

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, OCTOBER 4TH, 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, Randy Chitwood, Evett Barham, Chris Gonthier, Lori Siever. Members absent: none.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Emergency Management Director Johnny Janzen, Library Director Cari Rerat and Recreation Center Director Jessica Tiger.

Others present: Police Captain Kevin Tramel, Police Sergeant Dustin Van Horn, Robert and Tracey Taylor, Jeanette Najera, Gabriel Ruiz, Zac Doyle, Trent Humphrey, Lana Bringardner, Jill Crawford, Tara Robinson, 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

Janzen reported that we are under a county-wide burn ban for seven days. The status will be determined each week.

c. Fire

No report.

d. Golf

No report.

e. Library

Rerat reported that they are working on wrapping everything up at the Graham building to begin moving on November 1st. They continue to have story time. They have raised their check-out limit back up to 20, so if anyone wants to check out books, the more that get checked out the fewer they have to pack and move.

f. Parks / Cemetery

No report.

g. Police

Nichols reported that there was a medical emergency out on South Elliott about a week ago. A man had a stroke while driving, and his daughter needed their assistance. They helped get him transported to Tulsa and helped get the daughter there, as well as taking care of his car. The woman was very appreciative of all the help the city gave her.

h. Recreation Center

Tiger reported that they currently have an 83% retention rate. October 21st will be the kick-off event for the outdoor fitness court.

i. Street

No report.

4. MAYOR’S REPORT:

a. Discussion and possible action regarding Proclamation recognizing October 2022 as Children First Program Appreciation Month.

Motion was made by Gonthier, second by Chitwood to approve Proclamation recognizing October 2022 as Children First Program Appreciation Month. All voted in favor. None opposed.

b. Discussion and possible action regarding waiving fees for use of Graham Community Building for Santa’s Village from November 29th, 2022 through December 1st, 2022.

Motion was made by Shropshire, second by Ketcher to approve waiving fees for use of Graham Community Building for Santa’s Village from November 29th, 2022 through December 1st, 2022. Robert and Tracey Taylor spoke regarding their plans. They stated that they will actually need the building through December 2nd, in order to clean up. Shropshire and Ketcher amended their motion and second to include December 2nd. Voting yes: Shropshire, Nance, Smith, Chitwood, Barham, Gonthier, Siever, Ketcher. Voting no: none.

5. CITY ATTORNEY’S REPORT:

a. Enter Public Hearing:

Regarding appeal of the demolition process at 306 N Indianola Street.

Motion was made by Gonthier, second by Ketcher to enter Public Hearing. Voting yes: Nance, Smith, Chitwood, Barham, Gonthier, Siever, Ketcher, Shropshire. Voting no: none.

Jeanette Najera spoke regarding their appeal. Zac Doyle spoke regarding the work that has been done at the property. He stated that it is still not habitable. Najera stated that they have had some setbacks, but they are ready to move forward and hope to have it completed in six months.

Mr. Ritchie recommended that a motion be made to remand this back to the Hearing Officer with monthly contact, then if this plan is not followed, it will be brought back to the Council.

b. Exit Public Hearing:

Regarding demolition process at 306 N Indianola Street.

Motion was made by Ketcher, second by Gonthier to exit Public Hearing. Voting yes: Smith, Chitwood, Barham, Gonthier, Siever, Ketcher, Shropshire, Nance. Voting no: none.

c. Discussion and possible action regarding appeal of demolition process at 306 N Indianola Street.

Motion was made by Gonthier, second by Ketcher to remand this issue back to the Hearing Officer month-by-month going forward and put demolition of 306 N Indianola Street on hold. Voting yes: Chitwood, Barham, 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 September 20th, 2022 Council meeting.
- b. Approve payroll purchase orders through October 14th, 2022.
- c. Approve claims for purchase orders through October 4th, 2022.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2220220823 – 911297B	109,146.50
STREET & DRAINAGE	911313B - 2220220737	6,301.97
GOLF COURSE	2220220776 – 2220220826	17,424.72
CAPITAL OUTLAY	2220220800	570.00
REAL PROPERTY ACQUISITION	911298B – 2220220815	1,243.00
LIBRARY BUILDING FUND	2120212645	17,278.71
RECREATION CENTER	2220220740 - 2220220730	32,568.31
E-911	2220220778	741.32
DONATIONS CASH FUND	2120212645	3,687.81
TOTAL		188,962.34
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BLANKETS		
911344B	HARRELL’S	20,000.00
TOTAL		20,000.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding closing South Adair from Graham Avenue to 1st Street on Monday, October 31st, 2022, from 2:30 p.m. – 6:00 p.m. for Downtown Trick-or-Treating.
- f. Discussion and possible action regarding Mayor’s nomination of Ron Reiser for Seat #2 of the Park Board, term ending 7/31/24. This seat was left vacant by Melinda Marks.
- g. Discussion and possible action regarding allowing Lakes Area Abate Chapter 13 to host a Bikes and Treats event on Halloween from 5:30 p.m. – 8:00 p.m. at Centennial Park.

- 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 accept bid from JAYCO Heat & Air, in the amount of \$2,500.00, as in the best interest of the City from Recreation Repair and Maintenance Account #84-845-5091, for Pryor Creek Recreation Center Drain Replacement Project, per advisement from TFK Engineering's HVAC study, pending Recreation Board approval on October 3rd, 2022. Other bids received: Melton's A/C & Appliance Service, in the amount of \$1,775.00; Masters Heating Cooling Inc., in the amount of \$5,850.00; Vickrey Heat & Air, in the amount of \$9,099.00.
- j. Discussion and possible action regarding the purchase of a new Dual Head Camera for the Pryor Creek Recreation Center from Digi Security Systems at State contract price (Contract SW1048D), in the amount of \$2,967.78 from Pryor Creek Recreation Center Capital Outlay Equipment Account #84-845-5410, pending Recreation Board approval on October 3rd, 2022.
- k. Discussion and possible action regarding establishing a Merchant Surcharge Program effective January 1st, 2023 through Pryor Creek Recreation Center's credit card service provider, Card Connect, pending Recreation Board approval on October 3rd, 2022. This service would add a fixed 3.5% fee at checkout for each credit/debit card transaction to help offset processing costs for Pryor Creek Recreation Center.
- l. Discussion and possible action regarding an expenditure in the amount of \$9,650.00 to Motorola Solutions for extended warranties and software maintenance on Watchguard cameras for the Pryor Creek Police Department from Police Technology Account #02-215-5260. This item was included in the 2022-2023 budget.

Motion was made by Ketcher, second by Smith to approve items a – l, less item i. Voting yes: Barham, Gonthier, Siever, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

i. Discussion and possible action to accept bid from JAYCO Heat & Air, in the amount of \$2,500.00, as in the best interest of the City from Recreation Repair and Maintenance Account #84-845-5091, for Pryor Creek Recreation Center Drain Replacement Project, per advisement from TFK Engineering's HVAC study, pending Recreation Board approval on October 3rd, 2022. Other bids received: Melton's A/C & Appliance Service, in the amount of \$1,775.00; Masters Heating Cooling Inc., in the amount of \$5,850.00; Vickrey Heat & Air, in the amount of \$9,099.00.

Motion was made by Gonthier, second by Chitwood to approve bid from JAYCO Heat & Air, in the amount of \$2,500.00, as in the best interest of the City from Recreation Repair and Maintenance Account #84-845-5091, for Pryor Creek Recreation Center Drain Replacement Project, per advisement from TFK Engineering's HVAC study. Other bids received: Melton's A/C & Appliance Service, in the amount of \$1,775.00; Masters Heating Cooling Inc., in the amount of \$5,850.00; Vickrey Heat & Air, in the amount of \$9,099.00.

Tiger explained that JAYCO Heat & Air is in the best interest of the city, because the bid from JAYCO was detailed and included everything requested, and the lower bidder gave no details at all. Voting yes: Gonthier, Siever, Ketcher, Shropshire, Nance, Smith, Chitwood, Barham. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Shropshire)

Shropshire stated that next Budget and Personnel Committee meeting will be October 11th, 2022.

b. Ordinance and Insurance (Shropshire)

Shropshire reported that the Ordinance and Insurance Committee will meet on Thursday, November 3rd, 2022.

c. Street (Smith)

Smith had nothing to report.

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: Siever, Ketcher, Shropshire, Nance, Smith, Chitwood, Barham, Gonthier. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 6:50 p.m.

2. APPROVE MINUTES OF SEPTEMBER 20TH, 2022 MEETING.

Motion was made by Shropshire, second by Smith to approve minutes of September 20th, 2022 meeting. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Barham, Gonthier, Siever. 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: Shropshire, Nance, Smith, Chitwood, Barham, Gonthier, Siever, Ketcher. 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
