

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, FEBRUARY 15TH, 2022 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, Steve Smith, Randy Chitwood, Briana Brakefield, Jimmy Tramel, Lori Siever. Members absent: Dennis Nance.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief BK Young.

Others present: Police Officer Dustin Van Horn, Steve Powell, Chris Graves, Chris Gonthier, Jeff Kolker, Violet Kirkendall, Jennie LaFave, J. C. and Debbie Smith, Kenny and Jenny Cooper, Kemmie Shropshire and Terry Aylward.

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

Chris Graves spoke regarding repairing the current swimming pool, as opposed to building a new pool.

3. DEPARTMENT HEAD REPORTS IF NEEDED:

a. Building Inspector

No report.

b. Emergency Management

No report.

c. Fire

Chief Young had no report but asked if Council had questions.

d. Golf

No report.

e. Library

Rerat sent in a written report in her absence.

f. Parks / Cemetery

No report.

g. Police

Chief Nichols had no report. Becki Sams-Benham spoke regarding an upcoming spay and neuter clinic.

h. Recreation Center

No report.

i. Street

No report.

4. MAYOR'S REPORT:

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 15TH, 2022 AT 6:00 P.M.**

1. Discussion and possible action regarding approval of the June 30th, 2020 independent Auditor's Report of Financial Statements for the City of Pryor Creek, Oklahoma as presented by Violet Kirkendall of Hood & Associates, PC Certified Public Accountants.

Motion was made by Chitwood, second by Smith to approve the June 30th, 2020 independent Auditor's Report of Financial Statements for the City of Pryor Creek, Oklahoma as presented by Violet Kirkendall of Hood & Associates, PC Certified Public Accountants.

Violet Kirkendall presented her findings to Council. Voting yes: Ketcher, Shropshire, Smith, Chitwood, Brakefield, Tramel, Siever. Voting no: none.

Mayor moved back to the regular Agenda.

a. Discussion regarding Pryor Main Street fundraising campaign of brick pavers in the downtown corridor. This component of the Wayfinding and Placemaking project will raise needed funds toward the expense of the project.

No action. Pryor Main Street Director, Jennie LaFave, spoke regarding the fundraising campaign of brick pavers in the downtown corridor. This component of the Wayfinding and Placemaking project will raise needed funds toward the expense of the project.

b. Discussion and possible action regarding adopting a Workplace Wellness Policy, required for a pending TSET Grant.

Motion was made by Shropshire, second by Chitwood to approve adopting a Workplace Wellness Policy, required for a pending TSET Grant. Voting yes: Shropshire, Smith, Chitwood, Brakefield, Tramel, Siever, Ketcher. Voting no: none.

c. Discussion and possible action regarding adopting a Pryor City Tobacco-Free and Vapor-Free Policy, required for a pending TSET Grant.

Motion was made by Chitwood, second by Smith to approve adopting a Pryor City Tobacco-Free and Vapor-Free Policy, required for a pending TSET Grant. Voting yes: Smith, Chitwood, Brakefield, Tramel, Siever, Ketcher, Shropshire. Voting no: none.

d. Discussion and possible action regarding authorizing the Mayor to sign the Oklahoma Tobacco Settlement Endowment Trust (TSET) Certification of Non-Acceptance of Tobacco Funds.

Motion was made by Shropshire, second by Smith to approve authorizing the Mayor to sign the Oklahoma Tobacco Settlement Endowment Trust (TSET) Certification of Non-Acceptance of Tobacco Funds. Voting yes: Chitwood, Brakefield, Tramel, Siever, Ketcher, Shropshire, Smith. 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 February 1st, 2022 Council meeting.
- b. Approve payroll purchase orders through February 18th, 2022.
- c. Approve claims for purchase orders through February 15th, 2022.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2120211814 - 2120211890	153,783.96
STREET & DRAINAGE	911255B - 911259B	3,124.82
GOLF COURSE	2120211854 - 911277B	8,137.65
CAPITAL OUTLAY	911230B - 911229B	7,581.76
REAL PROPERTY ACQUIS.	2120211815	18.00
POLICE TRAINING FEES	2120211896 - 2120211897	1,180.00
HOTEL / MOTEL TAX	2120210700 - 2120210701	7,425.00
RECREATION CENTER	2120211804 - 2120211812	8,001.71
DONATIONS AND EARMARKED	2120211276	1,999.96
TOTAL		191,252.86

NO BLANKETS

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Approve October 2021 Appropriations.

OCTOBER 2021

FEE IN LIEU	\$	1.19
STREET & DRAINAGE	\$	143,226.94
CEMETERY CARE INTEREST	\$	9.50
CEMETERY CARE FUND	\$	2,731.25
GOLF COURSE CASH FUND	\$	46,225.48

CAPITAL OUTLAY FUND	\$ 47,113.47
CAPITAL OUTLAY RESERVE	\$ 294.55
REAL PROPERTY ACQUISITION	\$ 23.72
HOTEL/MOTEL TAX	\$ 16,593.83
2019 BOND PROJECT	\$ 55.47
LIBRARY BUILDING FUND	\$ 1.51
EDTA	\$ -
RECREATION CASH FUND	\$ 76,301.00
PPWA BOND PROCEEDS (86)	\$ -
PPWA SINKING FUNDS	\$ 94,221.18
PPWA BOND PROCEEDS (88)	\$ 4.49
E-911	\$ 4,327.69
LIBRARY SPECIAL	\$ 539.27
SEIZURES	\$ 0.02
DONATIONS	\$ 306.63
COMMUNITY DEVELOPMENT BLOCK GRANT	\$ -
FUND 47	\$ 531.06
MAIN STREET BOND ACCOUNT-2019	\$ 10,478.56
FLEX SPEND PLAN	\$ -
COVID	\$ 819,093.65
TOTAL	\$ 1,262,080.46

- f. Discussion and possible action regarding approval of change order within the 2021-22 project “Pryor Streets” for “Additional Paving” as in the best interest of the city in the amount of \$159,925.80 and expensed from Street Asphalt Overlay Account #14-145-5410.
- g. Discussion and possible action regarding accepting the resignation of Kenneth Cooper from the Pryor Creek Fire Department, effective January 31st, 2022.
- h. Discussion and possible action regarding an expenditure from fund 80 (Library Building Fund) in the amount of \$4,150.00 to ENDEX, INC. of Tulsa for 5-each security system motion detectors and 5-each door contacts which add to the already installed security monitoring system at the Library. These needed items are to be used for the Library Expansion but were not included on the plans nor are they included on any bid list.
- i. Discussion and possible action approving Mayor Lees and Cari Rerat, Library Director, to sign "Agreement for 2022 State Aid Recipients" and acceptance of grant funds for the Thomas J. Harrison Pryor Public Library in the amount of \$10,155.00 from the State of Oklahoma 2021 Oklahoma Department of Libraries State Aid, to be received into Library Special Cash Account #92-000-4233.
- j. Discussion and possible action to approve Hotel / Motel Final Expense Report for Pryor Area Chamber of Commerce / Pryor Patchers Quilt Guild Quilt Show September 17th – 18th, 2021, in the amount of \$3,000.00.
- k. Discussion and possible action to approve Hotel / Motel Final Expense Report for Pryor Area Arts and Humanities Northeast Oklahoma Area Artists Show October 8th – 16th, 2021, in the amount of \$2,000.00.
- l. Discussion and possible action to approve Hotel / Motel Final Expense Report for Pryor Area Chamber of Commerce 2021 Christmas Parade of Lights on December 2nd, 2021, in the amount of \$2,425.00.
- m. Discussion and possible action regarding an expenditure in the amount of \$7,540.00 at State Sourcewell Contract price from Lakeland Office Systems for new Sharp MX-4071 Printer / Scanner / Copier / Fax for the City Clerk’s office from Clerk Supplies – Office Account #02-201-5031.
- n. Discussion and possible action to approve the expenditure of \$6,500.00 to partner with the Oklahoma Humane Northeast to provide Free Spay/Neuter with Rabies Vaccine to 50 animals on March 18th, and 50 animals on April 29th; limited to two animals per household inside the city limits. This will be paid from donations that were intended to assist with the health and welfare of animals, from Animal Shelter Donations Account #96-965-5525.

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

a. Approve minutes of the February 1st, 2022 Council meeting.

Motion was made by Shropshire, second by Ketcher to approve minutes of the February 1st, 2022 Council meeting. Voting yes: Tramel, Siever, Ketcher, Shropshire, Smith, Brakefield. Abstaining, counting as a no vote: Chitwood. Voting no: none.

f. Discussion and possible action regarding approval of change order within the 2021-22 project “Pryor Streets” for “Additional Paving” as in the best interest of the city in the amount of \$159,925.80 and expensed from Street Asphalt Overlay Account #14-145-5410.

Motion was made by Chitwood, second by Smith to approve change order within the 2021-22 project “Pryor Streets” for “Additional Paving” as in the best interest of the city in the amount of \$159,925.80 and expensed from Street Asphalt Overlay Account #14-145-5410.

Steve Powell spoke and explained the necessity of the change order. Voting yes: Siever, Ketcher, Shropshire, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

g. Discussion and possible action regarding accepting the resignation of Kenneth Cooper from the Pryor Creek Fire Department, effective January 31st, 2022.

Motion was made by Ketcher, second by Chitwood to approve accepting the resignation of Kenneth Cooper from the Pryor Creek Fire Department, effective January 31st, 2022. Motion and second were then amended to read, “Retirement,” as opposed to “Resignation,” as a Scrivener’s error.

Cooper was asked how long he served as a firefighter, to which he replied, “Over 25 years.” Voting yes: Ketcher, Shropshire, Smith, Chitwood, Brakefield, Tramel, Siever. Voting no: none.

h. Discussion and possible action regarding an expenditure from fund 80 (Library Building Fund) in the amount of \$4,150.00 to ENDEX, INC. of Tulsa for 5-each security system motion detectors and 5-each door contacts which add to the already installed security monitoring system at the Library. These needed items are to be used for the Library Expansion but were not included on the plans nor are they included on any bid list.

Motion was made by Shropshire, second by Chitwood to approve an expenditure from fund 80 (Library Building Fund) in the amount of \$4,150.00 to ENDEX, INC. of Tulsa for 5-each security system motion detectors and 5-each door contacts which add to the already installed security monitoring system at the Library. These needed items are to be used for the Library Expansion but were not included on the plans nor are they included on any bid list.

Motion was then made by Tramel, and second by Chitwood to table this item. Voting yes: Shropshire, Smith, Chitwood, Brakefield, Tramel, Siever, Ketcher. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Brakefield reported that their next meeting will be on March 8th, 2022 at 5:30 p.m.

b. Ordinance and Insurance (Shropshire)

Shropshire reported that they will meet on Thursday, March 10th, 2022 at 5:30 p.m.

c. Street (Smith)

Smith reported they may have a meeting next week, if there are any agenda items.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:05 p.m.

2. APPROVE MINUTES OF FEBRUARY 1ST, 2022 MEETING.

Motion was made by Shropshire, second by Ketcher to approve minutes of February 1st, 2022 meeting. Voting yes: Smith, Brakefield, Tramel, Siever, Ketcher, Shropshire. Abstaining, counting as a no vote: Chitwood. Voting no: none.

3. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF A 3% RATE INCREASE FROM PRYOR WASTE AND RECYCLING FOR TWICE PER WEEK RESIDENTIAL REFUSE PICK-UP. THIS ACTION IS CONSISTENT WITH THE MUTUAL AGREEMENT OF OCTOBER 2007 FOR AN ALLOWED 3% INCREASE FOR REFUSE PICK-UP.

Motion was made by Chitwood, second by Smith to approve a 3% rate increase from Pryor Waste and Recycling for twice per week residential refuse pick-up. This action is consistent with the mutual agreement

of October 2007 for an allowed 3% increase for refuse pick-up. Voting yes: Chitwood, Brakefield, Tramel, Siever, Ketcher, Shropshire, Smith. 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 Smith to adjourn. Voting yes: Brakefield, Tramel, Siever, Ketcher, Shropshire, 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
