brakefield. Voting no: none.

**e. Discussion and possible action regarding accepting bid from Dawson Roofing, Inc. in the amount of \$13,000.00 for cart building and maintenance building roof repair at the Pryor Creek Golf Course from Golf Repair & Maintenance Account #41-415-5092. Other bids received: Rock Construction & Roofing LLC, dba Custom Roofing Solutions in the amount of \$27,420.00; Allwine Roofing & Construction, Inc. in the amount of \$21,570.00. The City received an insurance reimbursement in the amount of \$7,280.50 for this claim.**

Motion was made by Chitwood, second by Thompson to approve accepting bid from Dawson Roofing, Inc. in the amount of \$13,000.00 for cart building and maintenance building roof repair at the Pryor Creek Golf Course from Golf Repair & Maintenance Account #41-415-5092. Other bids received: Rock Construction & Roofing LLC, dba Custom Roofing Solutions in the amount of \$27,420.00; Allwine Roofing & Construction, Inc. in the amount of \$21,570.00. The City received an insurance reimbursement in the amount of \$7,280.50 for this claim. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Chitwood. Voting no: none.

**h. Discussion and possible action regarding accepting the resignation of Hannah Thompson from Pryor Creek Police Dispatch, effective February 15<sup>th</sup>, 2021.**

Motion was made by Ketcher, second by Chitwood to accept the resignation of Hannah Thompson from Pryor Creek Police Dispatch, effective February 15<sup>th</sup>, 2021. Chitwood thanked Thompson for her service to the City. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Chitwood, Brakefield. Voting no: none.

**i. Discussion and possible action regarding accepting the Oklahoma 911 Management Authority Grant for Virtual Consolidation between Pryor Creek Police Department, Mayes County 911 and GRDA. Mayes County 911 will host the new system. This grant is for new Motorola – Call Works 911 equipment for the City of Pryor.**

Motion was made by Ketcher, second by Chitwood to approve accepting the Oklahoma 911 Management Authority Grant for Virtual Consolidation between Pryor Creek Police Department, Mayes County 911 and GRDA. Mayes County 911 will host the new system. This grant is for new Motorola – Call Works 911 equipment for the City of Pryor. Voting yes: Thompson, Ketcher, Shropshire, Nance, Brakefield, Tramel. Abstaining, counting as a no vote: Chitwood. Voting no: none.

**k. Discussion and possible action regarding hiring Marena Nides to fill vacant Dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - \$32,534.00) effective March 8<sup>th</sup>, 2021. This position was left vacant by the resignation of Alyissa Harry.**

Motion was made by Ketcher, second by Chitwood to approve hiring Marena Nides to fill vacant Dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - \$32,534.00) effective March 8<sup>th</sup>, 2021. This position was left vacant by the resignation of Alyissa Harry. Voting yes: Ketcher, Shropshire, Nance, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

**7. COMMITTEE REPORTS:**

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

Brakefield had nothing to report other than that the Committee will meet next Tuesday.

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

Shropshire had nothing to report at this time.

**c. Street (Smith)**

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 Chitwood to adjourn. Voting yes: Shropshire, Nance, Chitwood, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 6:45 p.m.

**2. APPROVE MINUTES OF FEBRUARY 16<sup>TH</sup>, 2021 MEETING.**

Motion was made by Shropshire, second by Ketcher to approve minutes of February 16<sup>th</sup>, 2021 meeting. Voting yes: Nance, Chitwood, Tramel, Thompson, Ketcher, Shropshire. Abstaining, counting as a no vote: Brakefield. 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 Nance, second by Ketcher to adjourn. Voting yes: Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. 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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