

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, OCTOBER 19TH, 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 Briana Brakefield. 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. Members absent: Yolanda Thompson.

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, Street Superintendent Buddy Glenn, Library Director Cari Rerat.

Others present: Police Officer Dustin VanHorn, Pryor Main Street Director Jennie LaFave, Library Board Chairman Jeanette Anderson, CMSWillowbrook representative Gary Rosebrough, Dan Hazelton, Dylan Wright, Michaela Stick, Kemmie Shropshire and Terry Aylward.

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

Mayor Lees read a thank-you letter from Mike Walters, Commander of DAV Chapter 43, regarding the \$1,000.00 donation from the City of Pryor Creek.

3. DEPARTMENT HEAD REPORTS IF NEEDED:

a. Building Inspector

No report.

b. Emergency Management

Janzen had no report but asked if Council had any questions for him. Shropshire commented that the tornado sirens worked very well a few nights ago.

c. Fire

Young reported that there is a lot going on with the new building going up and they are working on the specifications for the new truck.

d. Golf

No report.

e. Library

Rerat reported that dirt is being moved around at the new Library addition. They have staked out where the building corners will be.

f. Parks / Cemetery

No report.

g. Police

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

h. Recreation Center

No report.

i. Street

Glenn reported that they are running the street sweeper when they can. The contractor for the Street Rehabilitation moved in today and has already started on NE 2nd Street.

4. MAYOR'S REPORT:

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, OCTOBER 19TH, 2021 AT 6:00 P.M.**

1. Discussion and possible action regarding accepting resignation of Gene Dillard from Seat #6 of the Economic Development Trust Authority, effective October 18th, 2021.

Motion was made by Ketcher, second by Smith to approve accepting resignation of Gene Dillard from Seat #6 of the Economic Development Trust Authority, effective October 18th, 2021. Chitwood thanked Mr. Dillard for his service. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

2. Discussion and possible action regarding Phase 1 of the proposed Downtown Streetscape and Wayfinding Master Plan, including a proposed timeline and financing schedule through PDG, the Planning and Design Group.

Motion was made by Chitwood, second by Smith to approve Phase 1 of the proposed Downtown Streetscape and Wayfinding Master Plan, including a proposed timeline and financing schedule through PDG, the Planning and Design Group. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher. Voting no: none.

Mayor moved back to regular Agenda, Item 8.

8. UNFORESEEABLE BUSINESS.

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

Discussion and possible action regarding approval of a Change Order amounting to \$51,661.51, which increases the contracted price with CMSWillowbrook, Inc. in the City of Pryor Creek, Oklahoma, bringing the total contracted price of our Police and Fire/Library Expansion Project to \$11,973,158.29. This Change Order is due to original incorrect calculations regarding the height of the doors in the bays that house our fire trucks.

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Chief Young and CMSWillowbrook representative Gary Rosebrough spoke regarding the issue. The doors that were originally ordered have to be cancelled by this Friday to eliminate a cancellation fee of approximately \$100,000.00.

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

Mayor moved back to Mayor's Report, Item a.

4. MAYOR'S REPORT:

a. Discussion and possible action regarding awarding a contract for Salt Branch Improvements PRY 20-03 to Key Maintenance, Inc. of Chouteau, OK in the amount of \$35,140.00, to expense from the 05 fund (Covid Reimbursement, 2020), and authorize the Mayor to enter into agreement on behalf of the citizens of Pryor Creek, Oklahoma, with the same. One other bid was received from MJM Construction and Application, LLC in the amount of \$47,000.00.

Motion was made by Ketcher, second by Shropshire to approve awarding a contract for Salt Branch Improvements PRY 20-03 to Key Maintenance, Inc. of Chouteau, OK in the amount of \$35,140.00, to expense from the 05 fund (Covid Reimbursement, 2020), and authorize the Mayor to enter into agreement on behalf of the citizens of Pryor Creek, Oklahoma, with the same. One other bid was received from MJM Construction and Application, LLC in the amount of \$47,000.00. Voting yes: Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance. Voting no: none.

5. CITY ATTORNEY'S REPORT:

a. First reading of an ordinance amending Title 3, Chapter 10A Section 1 Regarding Alcohol Ordinances – "Definitions Section."

Motion was made by Chitwood, second by Ketcher to waive first reading of an ordinance amending Title 3, Chapter 10A Section 1 Regarding Alcohol Ordinances – "Definitions Section." Voting yes: Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith. Voting no: none.

b. First reading of an ordinance amending Title 3, Chapter 10A Section 2 Regarding Alcohol Ordinances - "Applications; Certificates."

Motion was made by Ketcher, second by Chitwood to waive first reading of an ordinance amending Title 3, Chapter 10A Section 2 Regarding Alcohol Ordinances - "Applications; Certificates." Voting yes: Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

c. First reading of an ordinance amending Title 3, Chapter 10A Section 7 Regarding Alcohol Ordinances – "Rules and Regulations."

Motion was made by Ketcher, second by Nance to waive first reading of an ordinance amending Title 3, Chapter 10A Section 7 Regarding Alcohol Ordinances – "Rules and Regulations." Voting yes: Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield. Voting no: none.

d. Discussion and possible action concerning a Resolution Calling for the General Election of City Officials in 2022.

Motion was made by Ketcher, second by Smith to approve Resolution #2021-6 Calling for the General Election of City Officials in 2022. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. 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 October 5th, 2021 Council meeting.
- b. Approve payroll purchase orders through October 29th, 2021.
- c. Approve claims for purchase orders through October 19th, 2021.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2120210990 – 2120210827	186,407.10
STREET & DRAINAGE	2120210981 – 911261B	16,024.95
GOLF COURSE	2120210970 – 911277B	12,371.70
CAPITAL OUTLAY	2120210869 – 911229B	11,045.36
REAL PROPERTY ACQUIS.	2120210876 - 2120210877	204.00
RECREATION CENTER	2120210891 - 2120210892	13,126.28
E-911	2120210982	349.42
LIBRARY SPECIAL	2120210939	205.46
DONATIONS AND EARMARKED	2120210935 - 2120210942	127.04
TOTAL		239,861.31
BLANKETS		
911278B	DUNHAM'S ASPHALT SERVICE	539,990.00
911279B	INFRASTRUCTURE SOLUTIONS	12,000.00
911280B	KEY MAINTENANCE INC.	35,140.00
TOTAL		587,130.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding changes to the City of Pryor Creek Harassment Policy and Personnel Policy and Procedure Manual, as required for the VAWA Grant.
- f. Discussion and possible action regarding accepting the resignation of Pryor Creek Reserve Police Officer Quannah Holcroft, effective 10/08/21.
- g. Discussion and possible action regarding accepting the resignation of Pryor Creek Police Dispatcher Billy Weston, effective 10/13/21.
- h. Discussion and possible action regarding hiring Katie Pilmaier to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00), effective October 20th, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.
- i. Discussion and possible action regarding hiring Brayden Penderson to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00) effective October 20th, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.
- j. Discussion and possible action regarding hiring Michaela Stick to dispatch position at the Pryor Creek Police Department, Range R, Step 2 - OLETS Certified (annual wage - \$36,158.00) effective October 20th, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.
- k. Discussion and possible action regarding rehiring Dylan Wright to patrol position at the Pryor Creek Police Department, Range J, Step 2 (annual wage - \$43,561.00), effective 10/25/21. Wright worked for Pryor Creek Police Department as a dispatcher and patrolman from 2018 – June 30th, 2021. This position was budgeted in the 21-22 budget.
- l. Discussion and possible action regarding approval of lease purchase for six (6) Ford Police vehicles with equipment from Bank of Commerce at 1.75% for 48 months for the Pryor Creek Police Department for a total price of \$299,396.46.

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

a. Approve minutes of the October 5th, 2021 Council meeting.

Motion was made by Ketcher, second by Smith to approve minutes of the October 5th, 2021 Council meeting. Voting yes: Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire. Abstaining, counting as a no vote: Nance. Voting no: none.

f. Discussion and possible action regarding accepting the resignation of Pryor Creek Reserve Police Officer Quannah Holcroft, effective 10/08/21.

Motion was made by Ketcher, second by Chitwood to approve accepting the resignation of Pryor Creek Reserve Police Officer Quannah Holcroft, effective 10/08/21. Chitwood thanked Holcroft for his service to the city. Voting yes: Smith, Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance. Voting no: none.

g. Discussion and possible action regarding accepting the resignation of Pryor Creek Police Dispatcher Billy Weston, effective 10/13/21.

Motion was made by Chitwood, second by Nance to approve accepting the resignation of Pryor Creek Police Dispatcher Billy Weston, effective 10/13/21. Chitwood thanked Weston for his service to the city. Voting yes: Chitwood, Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith. Voting no: none.

h. Discussion and possible action regarding hiring Katie Pilmaier to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00), effective October 20th, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.

Motion was made by Chitwood, second by Smith to approve hiring Katie Pilmaier to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00), effective October 20th, 2021 or as soon as possible. This position was budgeted in the 21-22 budget. Voting yes: Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

i. Discussion and possible action regarding hiring Brayden Penderson to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00) effective October 20th, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.

Motion was made by Chitwood, second by Smith to approve hiring Brayden Penderson to dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00) effective October 20th, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.

Penderson took a position elsewhere before this meeting. Motion and second were amended by Chitwood and Smith to take no action. Voting yes: Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield. Voting no: none.

j. Discussion and possible action regarding hiring Michaela Stick to dispatch position at the Pryor Creek Police Department, Range R, Step 2 - OLETS Certified (annual wage - \$36,158.00) effective October 20th, 2021 or as soon as possible. This position was budgeted in the 21-22 budget.

Motion was made by Ketcher, second by Smith to approve hiring Michaela Stick to dispatch position at the Pryor Creek Police Department, Range R, Step 2 - OLETS Certified (annual wage - \$36,158.00) effective October 20th, 2021 or as soon as possible. This position was budgeted in the 21-22 budget. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

k. Discussion and possible action regarding rehiring Dylan Wright to patrol position at the Pryor Creek Police Department, Range J, Step 2 (annual wage - \$43,561.00), effective 10/25/21. Wright worked for Pryor Creek Police Department as a dispatcher and patrolman from 2018 – June 30th, 2021. This position was budgeted in the 21-22 budget.

Motion was made by Ketcher, second by Smith to approve rehiring Dylan Wright to patrol position at the Pryor Creek Police Department, Range J, Step 2 (annual wage - \$43,561.00), effective 10/25/21. Wright worked for Pryor Creek Police Department as a dispatcher and patrolman from 2018 – June 30th, 2021. This position was budgeted in the 21-22 budget. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher. Voting no: none.

l. Discussion and possible action regarding approval of lease purchase for six (6) Ford Police vehicles with equipment from Bank of Commerce at 1.75% for 48 months for the Pryor Creek Police Department for a total price of \$299,396.46.

Motion was made by Ketcher, second by Smith to approve lease purchase for six (6) Ford Police vehicles with equipment from Bank of Commerce at 1.75% for 48 months for the Pryor Creek Police Department for a total price of \$299,396.46 from Police Department Vehicles Capital Outlay Account #44-445-5418. Voting yes: Brakefield, Tramel, Ketcher, Shropshire, Nance, Smith, Chitwood. 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 November 9th, 2021, at 5:30 p.m.

b. Ordinance and Insurance (Shropshire)

Shropshire had nothing to report at this time.

c. Street (Smith)

Smith had nothing to report at this time.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:20 p.m.

2. APPROVE MINUTES OF OCTOBER 5TH, 2021 MEETING.

Motion was made by Chitwood, second by Smith to approve minutes of October 5th, 2021 meeting. Voting yes: Ketcher, Shropshire, Smith, Chitwood, Brakefield, Tramel. Abstaining, counting as a no vote: Nance. 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: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Ketcher. 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
