

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, APRIL 5TH, 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 Randy Chitwood. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Chris Gonthier, Lori Siever. Members absent: Briana Brakefield.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Fire Chief B.K. Young, Park Superintendent Frank Powell, Golf Superintendent Dennis Bowman, Library Director Cari Rerat.

Others present: Police Officer Dustin Van Horn, Brown & Brown Insurance representative Chris Kennedy, CMS Willowbrook representatives Brenna Wells and Gary Rosebrough, Steve Powell, Chris Calvert, Bill Kannegiesser, Jeanette Anderson, Jack Hardy, Chris Young, John Ballew, Bryce Moore, 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

No report.

c. Fire

Young reported that they are starting to test hydrants and knock boxes. He stated that he will get with The Paper so they can publish this information. They are also working with MUB on this since they are working on water lines. They have a lot of training going on, as well.

d. Golf

Bowman apologized for being late, as they have been very busy. He reported that this week is the official start of the golf season, since it is Masters week. The weather has been good, and the weekend days have been very busy. In March, they were just \$143.00 short of setting nine record months in a row. He reported that they brought in \$39,000.00 in March and have a three-year average of \$18,567.00. They have already had a couple of fund-raising events. A coach-pitch team raised \$6,100.00 for their expenses, and Hilldale from Muskogee brought 100 golfers up for a fund-raiser and raised \$3,500.00 for their golf team. Brown & Brown Special Olympics Tournament is coming up on April 22nd, and it is already filled up. He has already booked two tournaments for 2023.

e. Library

Rerat stated it is National Library Week and today is National Library Workers' Day. They are in the midst of planning the Summer Reading Program. They are planning on having as much in-person programming as possible this year, and it will be for all ages. Thursdays in June and July, at 10 a.m. and 6 p.m., please come by and participate. The building at 505 E. Graham is looking fantastic. Rerat also stated that the Salina Library had an incident that demolished their children's area. They have a GoFundMe account to raise money for expenses not covered by insurance. Things are going as well as can be expected at the Graham Community Hall. They will be ready to get back home when the remodel is completed.

f. Parks / Cemetery

Powell reported that they are fixing up the bathrooms and fountains, and they are getting ready to mow. They have had some incidents of graffiti and vandalism. The cemetery looks good right now. They have put some new LED lights in the park.

g. Police

Nichols had no report and stated that they will have statistics from Police and Animal Control at the next Council meeting.

h. Recreation Center

No report.

i. Street

Smith reported for Glenn that they are doing dirt patching on 8th Street and dipping ditches on Pine Street.

4. MAYOR’S REPORT:

a. Pryor Main Street Update

Mr. Jack Hardy spoke regarding the tornado monument. He reported that they have raised all the funds they needed, and dedication is set for Wednesday, April 27th, 2022, at 4:30 p.m., which is the 80th anniversary of the tornado. He stated that at 4:45 p.m., which was the exact time of the tornado, all the names of those who lost their lives will be read.

b. Discussion and possible action to approve a Resolution proclaiming the month of April as Fair Housing Month in the City of Pryor Creek, Oklahoma and identifying the activities of Fair Housing. Motion was made by Chitwood, second by Shropshire to approve Resolution #2022-3 proclaiming the month of April as Fair Housing Month in the City of Pryor Creek, Oklahoma and identifying the activities of Fair Housing. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier, Siever. Voting no: none.

c. Discussion and possible action regarding a Proclamation declaring the month of April 2019 Fair Housing Month. Motion was made by Gonthier, second by Chitwood to approve with change a Proclamation declaring the month of April 2022 Fair Housing Month. (Scrivener’s error on agenda.) Voting yes: Shropshire, Nance, Smith, Chitwood, Gonthier, Siever, Ketcher. Voting no: none.

d. Discussion and possible action regarding acceptance of First Amended and Restated Office As A Service (Oaas) Services Agreement extending term of agreement and modifying certain provisions relating to provision of services relative to city's expansion of workforce, facilities and technology needs. Motion was made by Shropshire, second by Chitwood to approve First Amended and Restated Office As A Service (Oaas) Services Agreement extending term of agreement and modifying certain provisions relating to provision of services relative to city's expansion of workforce, facilities and technology needs. Voting yes: Nance, Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire. Voting no: none.

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, APRIL 5TH, 2022 AT 6:00 P.M.**

1. Discussion and possible action regarding nominations to fill vacant Ordinance and Insurance Committee seat, or accepting Mayor’s nomination of Chris Gonthier. Motion was made by Shropshire, second by Nance to accept Mayor’s nomination of Chris Gonthier to fill vacant Ordinance and Insurance Committee seat. Voting yes: Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance. Voting no: none.

Mayor moved back to regular agenda.

5. CITY ATTORNEY’S REPORT:

a. Discussion and possible action regarding CMSWillowbrook, Inc. Change Order #4 – Remove, Replace, & Patch Library Parking Lot & Sidewalks, in the amount of \$69,228.16. Motion was made by Smith, second by Nance to approve CMSWillowbrook, Inc. Change Order #4 – Remove, Replace, & Patch Library Parking Lot & Sidewalks, in the amount of \$69,228.16. Voting yes: Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance, Smith. 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 March 15th, 2022 Council meeting.
- b. Approve payroll purchase orders through April 15th, 2022.

- c. Approve claims for purchase orders through April 5th, 2022.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2120212269 - 2120212232	77,449.51
COVID REIMBURSEMENT	2120212317	409,523.06
STREET & DRAINAGE	911255B - 2120212200	20,443.52
GOLF COURSE	2120212295 - 2120212311	2,781.52
CAPITAL OUTLAY	2120211686 - 2120212300	34,850.99
REAL PROPERTY ACQUIS.	911265B - 2120212191	2,261.00
RECREATION CENTER	2120212176 - 2120212169	32,453.20
LIBRARY SPECIAL	2120210149	766.47
DONATIONS AND EARMARKED	2120212193 - 2120212305	4,602.17
TOTAL		585,131.44
NO BLANKETS		

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding acceptance of bid and awarding of contract for Graham Cemetery Road Repairs PRY 21-05 with Dunham Asphalt Services, Inc. in the amount of \$58,145.00 from Cemetery Care Fund Account #19-195-5412. Other bids received: Ross Construction - \$96,718.80; A&A Asphalt - \$77,071.50.
- f. Discussion and possible action regarding the change of worker's compensation carrier, pending Ordinance and Insurance Committee Special Meeting approval on April 4th, 2022.
- g. Discussion and possible action regarding transfer of a large heavy-duty floor easel from Community Development to Golf Course at an original cost of \$41.73.
- h. Discussion and possible action regarding disposal of city records according to City of Pryor Creek Retention Policy as attached.
- i. Discussion and possible action to approve quote from Digi Security Systems of \$29,952.17 to purchase and install security cameras at the Thomas J. Harrison Pryor Public Library. This quote is at state contract pricing and includes new cameras for the additions and incorporating existing cameras into the system to provide good coverage. \$12,673.46 will be expensed from account #96-965-5517. \$17,278.71 will be expensed from account #80-805-5413.
- j. Discussion and possible action regarding approving an expenditure in the amount of \$5,493.08 per state bid pricing to White Star for emergency replacement of skid steer tracks for the Pryor Creek Street Department from Street Repair and Maintenance Account #14-145-5342. This action was approved by the Street Committee on March 22nd, 2022.
- k. Discussion and possible action regarding an additional expense of \$248.37 to be paid to Mayes County 911 for the 20% match from the Oklahoma 911 Management Authority Grant. The amount originally approved on March 2nd, 2021 was \$18,544.00, but the final invoice is for \$18,792.37. This expense is to be paid from Police Equipment Capital Outlay Account #44-445-5424.
- l. Discussion and possible action to approve the additional \$335.21 to Pryor Chevy for a total of \$4,935.21. The original estimate of \$4,600.90 was approved on the February 1st, 2022 council to repair a 2015 Chevy Tahoe for the police department. This new amount is the final cost amount and is still less than the other two bids received: G&M Wrecker, \$5,040.37 & Patriot Dodge, \$6,708.91. This encumbrance will be paid from Police Vehicle Maintenance Account #02-215-5092.
- m. Discussion and possible action regarding Fire Department promotion of John Ballew to Captain Range P, Step 4 (\$53,903.00) effective April 16, 2022.
- n. Discussion and possible action regarding Fire Department promotion of Chris Young to Lieutenant Range O, Step 4 (\$50,547.00) effective April 16, 2022.
- o. Discussion and possible action regarding hiring Bryce Moore to Firefighter Range N, Step 1 (\$36,416.00) effective April 19, 2022 pending pension physical.
- p. Discussion and possible action regarding the purchase of MSA Thermal Imaging Camera from Casco at state bid price of \$8,320.00 from Account #02-217-5411.
- q. Discussion and possible action regarding the purchase of 4 bunks and mattresses from Fire Station Furniture for \$3,208.63 from Account # 02-217-5411. Other bids received: Firehouse Beds, \$3,224.00 and Butler Furniture, \$4,095.78.
- r. Discussion and possible action regarding awarding a bid to Kaska, LLC in the amount of \$22,169.00 for demolition of the house structure at the golf course. Other bids received: M4 Construction & Welding, LLC, \$24,054.80 and Panther Creek Construction, \$37,072.00. This action is to be expensed from budgeted monies for the same from Capital Outlay Account #44-445-5447.

- s. Discussion and possible action regarding Agenda item #6 m. from the Council Agenda dated February 15th, 2022 which read “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 from the City Clerk’s office from Clerk Supplies – Office Account #02-201-5031.” Account number should have been #02-209-5031.

Motion was made by Ketcher, second by Gonthier to approve items a – s, less items a, f, h, i, j, m, n and o. Voting yes: Gonthier, Siever, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

a. Approve minutes of the March 15th, 2022 Council meeting.

Motion was made by Ketcher, second by Smith to approve minutes of the March 15th, 2022 Council meeting with one correction. Gonthier reported that under the City Attorney Report, #2, Brakefield abstained, not Gonthier. Voting yes: Siever, Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier. Voting no: none.

f. Discussion and possible action regarding the change of worker’s compensation carrier, pending Ordinance and Insurance Committee Special Meeting approval on April 4th, 2022.

Motion was made by Shropshire, second by Chitwood to approve the change of worker’s compensation broker (Scrivener’s error). Brown & Brown Insurance representative Chris Brown provided an in-depth presentation, which showed that a great deal of money could be saved by the city. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier, Siever. Voting no: none.

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

Motion was made by Ketcher, second by Smith to approve disposal of city records according to City of Pryor Creek Retention Policy as attached. Voting yes: Shropshire, Nance, Smith, Chitwood, Gonthier, Siever, Ketcher. Voting no: none.

i. Discussion and possible action to approve quote from Digi Security Systems of \$29,952.17 to purchase and install security cameras at the Thomas J. Harrison Pryor Public Library. This quote is at state contract pricing and includes new cameras for the additions and incorporating existing cameras into the system to provide good coverage. \$12,673.46 will be expensed from account #96-965-5517. \$17,278.71 will be expensed from account #80-805-5413.

Motion was made by Chitwood, second by Shropshire to approve quote from Digi Security Systems of \$29,952.17 to purchase and install security cameras at the Thomas J. Harrison Pryor Public Library. This quote is at state contract pricing and includes new cameras for the additions and incorporating existing cameras into the system to provide good coverage. \$12,673.46 will be expensed from Account #96-965-5517. \$17,278.71 will be expensed from Account #80-805-5413. It was noted that this is State Contract pricing. Voting yes: Nance, Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire. Voting no: none.

j. Discussion and possible action regarding approving an expenditure in the amount of \$5,493.08 per state bid pricing to White Star for emergency replacement of skid steer tracks for the Pryor Creek Street Department from Street Repair and Maintenance Account #14-145-5342. This action was approved by the Street Committee on March 22nd, 2022.

Motion was made by Chitwood, second by Smith to approve an expenditure in the amount of \$5,493.08 per state bid pricing to White Star for emergency replacement of skid steer tracks for the Pryor Creek Street Department from Street Repair and Maintenance Account #14-145-5342. This action was approved by the Street Committee on March 22nd, 2022. Voting yes: Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance. Voting no: none.

m. Discussion and possible action regarding Fire Department promotion of John Ballew to Captain Range P, Step 4 (\$53,903.00) effective April 16, 2022.

Motion was made by Smith, second by Ketcher to approve Fire Department promotion of John Ballew to Captain Range P, Step 4 (\$53,903.00) effective April 16, 2022. Voting yes: Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance, Smith. Voting no: none.

n. Discussion and possible action regarding Fire Department promotion of Chris Young to Lieutenant Range O, Step 4 (\$50,547.00) effective April 16, 2022.

Motion was made by Smith, second by Chitwood to approve Fire Department promotion of Chris Young to Lieutenant Range O, Step 4 (\$50,547.00) effective April 16, 2022. Voting yes: Gonthier, Siever, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

o. Discussion and possible action regarding hiring Bryce Moore to Firefighter Range N, Step 1 (\$36,416.00) effective April 19, 2022 pending pension physical.

Motion was made by Ketcher, second by Smith to approve hiring Bryce Moore to Firefighter Range N, Step 1 (\$36,416.00) effective April 19, 2022 pending pension physical. Voting yes: Siever, Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Shropshire reported that their next meeting will be on Tuesday, April 12th, 2022 at 5:30 p.m. followed by Police and Fire negotiations meetings.

b. Ordinance and Insurance (Shropshire)

Shropshire reported that their next meeting will be on Monday, May 9th, 2022 at 5:30 p.m.

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: Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier, Siever. 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 MARCH 15TH, 2022 MEETING.

Motion was made by Chitwood, second by Ketcher to approve minutes of March 15th, 2022 meeting. Voting yes: Shropshire, Nance, Smith, Chitwood, Gonthier, Siever, 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: Nance, Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire. 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
