

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, SEPTEMBER 7TH, 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, Briana Brakefield, Jimmy Tramel, Yolanda Thompson. Members absent: none.

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

Others present: Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Animal Control Officer Becki Sams-Benham, City Engineer Steve Powell, Mike Walters, Dan Hazelton, Kimmie Shropshire 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 spoke regarding a team from Mayes County that went to assist in Louisiana after Hurricane Ida.

c. Fire

Young reported that he sent two of his men and a boat to assist in Louisiana.

d. Golf

No report.

e. Library

Rerat reported that she ran a report showing that from August 2020 to August 2021, the library has saved the community just under half a million dollars, just in written materials alone that can be checked out. She stated this does not include any electronic services, research services, wifi, etc.

f. Parks / Cemetery

No report.

g. Police

Nichols reported that they had extra officers on duty during Rocklahoma, and it went well.

h. Recreation Center

Long reported that the awning should be completed October 8th, 2021. The Outdoor Fitness Court funding is still progressing. Long also took a moment to recognize the loss of Debra Lyon, who had worked for the Recreation Center in some capacity for 10 years. Debra passed away suddenly last week and will be greatly missed. Mayor recognized a moment of silence in her memory.

i. Street

Glenn was unable to attend, but Mayor reported that all the alleys have been cleaned.

4. MAYOR'S REPORT:

a. Discussion and possible action regarding the promotion of Matthew Arnold to Patrolman at the Pryor Creek Police Department, effective August 25th, 2021. Matt was a dispatcher at the Pryor Creek

Police Department from September of 2019 to June of 2021. He then went to work as a dispatcher for the Grand River Dam Authority Police Department. Matt passed away on August 25th, 2021, due to complication of COVID-19 at 22 years of age. His dream was to be a police officer. This posthumous promotion is public recognition of the honor in which we will bestow upon him by retiring Pryor Creek

Police Badge #49, so that his dedication to the citizens of Pryor Creek will always be remembered.

Motion was made by Ketcher, second by Smith to approve the promotion of Matthew Arnold to Patrolman at the Pryor Creek Police Department, effective August 25th, 2021. Matt was a dispatcher at the Pryor Creek Police Department from September of 2019 to June of 2021. He then went to work as a dispatcher for the Grand River Dam Authority Police Department. Matt passed away on August 25th, 2021, due to complication of COVID-19 at 22 years of age. His dream was to be a police officer. This posthumous promotion is public recognition of the honor in which we will bestow upon him by retiring Pryor Creek Police Badge #49, so that his dedication to the citizens of Pryor Creek will always be remembered. Mayor recognized a moment of silence in his memory. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

b. Discussion and possible action regarding removing from table Item 6.p. from the August 17th, 2021 City Council meeting.

Motion was made by Shropshire, second by Chitwood to approve removing from table Item 6.p. from the August 17th, 2021 City Council meeting. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

c. Discussion and possible action regarding the 2021-2022 City of Pryor Creek COVID Reimbursement Fund (Fund #05).

Motion was made by Chitwood, second by Smith to approve the 2021-2022 City of Pryor Creek COVID Reimbursement Fund (Fund #05). Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

5. CITY ATTORNEY’S REPORT:

a. Discussion and possible action to authorize Mayor to sign purchase agreement regarding Keirsey property on South Elliott Street.

Motion was made by Chitwood, second by Nance to approve authorizing Mayor to sign purchase agreement regarding Keirsey property on South Elliott Street. Voting yes: Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. 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 August 17th, 2021 Council meeting.
- b. Approve payroll purchase orders through September 17th, 2021.
- c. Approve claims for purchase orders through September 7th, 2021.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2120210547 - 2120210403	174,296.02
STREET & DRAINAGE	2120210403 – 2120210394	34,131.87
GOLF COURSE	2120210441 - 2120210461	30,452.19
CAPITAL OUTLAY	2120210455	750.00
REAL PROPERTY ACQUIS.	911265B - 2120210567	2,161.00
MAIN STREET BOND ACCOUNT	2120210438 - 2120210583	27,650.00
RECREATION CENTER	2120210485 - 2120210478	27,618.25
PPWA	2120210437 - 2120210531	9,600.00
E-911	2120210497	3,207.74
LIBRARY SPECIAL	2120210557	1,413.98
DONATIONS AND EARMARKED	2120210527	461.85
	TOTAL	311,742.90
	NO BLANKETS	

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding hiring Justin Applegate, Range N, Step 1 (annual wage - \$36,416.00) to fill vacant firefighter position.
- f. Discussion and possible action regarding transfer of \$150,000.00 from Capital Outlay – Fire Department Account #44-445-5422 to Fire Truck Reserve Account #45-455-5412 to begin process of purchasing a fire engine.
- g. Discussion and possible action regarding acknowledging the retirement of Doug Barham from the Pryor Creek Police Department after 21 years of service to the city, effective September 30th, 2021.

- h. Discussion and possible action regarding accepting bid in the amount of \$498,646.00 from Dunham’s Asphalt Services, Inc. for the Pryor Creek Street Rehabilitation 2021 PRY 17-02 project. Other bids received: H&G Paving, LLC in the amount of \$658,957.65; Ellsworth Construction Inc. in the amount of \$720,633.50.
- i. Discussion and possible action regarding approval of inspection services to be performed by Infrastructure Solutions Group for Street Rehab project not to exceed \$15,000.00 from Street Outside Services Account #14-145-5076.
- j. Discussion and possible action regarding an expenditure in the amount of \$12,567.04 to Oklahoma Municipal League for 2021-2022 Annual Service Fees, from General Dues and Subscriptions Account #02-201-5032.
- k. Discussion and possible action regarding an expenditure in the amount of \$15,663.00 to McNeil&Co. for Commercial Package Fire Insurance Policy from General Insurance – Fire Account #02-201-5044.
- l. Discussion and possible action regarding an expenditure in the amount of \$6,596.00 to McNeil&Co. for Inland Marine (Commercial) Fire Insurance Policy from General Insurance – Fire Account #02-201-5044.
- m. Discussion and possible action regarding accepting bid from Kustom Kutts Lawn Care in the amount of \$180.00 as lowest and best bid for abatement of property at 1312 NE 4th from Real Property Acquisition Reserve – Nuisance Abatement Account #46-465-5450. Other bids received: Mow Hog Services, LLC - \$215.00; Adair Tree Clearing/Sheldon Schmidt - \$290.00; Bushwhackers Lawncare - \$450.00.
- n. Discussion and possible action regarding accepting bid from Adair Tree Clearing/Sheldon Schmidt in the amount of \$160.00 as lowest and best bid for abatement of property at 33 S. Pine from Real Property Acquisition Reserve – Nuisance Abatement Account #46-465-5450. Other bids received: Kustom Kutts Lawn Care - \$175.00; Mow Hog Services, LLC - \$225.00; Bushwhackers Lawncare - \$250.00.
- o. Discussion and possible action regarding authorizing the Mayor to sign an agreement for services between the City of Pryor Creek and Pryor Creek Music Festivals, Inc. (“PCMF”) for the 2021 annual live music festival known as Rocklahoma to be held Friday, September 3rd, 2021 – Sunday, September 5th, 2021.
- p. Discussion and possible action regarding authorizing the Mayor to sign an agreement for services between the City of Pryor Creek and Pryor Creek Music Festivals, Inc. (“PCMF”) for the 2021 live music festival known as Born & Raised to be held Friday, September 17th, 2021 – Sunday, September 19th, 2021.
- q. 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.
- r. 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.
- s. 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.
- t. 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.
- u. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Veteran’s Program / American Legion in the amount of \$1,000.00.
- v. Discussion and possible action regarding the Agreement for Funding and Provision of Services between the City of Pryor Creek and Pelivan Transit (Grand Gateway Economic Development Association) in the amount of \$25,000.00.
- w. Discussion and possible action regarding reappointment of Michael Dunham to Seat #1 of the Planning and Zoning Commission, term expiring 9/30/24.
- x. Discussion and possible action regarding reappointment of Danny Ragsdale to Seat #2 of the Planning and Zoning Commission, term expiring 9/30/24.
- y. Discussion and possible action regarding an expenditure in the amount of \$6,998.70 to Cardinal Tracking, Inc., for the Pryor Creek Police Department, General Software Account #02-215-5260.

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

a. Approve minutes of the August 17th, 2021 Council meeting.

Motion was made by Chitwood, second by Smith to approve minutes of the August 17th, 2021 Council meeting. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Abstaining, counting as a no vote: Chitwood. Voting no: none.

e. Discussion and possible action regarding hiring Justin Applegate, Range N, Step 1 (annual wage - \$36,416.00) to fill vacant firefighter position.

Motion was made by Shropshire, second by Ketcher to approve hiring Justin Applegate, Range N, Step 1 (annual wage - \$36,416.00) to fill vacant firefighter position. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield. Voting no: none.

g. Discussion and possible action regarding acknowledging the retirement of Doug Barham from the Pryor Creek Police Department after 21 years of service to the city, effective September 30th, 2021.

Motion was made by Ketcher, second by Smith to approve acknowledging the retirement of Doug Barham from the Pryor Creek Police Department after 21 years of service to the city, effective September 30th, 2021.

Chief Nichols spoke regarding Barham's service to the community. Ketcher stated he had the pleasure of working with him through the Cherokee Nation. Chitwood thanked him for his service.

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

h. Discussion and possible action regarding accepting bid in the amount of \$498,646.00 from Dunham's Asphalt Services, Inc. for the Pryor Creek Street Rehabilitation 2021 PRY 17-02 project. Other bids received: H&G Paving, LLC in the amount of \$658,957.65; Ellsworth Construction Inc. in the amount of \$720,633.50.

Motion was made by Shropshire, second by Chitwood to approve accepting bid in the amount of \$498,646.00 from Dunham's Asphalt Services, Inc. for the Pryor Creek Street Rehabilitation 2021 PRY 17-02 project. Other bids received: H&G Paving, LLC in the amount of \$658,957.65; Ellsworth Construction Inc. in the amount of \$720,633.50. Motion and second were then amended to include adding fabric back into the project amount, for a total of \$539,990.00. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

i. Discussion and possible action regarding approval of inspection services to be performed by Infrastructure Solutions Group for Street Rehab project not to exceed \$15,000.00 from Street Outside Services Account #14-145-5076.

Motion was made by Chitwood, second by Brakefield to approve inspection services to be performed by Infrastructure Solutions Group for Street Rehab project not to exceed \$15,000.00 from Street Outside Services Account #14-145-5076. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

r. 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.

Motion was made by Smith, second by Chitwood to approve 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. Mike Walters was in attendance, representing DAV Chapter 43. Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Brakefield had no report other than to state that the next meeting will be on September 14th, 2021, at 5:30 p.m.

b. Ordinance and Insurance (Shropshire)

Shropshire had nothing to report at this time. They will possibly have a meeting the second week in October.

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: Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. 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 AUGUST 17TH, 2021 MEETING.

Motion was made by Shropshire, second by Smith to approve minutes of August 17th, 2021 meeting. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Abstaining, counting as a no vote: Chitwood. 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 1ST, 2021 THROUGH SEPTEMBER 30TH, 2022 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 1st, 2021 through September 30th, 2022 from Nuisances Account #88-885-5347. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. 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 Nance to adjourn. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield. 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
