

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

Department Heads and other City Officials present: Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief BK Young, Park Superintendent Frank Powell and Library Director Cari Rerat.

Others present: Police Captain Kevin Tramel, Police Sergeant Dustin Van Horn, Animal Control Officer Becki Sams-Benham, Adam Anderson, Jeff Kolker, CMS Willowbrook representatives Gary Rosebrough and Brenna Wells, Arianna Derr, Jennie LaFave, Jeanette Anderson, Roy Jackson, Kimmie 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 short on manpower right now with people being on vacations, but Chouteau has stepped in to help when needed. He stated that Eva and her staff were a great help to Baumert while Young was on vacation.

d. Golf

No report.

e. Library

Rerat reported that things are going well at the Graham Community Building. They have had some air conditioner issues, but between city maintenance and Melton's, things are going well. Summer reading program is going well. She stated that if you have not gotten your bingo card, you need to do so because July is the last month to participate. The grand prize is a private showing at the Allred Theatre for the winner and 19 friends.

f. Parks / Cemetery

Powell reported that right now they are mostly mowing and maintaining.

g. Police

Sams-Benham reported on the distemper numbers. They have been cleaning and withholding adoptions, per doctor's orders for another couple of weeks.

h. Recreation Center

No report.

i. Street

Steve Smith reported that the Street Department was working on a project that they just finished.

4. MAYOR’S REPORT:

a. Discussion and possible action regarding a Resolution supporting continued participation in Main Street programs.

Motion was made by Gonthier, second by Ketcher to approve Resolution #2022-7 supporting continued participation in Main Street programs. Jennie LaFave spoke. Voting yes: Ketcher, Shropshire, Nance, Smith, Brakefield, Gonthier, Siever. Voting no: none.

b. Discussion and possible action regarding awarding \$611.11 from Donations and Earmarked Monies Account # 96-965-5235, Donations – Trails (Cherokee) to Mayes County Trails Alliance for their grant writer expense in writing the federal grant, “Safe Streets and Roads for All.” The project identified for this grant is a county-wide Safe Routes to School Plan which will put Mayes County towns, including Pryor Creek, in a shovel-ready position to apply for implementation funding in the future.

Motion was made by Shropshire, second by Smith to approve awarding \$611.11 from Donations and Earmarked Monies Account # 96-965-5235, Donations – Trails (Cherokee) to Mayes County Trails Alliance for their grant writer expense in writing the federal grant, “Safe Streets and Roads for All.” The project identified for this grant is a county-wide Safe Routes to School Plan which will put Mayes County towns, including Pryor Creek, in a shovel-ready position to apply for implementation funding in the future. Arianna Derr spoke. Voting yes: Shropshire, Nance, Smith, Brakefield, Gonthier, Siever, Ketcher. Voting no: none.

c. Discussion and possible action regarding removing from the table Item 4.a. from the June 21st, 2022 Council meeting.

Motion was made by Brakefield, second by Smith to approve removing from the table Item 4.a. from the June 21st, 2022 Council meeting. Voting yes: Nance, Smith, Brakefield, Gonthier, Siever, Ketcher, Shropshire. Voting no: none.

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

Motion was made by Shropshire, second by Smith to approve CMSWillowbrook, Inc. Change Order #5 – Various Changes & Additions, in the amount of \$601,711.98. Voting yes: Smith, Brakefield, Siever, Ketcher, Shropshire, Nance. Voting no: Gonthier.

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 21st, 2022 Council meeting.
- b. Approve payroll purchase orders through July 8th, 2022.
- c. Approve claims for purchase orders through July 5th, 2022.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2120213156 - 2120212870	111,185.30
STREET & DRAINAGE	911255B - 2120213088	136,965.80
GOLF COURSE	2120213162 - 2120213160	8,583.19
CAPITAL OUTLAY	2120213124	1,440.00
REAL PROPERTY ACQUIS. RESERVE	911265B - 2120213079	7,215.00
RECREATION CENTER	2120213071 - 2120213086	28,988.20
PRYOR PUBLIC WORKS AUTHORITY	2120213078	2,400.00
E-911 CASH FUND	2120213146	70.48
DONATIONS AND EARMARKED	2120213131 - 2120213120	1,033.81
	TOTAL	297,881.78

NO BLANKETS

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding Mayor’s nomination of Roy Jackson to Park Board, Seat #4, term ending 7/31/23.
- f. Discussion and possible action regarding accepting bid from Tibbets Trucking, LLC, in the amount of \$6,075.00 for the demolition of property at 1104 SE 14th, owned by Clifford Wofford, from Nuisance Abatement Account #46-465-5450. Other bids received: James Garner Excavating - \$8,750.00; Wades Wrecker Service - \$9,200.00.
- g. Discussion and possible action regarding an Interlocal Agreement between the City of Pryor and Mayes County 911.
- h. Discussion and possible action authorizing Mayor to sign annual Maintenance Agreement with Schindler Elevator Corporation in the amount of \$7,200.00.

- i. Discussion and possible action regarding an expenditure in the amount of \$3,015.00 to All American Fire Systems, Inc. for Hydro Testing from Real Property Acquisition Reserve Capital Outlay Account #46-465-5449.
- j. Discussion and possible action regarding an expenditure in the amount of \$3,400.00 to Equature / DSS Corporation for the yearly maintenance agreement (07/25/22 - 07/24/23) for the voice recorder for the Pryor Creek Police Department from Police Technology Account #02-215-5260. This is budgeted in the 2022-2023 police budget.
- k. Discussion and possible action regarding a 36-month yearly renewable lease (July 1 – June 30) with Fiber Interactive Technologies at a cost of \$750.00 a month for 36 months. FIT will host the Watchguard (body & police car cameras) server and maintain monthly maintenance and system upgrades. From Police Technology Account #02-215-5260. This is budgeted in the 2022-2023 police budget.
- l. Discussion and possible action regarding changes to the pay plan, retroactive to July 1st, 2022, as follows:
 1. Range Q definition: strike Code Enforcement Officer and add Community Development Coordinator / City Planner.
 2. Add to each Range and Step a 4% cost of living adjustment (COLA)
 3. Remove Steps 1 – 3 on Ranges H and I.
 4. Raise Ranges R and U to industry standard and commensurate with duties.
 5. Raise Ranges H, I and M to industry standard and commensurate with duties.
 6. Animal Control Officer position from Range B to Range C.
 7. Animal Control Supervisor position from Range C to Range D.
 8. Assistant City Clerk position from Range E to Range F.
- m. Discussion and possible action regarding General Government Budget, Fund #201, for 2022-2023 fiscal year.
- n. Discussion and possible action regarding Community Development Budget, Fund #203, for 2022-2023 fiscal year.
- o. Discussion and possible action regarding Planning & Zoning Budget, Fund #205, for 2022-2023 fiscal year.
- p. Discussion and possible action regarding Managerial Budget, Fund #207, for 2022-2023 fiscal year.
- q. Discussion and possible action regarding Clerical/Accounting Budget, Fund #209, for 2022-2023 fiscal year.
- r. Discussion and possible action regarding City Attorney Budget, Fund #211, for 2022-2023 fiscal year.
- s. Discussion and possible action regarding City Treasurer Budget, Fund #213, for 2022-2023 fiscal year.
- t. Discussion and possible action regarding Police Budget, Fund #215, for 2022-2023 fiscal year.
- u. Discussion and possible action regarding Animal Shelter Budget, Fund #216, for 2022-2023 fiscal year.
- v. Discussion and possible action regarding Fire Department Budget, Fund #217, for 2022-2023 fiscal year.
- w. Discussion and possible action regarding Park Budget, Fund #219, for 2022-2023 fiscal year.
- x. Discussion and possible action regarding Library Budget, Fund #221, for 2022-2023 fiscal year.
- y. Discussion and possible action regarding Cemetery Budget, Fund #223, for 2022-2023 fiscal year.
- z. Discussion and possible action regarding CEM (Emergency Management) Budget, Fund #225, for 2022-2023 fiscal year.
- aa. Discussion and possible action regarding Municipal Court Budget, Fund #231, for 2022-2023 fiscal year.
- bb. Discussion and possible action regarding Street Budget, Fund #14, for 2022-2023 fiscal year.
- cc. Discussion and possible action regarding Cemetery Care Fund Budget, Fund #19, for 2022-2023 fiscal year.
- dd. Discussion and possible action regarding Capital Outlay Budget, Fund #44, for 2022-2023 fiscal year.
- ee. Discussion and possible action regarding Real Property Acquisition Reserve Budget, Fund #46, for 2022-2023 fiscal year.
- ff. Discussion and possible action regarding Pryor Public Works Authority Budget, Fund #88, for 2022-2023 fiscal year.

- gg. Discussion and possible action regarding E-911 Budget, Fund #91, for 2022-2023 fiscal year.
hh. Discussion and possible action regarding Economic Development Trust Authority Budget, Fund #98, for 2022-2023 fiscal year.

Motion was made by Shropshire, second by Smith to approve items a – hh, less items a, e, f, g, i, j, k, and m-hh. Voting yes: Brakefield, Gonthier, Siever, Ketcher, Shropshire, Nance, Smith. Voting no: none.

a. Approve minutes of the June 21st, 2022 Council meeting.

Motion was made by Ketcher, second by Smith to approve minutes of the June 21st, 2022 Council meeting. Voting yes: Gonthier, Siever, Ketcher, Shropshire Nance, Smith. Abstaining, counting as a no vote: Brakefield. Voting no: none.

e. Discussion and possible action regarding Mayor's nomination of Roy Jackson to Park Board, Seat #4, term ending 7/31/23.

Motion was made by Ketcher, second by Nance to approve Mayor's nomination of Roy Jackson to Park Board, Seat #4, term ending 7/31/23. Voting yes: Siever, Ketcher, Shropshire, Nance, Smith, Brakefield, Gonthier. Voting no: none.

f. Discussion and possible action regarding accepting bid from Tibbets Trucking, LLC, in the amount of \$6,075.00 for the demolition of property at 1104 SE 14th, owned by Clifford Wofford, from Nuisance Abatement Account #46-465-5450. Other bids received: James Garner Excavating - \$8,750.00; Wades Wrecker Service - \$9,200.00.

Motion was made by Ketcher, second by Nance to approve accepting bid from Tibbets Trucking, LLC, in the amount of \$6,075.00 for the demolition of property at 1104 SE 14th, owned by Clifford Wofford, from Nuisance Abatement Account #46-465-5450. Other bids received: James Garner Excavating - \$8,750.00; Wades Wrecker Service - \$9,200.00. Voting yes: Ketcher, Shropshire, Nance, Smith, Brakefield, Gonthier, Siever. Voting no: none.

g. Discussion and possible action regarding an Interlocal Agreement between the City of Pryor and Mayes County 911.

Motion was made by Shropshire, second by Nance to approve an Interlocal Agreement between the City of Pryor and Mayes County 911. Voting yes: Shropshire, Nance, Smith, Brakefield, Gonthier, Siever, Ketcher. Voting no: none.

i. Discussion and possible action regarding an expenditure in the amount of \$3,015.00 to All American Fire Systems, Inc. for Hydro Testing from Real Property Acquisition Reserve Capital Outlay Account #46-465-5449.

Motion was made by Shropshire, second by Smith to approve an expenditure in the amount of \$3,015.00 to All American Fire Systems, Inc. for Hydro Testing from Real Property Acquisition Reserve Capital Outlay Account #46-465-5449. Voting yes: Nance, Smith, Brakefield, Gonthier, Siever, Ketcher, Shropshire. Voting no: none.

j. Discussion and possible action regarding an expenditure in the amount of \$3,400.00 to Equature / DSS Corporation for the yearly maintenance agreement (07/25/22 - 07/24/23) for the voice recorder for the Pryor Creek Police Department from Police Technology Account #02-215-5260. This is budgeted in the 2022-2023 police budget.

Motion was made by Ketcher, second by Nance to approve an expenditure in the amount of \$3,400.00 to Equature / DSS Corporation for the yearly maintenance agreement (07/25/22 - 07/24/23) for the voice recorder for the Pryor Creek Police Department from Police Technology Account #02-215-5260. This is budgeted in the 2022-2023 police budget. Voting yes: Gonthier, Siever, Ketcher, Shropshire, Nance, Smith, Brakefield. Voting no: none.

k. Discussion and possible action regarding a 36-month yearly renewable lease (July 1 – June 30) with Fiber Interactive Technologies at a cost of \$750.00 a month for 36 months. FIT will host the Watchguard (body & police car cameras) server and maintain monthly maintenance and system upgrades. From Police Technology Account #02-215-5260. This is budgeted in the 2022-2023 police budget.

Motion was made by Ketcher, second by Smith to approve a 36-month yearly renewable lease (July 1 – June 30) with Fiber Interactive Technologies at a cost of \$750.00 a month for 36 months. FIT will host the Watchguard (body & police car cameras) server and maintain monthly maintenance and system upgrades. From Police Technology Account #02-215-5260. This is budgeted in the 2022-2023 police budget. Voting yes: Brakefield, Gonthier, Siever, Ketcher, Shropshire, Nance, Smith. Voting no: none.

m. Discussion and possible action regarding General Government Budget, Fund #201, for 2022-2023 fiscal year.

Motion was made by Siever, second by Smith to approve General Government Budget, Fund #201, for 2022-2023 fiscal year. After discussion, motion was made by Shropshire, second by Brakefield to table items “m” through “hh” until August 2nd, 2022. Voting yes: Siever, Ketcher, Shropshire, Nance, Smith, Brakefield, Gonthier. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Brakefield reported that the next regular meeting will be July 12th, 2022, at 5:30 p.m.

b. Ordinance and Insurance (Shropshire)

Shropshire had nothing to report at this time.

c. Street (Smith)

Smith stated that they are working on some items for their next meeting.

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, Brakefield, 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 JUNE 21ST, 2022 MEETING.

Motion was made by Shropshire, second by Smith to approve minutes of June 21st, 2022 meeting. Voting yes: Shropshire, Nance, Smith, Brakefield, 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 Brakefield, second by Nance to adjourn. Voting yes: Nance, Smith, Brakefield, 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
