**MINUTES**

**CITY COUNCIL MEETING**
**FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA**

**TUESDAY, DECEMBER 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 Dan Hazelton. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Steve Smith, Randy Chitwood, Briana Brakefield, Jimmy Tramel, Yolanda Thompson. Members absent: Dennis Nance.

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

Others present: Police Captain Kevin Tramel, Police Officer Dustin Van Horn, MUB General Manager Jared Crisp, Melvin Jennings, John Hawkins, Rodney Darnell, Michael and Sheila Mallow, Daniella Neumann, Sherri Young, Jim Chronister, Matt Chronister, Chris Curnutt, Donnie Parsons, Joshua Nix, Candy Hills, Kayla Hill, Dan Hazelton, Jeanette Anderson, Barbara Hawkins, Tom and Debbie Hall, Donna Bowman, Rocky Scalf, Kemmie 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 storm sirens.

**c. Fire**

Young spoke regarding the fire station.

**d. Golf**

Bowman reported that golf business is booming. They have had the best November, and the Halloween festival was great. He stated he will have the final numbers for it next month.

**e. Library**

Rerat reported that the Christmas parade was great, as the Friends of the Library handed out cocoa and cookies. She spoke regarding an “Imagination” program – which provides books to kids in Mayes County. She stated that people can give to the Friends of the Library if they want to help this program.

**f. Parks / Cemetery**

No report.

**g. Police**

Nichols handed out a statistics sheet.

**h. Recreation Center**

Long reported that they have 132 new members and retained 85% of their members in November.

**i. Street**

No report.

**4. MAYOR’S REPORT:**

**a. Discussion and possible action regarding a Proclamation naming December 7th, as**

**Jim Chronister Day.**

Motion was made by Shropshire, second by Chitwood to approve a Proclamation naming December 7th, as Jim Chronister Day. Voting yes: Ketcher, Shropshire, Smith, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

**b. Report regarding Police & Fire Emergency Services Center/Library Expansion project.**

No action. Mayor reported that they meet once a week with the contractors now. There is a report included in the Council packet.

**5. CITY ATTORNEY’S REPORT:**

**a. Public Hearing regarding Petition for annexation of Pryor Creek Investments, LLC, George Beard, Glen Passmore and Stonegate Development, Inc. concerning property located in Section 4, Township 21 North, Range 19 East, Mayes County, Oklahoma, adjacent to Stonegate Development and East 470 Road as depicted on the attached map and legally described in the attached notice published by the city of Pryor concerning said annexation proceeding.**

Motion was made by Chitwood, second by Ketcher to enter Public Hearing regarding Petition for annexation of Pryor Creek Investments, LLC, George Beard, Glen Passmore and Stonegate Development, Inc. concerning property located in Section 4, Township 21 North, Range 19 East, Mayes County, Oklahoma, adjacent to Stonegate Development and East 470 Road as depicted on the attached map and legally described in the attached notice published by the city of Pryor concerning said annexation proceeding. Voting yes: Shropshire, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

Kim Ritchie asked for petitions from Council and the audience:

Tom and Debbie Hall – Tom spoke regarding additional traffic on a small road with no mention of improvement.

Donnie Parsons – Mr. Parsons feels there is an issue with city and county determining who works what area.

Chris Curnutt – Mr. Curnutt asked regarding police and street departments, who will take care of this added area.

Melvin Jennings – Mr. Jennings wanted to let everyone know that The Paper listed the owner of his property as Langston, but he has owned it for several months.

Jared Crisp – Mr. Crisp stated that annexation request was generated mainly for utilities and for police and fire protection.

Mr. Ritchie, Councilman Tramel and Developer Candy Hills each spoke. Councilman Smith discussed the current residents’ worries about water run-off.

Motion was made by Ketcher, second by Thompson to exit Public Hearing. Voting yes: Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Smith. Voting no: none.

**b. First reading of an ordinance annexing the lands described on the attached notice published by the City of Pryor concerning the said annexation proceeding and involving the petitioned annexation by Pryor Creek Investments, LLC, George Beard, Glen Passmore and Stonegate Development, Inc. concerning property located in Section 4, Township 21 North, Range 19 East, Mayes County, Oklahoma, adjacent to Stonegate Development and East 470 Road.**

Motion was made by Brakefield, second by Ketcher to approve waiving the first reading and approve the first reading of an ordinance annexing the lands described on the attached notice published by the City of Pryor concerning the said annexation proceeding and involving the petitioned annexation by Pryor Creek Investments, LLC, George Beard, Glen Passmore and Stonegate Development, Inc. concerning property located in Section 4, Township 21 North, Range 19 East, Mayes County, Oklahoma, adjacent to Stonegate Development and East 470 Road. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Smith, Chitwood. Voting no: none.

**c. Discussion and possible action regarding a resolution with respect to adoption of the amendment and restatement of the City of Pryor Creek Retirement Plan #5-20937.**

Motion was made by Thompson, second by Shropshire to approve Resolution #2021-7 with respect to adoption of the amendment and restatement of the City of Pryor Creek Retirement Plan #5-20937. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Smith, Chitwood, Brakefield. Voting no: none.

**d. Discussion and possible action regarding a resolution with respect to adoption of the amendment and restatement of the City of Pryor Creek Deferred Compensation Plan #8-05293.**

Motion was made by Shropshire, second by Smith to approve Resolution #2021-8 with respect to adoption of the amendment and restatement of the City of Pryor Creek Deferred Compensation Plan #8-05293. Voting yes: Thompson, Ketcher, Shropshire, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

At 7:50 p.m., Mayor called for a 5-minute break. At 7:55 p.m., Mayor called the meeting back to order.

**6. DISCUSSION AND POSSIBLE ACTION ON CONSENT AGENDA.**



1. Approve minutes of the November 16th, 2021 Council meeting.

b. Approve payroll purchase orders through December 10th, 2021.

c. Approve claims for purchase orders through December 7th, 2021.

|  |  |  |
| --- | --- | --- |
| **FUNDS** | **PURCHASE ORDER NUMBER** | **TOTALS** |
| **GENERAL** | **2120211313 – 911264B** | **80,342.06** |
| **STREET & DRAINAGE** | **911255B – 2120211199** | **526,014.85** |
| **GOLF COURSE** | **2120211312 – 2120211323** | **13,166.77** |
| **CAPITAL OUTLAY** | **2120211254 – 2120211393** | **3,398.20** |
| **REAL PROPERTY ACQUIS.** | **2120211394 - 2120211297** | **1,501.00** |
| **RECREATION CENTER** | **2120211237 – 2120211277** | **51,217.98** |
|  |  |  |
|  | **TOTAL** | **675,640.86** |
|  |  |  |
|  | **NO BLANKETS** |  |
|  |  |  |

d. Acknowledge receipt of deficient purchase orders.

 ***There were no deficient purchase orders.***

e.Discussion and possible action regarding disposal of city records according to City of Pryor Creek Retention Policy.

f. Discussion and possible action regarding hiring Sean Scott to fill vacant patrolman position at the Pryor Creek Police Department at Range J, Step 2 (annual wage - $43,561.00), effective 12/13/21. Scott is CLEET Certified and currently works at the Jenks Police Department. (To be paid from Police Salaries Account #02-215-5011.)

g. Discussion and possible action regarding hiring Daniella Neumann to fill vacant dispatch position at the Pryor Creek Police Department at Range R, Step 1 (annual wage - $33,510.00), effective 12/13/21. (To be paid from Police Salaries Account #02-215-5011.)

h. Discussion and possible action regarding an expenditure in the amount of $3,700.00 to Tracker Products for the annual license fee for evidence tracking at the Pryor Creek Police Department from Police Technology Account #02-215-5260.

i. Discussion and possible action regarding an expenditure not to exceed $6,000.00 to GT Distributors for ammunition for the Pryor Creek Police Department from Police Firearms Training Account #02-215-5111.

j. Discussion and possible action regarding award of roof replacement contract Schedules 1, 2 and 3 for a total bid of $262,509.50 to Pro-Tech Roofing, Inc. It is further recommended that a contingency amount also be encumbered in the amount of $26,000.00 should additional work be discovered during the project, pending approval by the Pryor Creek Recreation Board. (To be paid from Pryor Recreation Repair and Maintenance Account #84-845-5091.)

Other bids received: Ground Zero Roofing and Const., LLC. $461,044.00; Allwine Roofing and Construction, Inc. $510,683.00; Horizon Roofing & Const. $514,054.00; Dawson Roofing, Inc. $584,883.50; Joplin Roofing, Inc. $596,320.00.

k. Discussion and possible action regarding declaring the following equipment at the Pryor Creek Recreation Center surplus or scrap and determining the method of disposal of the property to be made:

a. Pull up Rack, Inventory # 55, ID # 845-19-03544-55

b. Hack Squat, Inventory # 51, ID # 845-19-03540-51

c. Squat-Lunge Smith Machine, Inventory # 4, ID # 845-63-03533-4

d. Free Weight Incline w/ Bar & Foot Assist Plate, Inventory # 27, ID # 845-75-03516-27

e. Free Weight Incline Bench w/ Sliding Bar, Inventory # 24, ID # 845-74-03513-24

f. Free Weight Decline Bench w/ Sliding Bar, Inventory # 25, ID # 845-74-03514-25

g. Free Weight Straight Bench w/ Bar, Inventory # 28, ID # 845-75-03517-28

h. Back Machine, Inventory # 2, ID # 845-60-03487-2

i. Cable Pull Station 2, ID # 19, Inventory # 845-73-03508-19

l. Discussion and possible action regarding declaring the following equipment at the Pryor Creek Recreation Center surplus or scrap and consideration of transfer of the items to another department of the city or otherwise determining the method of disposal of the property to be made:

a. Assisted Chin Dip Combo, Inventory # 53, ID # 845-64-03542-53

b. Sled Leg Press, Inventory # 50, ID # 845-64-03539-50

c. Free Standing Squat Rack, Inventory # 45, ID # 845-63-03534-45

d. Magnum Fitness Bench Seat, Inventory # 34, ID # 845-67-03955-34

e. Cable Pull, Inventory # 21, ID # 845-73-03510-21

m. Discussion and possible action regarding an expenditure in the amount of $2,988.00 to ArchiveSocial, Inc. for the annual social media archiving subscription from General Software Account #02-201-5260.

n. Discussion and possible action regarding an expenditure not to exceed $5,375.00 to Homeland for 103 gifts cards in the amount of $50.00 each to show appreciation to full-time City employees and 9 gift cards in the amount of $25.00 to show appreciation to part-time City employees from the Christmas Employee Appreciation Account #02-201-5333.

o. Discussion and possible action regarding reappointment of Mike Dunham to Seat #1 of the Flood Plain Board, term expiring 12/31/2027.

p. Discussion and possible action regarding reappointment of Richard Powell to Seat #2 of the Flood Plain Board, term expiring 12/31/2027.

q. Discussion and possible action regarding hiring Jessica Stephens to fill the vacant part-time Library Assistant position at the Thomas J. Harrison Pryor Public Library, effective December 13th, 2021. This position was left vacant by Katie Pilmaier who accepted a position as a police dispatcher.

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

**a. Approve minutes of the November 16th, 2021 Council meeting.**

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

**f. Discussion and possible action regarding hiring Sean Scott to fill vacant patrolman position at the Pryor Creek Police Department at Range J, Step 2 (annual wage - $43,561.00), effective 12/13/21. Scott is CLEET Certified and currently works at the Jenks Police Department. (To be paid from Police Salaries Account #02-215-5011.)**

Motion was made by Ketcher, second by Chitwood to approve hiring Sean Scott to fill vacant patrolman position at the Pryor Creek Police Department at Range J, Step 2 (annual wage - $43,561.00), effective 12/13/21. Scott is CLEET Certified and currently works at the Jenks Police Department. (To be paid from Police Salaries Account #02-215-5011.) Voting yes: Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

**g. Discussion and possible action regarding hiring Daniella Neumann to fill vacant dispatch position at the Pryor Creek Police Department at Range R, Step 1 (annual wage - $33,510.00), effective 12/13/21. (To be paid from Police Salaries Account #02-215-5011.)**

Motion was made by Ketcher, second by Smith to approve hiring Daniella Neumann to fill vacant dispatch position at the Pryor Creek Police Department at Range R, Step 1 (annual wage - $33,510.00), effective 12/13/21. (To be paid from Police Salaries Account #02-215-5011.) Voting yes: Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Smith. Voting no: none.

**j. Discussion and possible action regarding award of roof replacement contract Schedules 1, 2 and 3 for a total bid of $262,509.50 to Pro-Tech Roofing, Inc. It is further recommended that a contingency amount also be encumbered in the amount of $26,000.00 should additional work be discovered during the project, pending approval by the Pryor Creek Recreation Board. (To be paid from Pryor Recreation Repair and Maintenance Account #84-845-5091.) Other bids received: Ground Zero Roofing and Const., LLC. $461,044.00; Allwine Roofing and Construction, Inc. $510,683.00; Horizon Roofing & Const. $514,054.00; Dawson Roofing, Inc. $584,883.50; Joplin Roofing, Inc. $596,320.00.**

Motion was made by Chitwood, second by Smith to approve award of roof replacement contract Schedules 1, 2 and 3 for a total bid of $262,509.50 to Pro-Tech Roofing, Inc. It is further recommended that a contingency amount also be encumbered in the amount of $26,000.00 should additional work be discovered during the project, pending approval by the Pryor Creek Recreation Board. (To be paid from Pryor Recreation Repair and Maintenance Account #84-845-5091.) Other bids received: Ground Zero Roofing and Const., LLC. $461,044.00; Allwine Roofing and Construction, Inc. $510,683.00; Horizon Roofing & Const. $514,054.00; Dawson Roofing, Inc. $584,883.50; Joplin Roofing, Inc. $596,320.00. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Smith, Chitwood. Voting no: none.

**k. Discussion and possible action regarding declaring the following equipment at the Pryor Creek Recreation Center surplus or scrap and determining the method of disposal of the property to be made:**

**a. Pull up Rack, Inventory # 55, ID # 845-19-03544-55**

**b. Hack Squat, Inventory # 51, ID # 845-19-03540-51**

**c. Squat-Lunge Smith Machine, Inventory # 4, ID # 845-63-03533-4**

**d. Free Weight Incline w/ Bar & Foot Assist Plate, Inventory # 27, ID # 845-75-03516-27**

**e. Free Weight Incline Bench w/ Sliding Bar, Inventory # 24, ID # 845-74-03513-24**

**f. Free Weight Decline Bench w/ Sliding Bar, Inventory # 25, ID # 845-74-03514-25**

**g. Free Weight Straight Bench w/ Bar, Inventory # 28, ID # 845-75-03517-28**

**h. Back Machine, Inventory # 2, ID # 845-60-03487-2**

**i. Cable Pull Station 2, ID # 19, Inventory # 845-73-03508-19**

Motion was made by Chitwood, second by Smith to approve declaring the following equipment at the Pryor Creek Recreation Center surplus or scrap and determining the method of disposal of the property to be made:

a. Pull up Rack, Inventory # 55, ID # 845-19-03544-55

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g. Free Weight Straight Bench w/ Bar, Inventory # 28, ID # 845-75-03517-28

h. Back Machine, Inventory # 2, ID # 845-60-03487-2

i. Cable Pull Station 2, ID # 19, Inventory # 845-73-03508-19

Motion and second were amended to include on-line sales as method of disposal. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Smith, Chitwood, Brakefield. Voting no: none.

**l. Discussion and possible action regarding declaring the following equipment at the Pryor Creek Recreation Center surplus or scrap and consideration of transfer of the items to another department of the city or otherwise determining the method of disposal of the property to be made:**

**a. Assisted Chin Dip Combo, Inventory # 53, ID # 845-64-03542-53**

**b. Sled Leg Press, Inventory # 50, ID # 845-64-03539-50**

**c. Free Standing Squat Rack, Inventory # 45, ID # 845-63-03534-45**

**d. Magnum Fitness Bench Seat, Inventory # 34, ID # 845-67-03955-34**

**e. Cable Pull, Inventory # 21, ID # 845-73-03510-21**

Motion was made by Chitwood, second by Thompson to approve declaring the following equipment at the Pryor Creek Recreation Center surplus or scrap and consideration of transfer of the items to another department of the city or otherwise determining the method of disposal of the property to be made:

a. Assisted Chin Dip Combo, Inventory # 53, ID # 845-64-03542-53

b. Sled Leg Press, Inventory # 50, ID # 845-64-03539-50

c. Free Standing Squat Rack, Inventory # 45, ID # 845-63-03534-45

d. Magnum Fitness Bench Seat, Inventory # 34, ID # 845-67-03955-34

e. Cable Pull, Inventory # 21, ID # 845-73-03510-21

Motion and second were then amended to approve transfer to new Police & Fire Emergency Services Center. Voting yes: Thompson, Ketcher, Shropshire, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

**7. COMMITTEE REPORTS:**

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

Brakefield reported that the next Budget and Personnel meeting will be December 14th, 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.

**8. UNFORESEEABLE BUSINESS.**

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

Tramel stated that Robert Taylor wanted to thank the city for allowing them to have the Christmas Village this year. They had more than 350 children. It was a huge success.

**9. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 8:20 p.m.

**2. APPROVE MINUTES OF NOVEMBER 16th, 2021 MEETING.**

Motion was made by Shropshire, second by Chitwood to approve minutes of November 16th, 2021 meeting. Voting yes: Shropshire, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher. 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: Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire. 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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