

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, SEPTEMBER 21ST, 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 Steve Smith. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Jimmy Tramel, Yolanda Thompson. Members absent: Jon Ketcher and Briana Brakefield.

Department Heads and other City Officials present: Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief BK Young, Park Superintendent Frank Powell, Golf Superintendent Dennis Bowman, Library Director Cari Rerat.

Others present: Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Animal Control Officer Becki Sams-Benham, CMS Willowbrook representatives Adam Garrett, Gary Rosebrough and Brenna Wells, Architect James Graber, Kelsie Kerns, Recreation Center Board Chairman Houston Brittain, Jeanette Anderson, Travis Willis, Dan and Emilee Hazelton, Kemie 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

No report.

c. Fire

Young had no report but asked if the Council members had any questions.

d. Golf

Bowman reported that the golf course is staying busy with regular golfers and several tournaments.

e. Library

Rerat handed out a written report to the Council members.

f. Parks / Cemetery

Powell reported that they are working on small, odd jobs.

g. Police

Nichols had no report but asked if the Council members had any questions.

h. Recreation Center

Houston Brittain reported in Long's absence and asked if Council members had any questions.

i. Street

No report.

4. MAYOR'S REPORT:

a. Presentation, CMS Willowbrook progress report, Emergency Services Center and Library Expansion Project.

No action. Adam Garrett provided and spoke to a bound report to the Council and introduced Brenna Wells and Gary Rosebrough.

b. Report from Municipal Utility Board General Manager Jared Crisp.

No action. Crisp spoke regarding utilities and rate increases, then he took questions from the Council members.

c. Report, American Recovery Plan Act (ARPA)

No action. Mayor provided information regarding monies that the city will be allotted through the American Recovery Plan Act (ARPA).

d. Possible Executive Session pursuant to the Oklahoma Open Meeting Act for the purpose of: “Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law; (25 O.S. 307 (B) (7)).

Motion was made by Chitwood, second by Smith to enter Executive Session pursuant to the Oklahoma Open Meeting Act for the purpose of: “Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law; (25 O.S. 307 (B) (7)). Voting yes: Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

e. Discussion and possible action regarding resuming regular session. No action taken during Executive Session.

Motion was made by Chitwood, second by Smith to resume regular session at 7:25 p.m. No action taken during Executive Session. Voting yes: Nance, Smith, Chitwood, Tramel, Thompson, Shropshire. Voting no: none.

f. Discussion and possible action regarding approval, pursuant to City of Pryor Creek Personnel Policy and Procedure Manual, Chapter 13, Section 13-8-D of the Leave Sharing Program, 40 additional hours as the emergency condition of a City of Pryor Creek employee requires.

Motion was made by Shropshire, second by Smith to approve, pursuant to City of Pryor Creek Personnel Policy and Procedure Manual, Chapter 13, Section 13-8-D of the Leave Sharing Program, 40 additional hours as the emergency condition of a City of Pryor Creek employee requires. Voting yes: Smith, Chitwood, Tramel, Thompson, Shropshire, Nance. Voting no: none.

5. CITY ATTORNEY’S REPORT:

No report.

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 September 7th, 2021 Council meeting.
- b. Approve payroll purchase orders through October 1st, 2021.
- c. Approve claims for purchase orders through September 21st, 2021.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2120210636 - 2120210708	176,691.89
STREET & DRAINAGE	911255B – 911260B	5,077.52
GOLF COURSE	2120210713 - 2120210724	17,998.19
CAPITAL OUTLAY	911230B – 911229B	9,035.69
REAL PROPERTY ACQUIS.	2120210623 - 2120210703	3,795.00
HOTEL / MOTEL TAX	2120210697 – 2120210698	78,073.40
RECREATION CENTER	2120210615 - 2120210622	12,004.27
DONATIONS AND EARMARKED	2120210684 - 2120210692	40,140.10
TOTAL		342,816.06
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BLANKETS		
911277B	RCB BANK	22,383.09
TOTAL		22,383.09

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action authorizing fee waiver for DHS to use the Graham Community Building 1 to 2 times per month for staff training and / or meetings with Mayes County DHS customers and community partners.
- f. Discussion and possible action authorizing Mayor to sign the Emergency Management Performance Grant Fiscal Year 2021 Subgrant Application.
- g. Discussion and possible action regarding hiring Kelsie Kerns as Fitness Coordinator at the Pryor Creek Recreation Center Range D, Step 1 (annual wage - \$33,510.00).
- h. Discussion and possible action regarding bids received for new flooring in Boys & Girls Club at the Pryor Creek Recreation Center and accepting a bid of \$21,487.00 to Architectural Flooring, L.L.C. as in the best interest of the city, from Recreation Center Repair &

Maintenance Account #84-845-5091. Other bids received: C&B Carpets, \$19,954.91; Epoxy Floor Coating, \$28,462.50.

- i. Discussion and possible action regarding bids received for new weight room equipment for the Pryor Creek Recreation Center and accepting a bid of \$51,687.42 received from Advanced Exercise Fitness Solutions from Recreation Center Capital Outlay-Equipment Account #84-845-5410. Other bids received: Push Pedal Pull, \$54,289.19; C&G Fitness, \$59,820.00.
- j. Discussion and possible action regarding bids received for new weightlifting plates for the Pryor Creek Recreation Center and accepting a bid of \$13,878.48 received from Advanced Exercise Fitness Solutions from Recreation Center Capital Outlay-Equipment Account #84-845-5410. Other bids received: C&G Fitness, \$14,645.00; Rogue Fitness, \$20,880.00.
- k. Discussion and possible action regarding declaring the following equipment at the Pryor Creek Recreation Center Surplus:
 - a. Cybex Elliptical, Model #610a, Serial # 212-08610A9014N9006
 - b. Keiser Spin Bike, Model # 005501PBC, Serial # 150803-33485
 - c. SportsArt Stationary Bike, Model # XT-20, Serial # 0132929
 - d. Matrix Rower, Model # MX-Rower-01, Serial # AR09110301889
 - e. Viking Commercial Stove, Inventory Tag # 03609, Model # PF031323
- l. Discussion and possible action regarding approval of the Memorandum of Understanding between the City of Pryor Creek and Mayes County for circuit and network systems for the new 911 system for the Pryor Creek Police Department and Mayes County 911.
- m. Discussion and possible action regarding approval of an expenditure of \$3,296.00 to “Leads Online” for new criminal investigative software for the Pryor Creek Police Department from Account #02-215-5260. This software will help track stolen property.
- n. Discussion and possible action regarding an expenditure in the amount of \$40,075.00 to Superior Auto Group for the purchase of a 2021 Chevy Tahoe SSV-4WD for the Pryor Creek Police Department, from Property Damage Account #96-965-5560 (balance as of June 30th, 2021, \$50,808.03). This is the only Police Tahoe that has been located; ordering for 2022 Tahoes has already been closed. Mark Allen Chevrolet has a 4WD civilian model for \$55,600.00 and Jim Norton Chevrolet has a 2WD civilian model for \$50,000.00.
- o. Discussion and possible action regarding promotion of Don Fraley from Laborer - Range A, Step 2 (annual wage - \$30,516.00) to A Operator - Range D, Step 2 (annual wage - \$36,157.00), effective 10/02/21.
- p. Discussion and possible action regarding purchase of a 2022 John Deere Gator XUV865M from Deere & Company at State bid price of \$18,359.18, which includes trade-in credit of \$1,700.00, from Cemetery Capital Outlay Account #44-445-5413.
- q. Discussion and possible action regarding purchase of a John Deere Z997R Diesel NA mower from Deere & Company at State bid price of \$19,728.38, which includes trade-in credit of \$750.00, from Cemetery Capital Outlay Account #44-445-5413.
- r. Discussion and possible action regarding purchase of a 2022 John Deere Gator XUV865M from Deere & Company at State bid price of \$17,609.18, which includes trade-in credit of \$2,450.00, from Parks Capital Outlay Account #44-445-5415.
- s. Discussion and possible action regarding an expenditure in the amount of \$47,270.00 to Merritt Tennis & Track Systems for repair and resurfacing of four (4) courts at the Pryor Creek Whitaker Park from Parks Capital Outlay Account #44-445-5415.
- t. Discussion and possible action regarding Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce for the 2020 Christmas Parade of Lights, in the amount of \$1,532.95 from Account #75-755-5092.
- u. Discussion and possible action regarding Hotel / Motel Tax Allocation for the 2021-2022 fiscal year.
 - a. Pryor Area Chamber of Commerce – 40% - \$43,737.40 from Account #75-755-5090
 - b. Pryor Public Schools – 20% - \$21,868.70 from Account #75-755-5085
 - c. Pryor Main Street – 10% - \$10,934.35 from Account #75-755-5110
- v. Discussion and possible action to approve Hotel / Motel Tax Grant Application for Pryor Patchers Quilt Guild Quilt Show September 17th – 18th, 2021, in the amount of \$3,000.00 (specifically toward Mayes County Fairground rental, judge fees, supplies and rentals).
- w. Discussion and possible action to approve Hotel / Motel Tax Grant Application for Pryor Area Arts and Humanities Northeast Oklahoma Area Artists Show October 8th – 16th, 2021, in the amount of \$2,000.00.
- x. Discussion and possible action to approve Hotel / Motel Tax Grant Application for Pryor Area Chamber of Commerce 2021 Christmas Parade of Lights on December 2nd, 2021, in the amount of \$2,425.00 (specifically toward sound system rental, dinner for float judges and all-day volunteers, plaques for commercial entries, grand marshal, television personalities).

- y. Discussion and possible action amending the 2021-2022 Street Budget pursuant to Council action, item 6.h. on September 7th, 2021 adjusting line item #14-145-5410 from \$691,779.00 to \$733,123.00 and changing the Street Budget total to \$2,540,672.69.
- z. Discussion and possible action regarding accepting the resignation of Ashton Gann from his position as a Volunteer Firefighter, effective October 1st, 2021.
- aa. Discussion and possible action regarding accepting the resignation of Natrone Wolfe from his position as Volunteer Firefighter, effective October 1st, 2021.

Motion was made by Smith, second by Nance to approve items a – aa, less items f, g, z and aa. Voting yes: Chitwood, Tramel, Thompson, Shropshire, Nance, Smith. Voting no: none.

f. Discussion and possible action authorizing Mayor to sign the Emergency Management Performance Grant Fiscal Year 2021 Subgrant Application.

Motion was made by Smith, second by Chitwood to approve authorizing Mayor to sign the Emergency Management Performance Grant Fiscal Year 2021 Subgrant Application. Voting yes: Tramel, Thompson, Shropshire, Nance, Chitwood. Abstaining, counting as a no vote: Smith. Voting no: none.

g. Discussion and possible action regarding hiring Kelsie Kerns as Fitness Coordinator at the Pryor Creek Recreation Center Range D, Step 1 (annual wage - \$33,510.00).

Motion was made by Shropshire, second by Chitwood to approve hiring Kelsie Kerns as Fitness Coordinator at the Pryor Creek Recreation Center Range D, Step 1 (annual wage - \$33,510.00). Brittain introduced Kelsie and Council welcomed her. Voting yes: Thompson, Shropshire, Nance, Smith, Chitwood, Tramel. Voting no: none.

z. Discussion and possible action regarding accepting the resignation of Ashton Gann from his position as a Volunteer Firefighter, effective October 1st, 2021.

Motion was made by Chitwood, second by Smith to approve accepting the resignation of Ashton Gann from his position as a Volunteer Firefighter, effective October 1st, 2021. Chitwood thanked Gann for his service to the city. Voting yes: Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

aa. Discussion and possible action regarding accepting the resignation of Natrone Wolfe from his position as Volunteer Firefighter, effective October 1st, 2021.

Motion was made by Chitwood, second by Smith to approve accepting the resignation of Natrone Wolfe from his position as Volunteer Firefighter, effective October 1st, 2021. Chitwood thanked Wolfe for his service to the city. Voting yes: Nance, Smith, Chitwood, Tramel, Thompson, Shropshire. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Shropshire reported that the next meeting will be the second Tuesday of next month.

b. Ordinance and Insurance (Shropshire)

Shropshire reported that they are waiting on some information to come back from 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 Shropshire, second by Smith to adjourn. Voting yes: Smith, Chitwood, Tramel, Thompson, Shropshire, Nance. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:40 p.m.

2. APPROVE MINUTES OF SEPTEMBER 7TH, 2021 MEETING.

Motion was made by Shropshire, second by Chitwood to approve minutes of September 7th, 2021 meeting. Voting yes: Chitwood, Tramel, Thompson, Shropshire, Nance, Smith. 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 Shropshire, second by Nance to adjourn. Voting yes: Tramel, Thompson, Shropshire, Nance, Smith, Chitwood. 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
