

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, JUNE 21ST, 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 Larry Lees. 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: Police Chief Dennis Nichols, Johnny Janzen, Dennis Bowman, Library Director Cari Rerat and Recreation Center Director Jessica Long.

Others present: Police Captain Kevin Tramel, Police Sergeant Dustin Van Horn, Animal Control Officer Becki Sams-Benham, Adam Anderson, Houston Brittain, Jeff Kolker, Bryan Miles, Maria Yerton, Jeanette Anderson, Kemmie Shropshire and Terry Aylward.

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

Jeff Kolker spoke regarding the budget sheet he provided to each Council member. He reiterated some information that he shared with the Budget Committee last week and let everyone know he will not have exact figures until the fiscal year ends.

3. DEPARTMENT HEAD REPORTS IF NEEDED:

a. Building Inspector

No report.

b. Emergency Management

Janzen spoke regarding the Emergency Management call that was sent out regarding a manhunt a couple of weeks ago. He stated that several people have called his office and stated that they did not receive that call. He explained that the call was directed to a specific 3-mile radius. He also stated that landlines automatically get enrolled in the system and will receive calls, but those who only have a cell phone will have to go to the county website and enroll their number for the CodeRED system, or they will not receive a call. He encouraged everyone to do that for the future.

c. Fire

No report.

d. Golf

No report.

e. Library

Rerat read some statistics and apologized for not having them printed for the Council.

f. Parks / Cemetery

No report.

g. Police

Nichols and Sams-Benham reported on the outbreak of distemper at the animal shelter.

h. Recreation Center

Long had no report.

i. Street

No report.

4. MAYOR’S REPORT:

a. Discussion and possible action regarding CMSWillowbrook, Inc. Change Order #5 – Various Changes & Additions, in the amount of \$601,711.98.

Motion was made by Chitwood, second by Smith to approve CMSWillowbrook, Inc. Change Order #5 – Various Changes & Additions, in the amount of \$601,711.98. Bryan Miles spoke regarding the changes and additions and the challenges they are facing. After much discussion, the Council agreed to table until Mayor can show them how this change order will be funded. Motion and second were then amended to table. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier, Siever. 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 June 7th, 2022 Council meeting.
- b. Approve payroll purchase orders through June 24th, 2022.
- c. Approve claims for purchase orders through June 21st, 2022.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2120212904 - 2120213025	169,570.85
STREET & DRAINAGE	2120213025 – 911284B	11,424.31
GOLF COURSE	2120213024 – 911277B	27,994.42
CAPITAL OUTLAY	2120213022 - 2120213023	11,302.15
POLICE TRAINING FEES	2120213000 - 2120213048	2,060.66
RECREATION CENTER	2120212921 - 2120212933	10,277.35
PRYOR PUBLIC WORKS AUTHORITY	2120213020	4,000.00
DONATIONS AND EARMARKED	2120213006 - 2120213031	1,926.65
TOTAL		238,556.39
NO BLANKETS		

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Approve March 2022 Appropriations Requests.

	MARCH 2022	
FEE IN LIEU		\$ 2.81
STREET & DRAINAGE		\$ 126,246.50
CEMETERY CARE INTEREST		\$ 9.30
CEMETERY CARE FUND		\$ 1,131.25
GOLF COURSE CASH FUND		\$ 35,613.57
CAPITAL OUTLAY FUND		\$ 41,611.61
CAPITAL OUTLAY RESERVE		\$ 223.98
REAL PROPERTY ACQUISITION		\$ 20.84
HOTEL/MOTEL TAX		\$ 3,104.54
2019 BOND PROJECT		\$ 25.62
LIBRARY BUILDING FUND		\$ 1.40
EDTA		\$ -
RECREATION CASH FUND		\$ 84,561.19
PPWA BOND PROCEEDS (86)		\$ -
PPWA SINKING FUNDS		\$ 83,238.40
PPWA BOND PROCEEDS (88)		\$ 3,258.08
E-911		\$ 935.72
LIBRARY SPECIAL		\$ 10,187.54
SEIZURES		\$ 0.01
DONATIONS		\$ 204.22
COMMUNITY DEVELOPMENT BLOCK GRANT		\$ -
FUND 47		\$ 587.88
MAIN STREET BOND ACCOUNT-2019		\$ 9,258.72
FLEX SPEND PLAN		\$ -
COVID		\$ 106.45
TOTAL		\$ 400,329.63

- f. Approve April 2022 Appropriations Requests.

APRIL 2022		
FEE IN LIEU		\$ 3.07
STREET & DRAINAGE		\$ 149,522.32
CEMETERY CARE INTEREST		\$ 10.28
CEMETERY CARE FUND		\$ 1,956.25

GOLF COURSE CASH FUND	\$	94,832.90
CAPITAL OUTLAY FUND	\$	50,000.83
CAPITAL OUTLAY RESERVE	\$	248.03
REAL PROPERTY ACQUISITION	\$	22.55
HOTEL/MOTEL TAX	\$	3,071.70
2019 BOND PROJECT	\$	38.64
LIBRARY BUILDING FUND	\$	1.53
EDTA	\$	-
RECREATION CASH FUND	\$	88,230.31
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	100,015.77
PPWA BOND PROCEEDS (88)	\$	3,377.29
E-911	\$	0.66
LIBRARY SPECIAL	\$	586.17
SEIZURES	\$	0.02
DONATIONS	\$	140.70
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	410.94
MAIN STREET BOND ACCOUNT-2019	\$	11,124.25
FLEX SPEND PLAN	\$	-
COVID	\$	116.22
TOTAL	\$	503,710.43

- g. Discussion and possible action regarding a multiple partial road-closure request by the Pryor Rotary Club for a 5K event, scheduled for October 15th, 2022, from 8:00 – 10:15 a.m. affecting portions of 9th Street in front of the high school, South Elliott to Graham Avenue to Coo-Y-Yah to Park Street, back to Elliott to 9th Street, and requesting police presence at intersection of Graham and Elliott.
- h. Discussion and possible action regarding acknowledgement of updated Library Bylaws, as approved by the Library Board on May 26th, 2022.
- i. Discussion and possible action regarding reappointment of Jeanette Anderson to Seat #1 of the Library Board, term ending 6/30/25.
- j. Discussion and possible action regarding reappointment of Sara Melugin to Seat #2 of the Library Board, term ending 6/30/25.
- k. Discussion and possible action regarding hiring Eden Nofsinger to fill the vacant part-time Library Assistant – Youth Services position at the Thomas J. Harrison Pryor Public Library, effective July 1st, 2022.
- l. Approve year-end budget transfers recommended by Certified Public Accountants Kolker and Kolker as needed for fiscal year 2021-2022.
- m. Discussion and possible action regarding the use of the Pryor Creek Recreation Center grounds for the 2022 Chamber of Commerce Dam J.A.M. Event to be held on September 10th, 2022.
- n. Discussion and possible action regarding the purchase of a replacement air conditioner compressor from Melton’s for service in the Boy’s and Girl’s Club section of the Recreation Center building in the amount of \$3,464.98 from Repair and Maintenance Account #84-845-5091. Bids were requested from Master’s Heating and Cooling and Air Heat Systems but were not received due to the short-notice window. This action is retroactive to June 3rd, as it was declared an emergency by the Recreation Center Director and the Mayor.
- o. Discussion and possible action regarding transfer of \$50,000.00 from Economic Development Trust Authority Account #02-203-5222 to Economic Development Trust Authority Account #98-000-4202.
- p. Discussion and possible action regarding an “Authority Having Jurisdiction Agreement” with the Oklahoma State Fire Marshall, Mayes County Commissioner and City of Pryor Creek Fire Chief.
- q. Discussion and possible action regarding an emergency expenditure in the amount of \$5,772.00 to Pryor Veterinary Clinic for the purchase of 37 K-9 Distemper tests for the Pryor Creek Animal Shelter from Animal Shelter Supplies Account #02-216-5032.
- r. Discussion and possible action regarding changing the Aquatics Coordinator position on the pay plan from Range D to Range E, effective July 1st, 2022 as recommended by the Recreation Board and Budget and Personnel Committee.
- s. Discussion and possible action regarding changing the Recreation Center Office Manager position on the pay plan from Range D to Range E, effective July 1st, 2022 as recommended by the Recreation Board and Budget and Personnel Committee.
- t. Discussion and possible action regarding proposed Golf Course Budget, Fund #41, for 2022-2023 fiscal year.

- u. Discussion and possible action regarding proposed Recreation Budget, Fund #84, for 2022-2023 fiscal year.

Motion was made by Ketcher, second by Gonthier to approve items a – u, less items l, o, r, s, t and u. Voting yes: Shropshire, Nance, Smith, Chitwood, Gonthier, Siever, Ketcher. Voting no: none.

l. Approve year-end budget transfers recommended by Certified Public Accountants Kolker and Kolker as needed for fiscal year 2021-2022.

Motion was made by Chitwood, second by Smith to approve year-end budget transfers recommended by Certified Public Accountants Koker and Koker as needed for fiscal year 2021-2022. Voting yes: Nance, Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire. Voting no: none.

o. Discussion and possible action regarding transfer of \$50,000.00 from Economic Development Trust Authority Account #02-203-5222 to Economic Development Trust Authority Account #98-000-4202.

Motion was made by Shropshire, second by Smith to approve transfer of \$50,000.00 from Economic Development Trust Authority Account #02-203-5222 to Economic Development Trust Authority Account #98-000-4202. Adam Anderson spoke to how these funds will be used. Voting yes: Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance. Voting no: none.

r. Discussion and possible action regarding changing the Aquatics Coordinator position on the pay plan from Range D to Range E, effective July 1st, 2022 as recommended by the Recreation Board and Budget and Personnel Committee.

Motion was made by Chitwood, second by Smith to approve changing the Aquatics Coordinator position on the pay plan from Range D to Range E, effective July 1st, 2022 as recommended by the Recreation Board and Budget and Personnel Committee. Voting yes: Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance, Smith. Voting no: none.

s. Discussion and possible action regarding changing the Recreation Center Office Manager position on the pay plan from Range D to Range E, effective July 1st, 2022 as recommended by the Recreation Board and Budget and Personnel Committee.

Motion was made by Chitwood, second by Smith to approve changing the Recreation Center Office Manager position on the pay plan from Range D to Range E, effective July 1st, 2022 as recommended by the Recreation Board and Budget and Personnel Committee. Voting yes: Gonthier, Siever, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

t. Discussion and possible action regarding proposed Golf Course Budget, Fund #41, for 2022-2023 fiscal year.

Motion was made by Smith, second by Siever to approve proposed Golf Course Budget, Fund #41, for 2022-2023 fiscal year. Voting yes: Siever, Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier. Voting no: none.

u. Discussion and possible action regarding proposed Recreation Budget, Fund #84, for 2022-2023 fiscal year.

Motion was made by Chitwood, second by Smith to approve proposed Recreation Budget, Fund #84, for 2022-2023 fiscal year. Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier, Siever. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Shropshire reported that there will be a special Budget meeting on Thursday, June 30th, 2022 and the next regular meeting will be July 12th, 2022, both at 5:30 p.m.

b. Ordinance and Insurance (Shropshire)

Shropshire reported that they are working on a couple of issues and will set a date for the next meeting soon.

c. Street (Smith)

Smith had nothing to report at this time, but Mayor stated there will be a meeting next Tuesday, June 28th, 2022.

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 Shropshire to adjourn. Voting yes: Shropshire, Nance, Smith, Chitwood, Gonthier, Siever, Ketcher. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:25 p.m.

2. APPROVE MINUTES OF JUNE 7TH, 2022 MEETING.

Motion was made by Ketcher, second by Smith to approve minutes of June 7th, 2022 meeting. Voting yes: Nance, Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire. Voting no: none.

3. DISCUSSION AND POSSIBLE ACTION REGARDING AN EXPENDITURE OF \$4,000.00 TO GRAND GATEWAY ECONOMIC DEVELOPMENT ASSOCIATION FOR THE ANNUAL MEMBERSHIP FOR FISCAL YEAR 2023 FROM PRYOR PUBLIC WORKS AUTHORITY DUES – GRAND GATEWAY ACCOUNT #88-885-5349.

Motion was made by Chitwood, second by Smith to approve an expenditure of \$4,000.00 to Grand Gateway Economic Development Association for the Annual Membership for Fiscal Year 2023 from Pryor Public Works Authority Dues – Grand Gateway Account #88-885-5349. Voting yes: Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance. 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 Gonthier to adjourn. Voting yes: Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance, Smith. 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
