

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, OCTOBER 18TH, 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 Kim Ritchie. 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: Evett Barham.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Assistant Police Chief James Willyard, Fire Chief BK Young, Street Superintendent Buddy Glenn, Golf Superintendent Dennis Bowman and Library Director Cari Rerat.

Others present: Police Captain Kevin Tramel, Police Sergeant Dustin Van Horn, Steve Powell, Jennie LaFave, Terry Lamar, Zac Doyle, Trent Humphrey, Joshua Hurst, 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 the county is still under a burn ban. He reported that they have been seeing children and showing them the station. He asked if anyone had questions.

d. Golf

Bowman reported that the Ivan and Adena Williams Tournament made approximately \$40,000.00. The Danny Henson Memorial Golf Tournament is coming up on Saturday. The Reckless Saints of Nowhere will hold a tournament November 4th, and the second-annual BooHaHa will be held October 28th – 30th. He asked if anyone had questions.

e. Library

Rerat handed out a statistics sheet. She reported that they hope to open up the renovated library at the beginning of December. She asked if anyone had questions.

f. Parks / Cemetery

No report.

g. Police

Willyard had no report.

h. Recreation Center

No report.

i. Street

Glenn reported that they have been pouring concrete, painting and striping. He stated that it is beginning to get too cold to paint so they may have to wait to finish until Spring. They will try to paint on 9th Street Thursday. They have been replacing equipment parts. He asked that people call if they have specific requests. He asked if anyone had questions.

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, OCTOBER 18TH, 2022 AT 6:00 P.M.**

1. DISCUSSION AND POSSIBLE ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$11,665.00 TO TEMPLE HOLIDAY OUTDOOR DÉCOR FOR AN 18' PANEL CHRISTMAS TREE FROM POLICE EQUIPMENT CAPITAL OUTLAY ACCOUNT #44-445-5424. THIS IS A PARTNERSHIP WITH THE PRYOR POLICE, FIRE AND PRYOR MAIN STREET. PRYOR MAIN STREET HAS SUBMITTED A GRANT APPLICATION TO THE HOTEL / MOTEL TAX ALLOCATION BOARD FOR HALF OF THE EXPENSE. OTHER BIDS RECEIVED: 20' FROM CHRISTMAS LIGHTS, ETC., IN THE AMOUNT OF \$16,169.00; 20' FROM WINTERGREEN CORPORATION, IN THE AMOUNT OF \$16,967.70; 20' FROM CHRISTMAS DESIGNERS, IN THE AMOUNT OF \$15,470.00.

Motion was made by Shropshire, second by Smith to approve an expenditure in the amount of \$11,665.00 to Temple Holiday Outdoor Décor for an 18' panel Christmas tree from Police Equipment Capital Outlay Account #44-445-5424. This is a partnership with the Pryor Police, Fire and Pryor Main Street. Pryor Main Street has submitted a grant application to the Hotel / Motel Tax Allocation Board for half of the expense. Other bids received: 20' from Christmas Lights, Etc., in the amount of \$16,169.00; 20' from Wintergreen Corporation, in the amount of \$16,967.70; 20' from Christmas Designers, in the amount of \$15,470.00. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Siever. Voting no: Gonthier.

Mayor moved back to Mayor's Report.

4. MAYOR'S REPORT:

a. Discussion and possible action regarding approval of improvements to the sewer system at the Rockin' G Animal Shelter. This action requires coordination with a MUB sewer construction project that will solve long-standing animal shelter sewer issues by tying the animal shelter to the MUB main sewer extension adjacent to the animal shelter. The work can be accomplished by the contractor currently mobilized, Jerry's Excavation, Inc., with the City's request for a change order. The change order includes all appurtenances and labor in the amount of \$18,350.00 in the best interest of the city and to be expensed from Animal Shelter Capital Outlay Account #44-445-5448.

Motion was made by Chitwood, second by Smith to approve improvements to the sewer system at the Rockin' G Animal Shelter. This action requires coordination with a MUB sewer construction project that will solve long-standing animal shelter sewer issues by tying the animal shelter to the MUB main sewer extension adjacent to the animal shelter. The work can be accomplished by the contractor currently mobilized, Jerry's Excavation, Inc., with the City's request for a change order. The change order includes all appurtenances and labor in the amount of \$18,350.00 in the best interest of the city and to be expensed from Animal Shelter Capital Outlay Account #44-445-5448. Voting yes: Shropshire, Nance, Smith, Chitwood, Gonthier, Siever, Ketcher. Voting no: none.

b. Discussion and possible action regarding an expenditure in the amount of \$3,000.00 to Hinkle & Associates for an appraisal of the Pryor Creek Police Station at 214 S. Mill Street from General Outside Services Account #02-201-5075. Other bids received: Walton Property Service - \$3,300.00; NPVal LLC. - \$3,500.00; JLL Valuation & Advisory Services, LLC. - \$4,000.00.

Motion was made by Gonthier, second by Chitwood to approve an expenditure in the amount of \$3,000.00 to Hinkle & Associates for an appraisal of the Pryor Creek Police Station at 214 S. Mill Street from General Outside Services Account #02-201-5075. Other bids received: Walton Property Service - \$3,300.00; NPVal LLC. - \$3,500.00; JLL Valuation & Advisory Services, LLC. - \$4,000.00. Voting yes: Nance, Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire. Voting no: none.

5. CITY ATTORNEY'S REPORT:

a. Enter Public Hearing:

Regarding appeal of the demolition process at 707 S Adair Street.

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

Mr. Ritchie spoke regarding pending sale of the property. He recommended that Council dismiss the abatement and Mr. Hurst to proceed with the sale of the property to Mr. Ragsdale. Doyle agreed that this is acceptable to him.

**b. Exit Public Hearing:
Regarding demolition process at 707 S Adair Street.**

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

c. Discussion and possible action regarding appeal of demolition process at 707 S Adair Street.

Motion was made by Gonthier, second by Smith to approve appeal and dismiss demolition process at 707 S Adair Street. Voting yes: Gonthier, Siever, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

**d. Public Hearing:
Regarding appeal of the demolition process at 1404 Lahoma Street.**

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

Mr. Ritchie spoke regarding the difficulty of finding a contact person, since the owner was deceased. They discovered that it is now in a trust. Ritchie stated that one of the interested parties stated that they are working to find a buyer for the property, but they do not have one yet. He requested that Council remand to the Abatement Officer to give the owners time to secure a buyer.

Doyle and Humphrey spoke regarding the dilapidated condition and the danger it creates. Gonthier stated that he is very concerned about safety, especially since it sits close to a school.

**e. Exit Public Hearing:
Regarding appeal of the demolition process at 1404 Lahoma Street.**

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

f. Discussion and possible action regarding appeal of demolition process at 1404 Lahoma Street.

Motion was made by Gonthier, second by Smith to reject the appeal and continue with the demolition process. After much discussion, Gonthier and Smith removed their motion and second, stating that if they proceed with the original motion and simply vote “no,” that would act as rejection of the appeal.

Motion was made by Gonthier, second by Smith to approve appeal of the demolition process at 1404 Lahoma Street. Voting yes: none. Voting no: Shropshire, Nance, Smith, Chitwood, Gonthier, Siever, Ketcher. Motion failed.

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 October 4th, 2022 Council meeting.
- b. Approve payroll purchase orders through October 28th, 2022.
- c. Approve claims for purchase orders through October 18th, 2022.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2220220951 - 2220220841	164,607.48
STREET & DRAINAGE	2220220841 - 2220220914	14,521.03
GOLF COURSE	2220220838 - 911301B	2,768.43
CAPITAL OUTLAY	911293B - 911294B	14,362.44
RECREATION CENTER	2220220853 - 2220220841	20,813.51
P.P.W.A. SINKING FUND	2220220955 - 2220220956	591,478.42
PRYOR PUBLIC WORKS AUTHORITY	2220220905 - 2220220906	4,800.00
DONATIONS CASH FUND	2220220722 - 2220220950	15,207.68
TOTAL		828,558.99
NO BLANKETS		

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding increase of payment for temporary employees at the Golf Course from \$10.00 per hour, as follows:
 - 1. Temp Labor 1 – Fairway Mower - \$15.00 per hour
 - 2. Temp Labor 2 – Rough Mower - \$15.00 per hour
 - 3. Temp Labor 3, 4, & 5 - \$13.00 per hour

This proposed increase will amend the budget line item #41-415-5012 from \$72,900.00 to \$107,868.00 and the total Golf budget from \$678,983.03 to \$713,951.03. Present revenue-producing trends support this action.
- f. Discussion and possible action regarding closure of Hogan Street between Brown Place and NE 1st Street on Wednesday, October 26th, 2022 from 6:00 p.m. – 7:30 p.m. for the First Baptist Church Annual Trunks of Treats event.

- g. Discussion and possible action regarding closure of East Graham Avenue from Hogan Street to North Adair Street on November 11th, 2022 for the Annual Veteran's Day Parade from 10:30 a.m. until 12:30 p.m.
- h. Discussion and possible action regarding removal of a portion of the fence at Bobby Buck Park on the East side of the park 416 feet from the South fence boundary. This is a joint project with the Municipal Utility Board and Park Department and has no need for outside funding.
- i. Discussion and possible action regarding amending the 2022-2023 Pryor Creek Recreation Budget to fund the following accounts: Aquatic Temp Salaries Account #84-846-5018 in the amount of \$48,000.00; Swim Instructors Temp Salaries Account #84-846-5019 in the amount of \$6,000.00; and Floor Staff Temp Fitness Salaries Account #84-848-5018 in the amount of \$35,000.00. Said funding is a deduction in Pryor Creek Recreation Center Capital Improvements Account #84-845-5413 in the total amount of \$89,000.00. This action clears the error of non-funding the listed accounts without changing the total for the Pryor Creek Recreation Center 2022-2023 Budget.
- j. Discussion and possible action regarding an expenditure in the amount of \$9,672.88 to Dell Technologies for 8 Optiplex 7090 computers for the Pryor Creek Police Department. This is NASPO pricing and was included in the 2022-2023, Police Equipment Capital Outlay Budget Account #44-445-5424.
- k. Discussion and possible action to authorize the Pryor Creek Police Department to begin the selection process for three (3) patrol officers, included in the 2022-2023 Police budget. Hire dates to be determined by Mayor and Council.
- l. Discussion and possible action regarding the approval of donation of 120 hours of sick leave within the Pryor Creek Police Department.
- m. Discussion and possible action regarding an expenditure in the amount of \$3,437.55 to Cardinal Tracking, Inc. for Badge RMS BASE System Annual Software License and Customer Support Renewal Package from Police Technology Account #02-215-5260.
- n. Discussion and possible action regarding an expenditure in the amount of \$3,250.00 to Fred Taylor Enterprises, Inc. for five (5) La-Z-Boy recliners for the Pryor Creek Fire Department from bids received. To be paid from Fire Department Donations Account #96-965-5543. Other bids received: Fire Station - \$3,249.95 (does not include shipping cost); La-Z-Boy - \$6,395.00.
- o. Discussion and possible action regarding transfer of \$150,000.00 from Capital Outlay – Fire Department Account #44-445-5422 to Fire Truck Reserve Account #45-455-5412 for purchasing a fire engine.
- p. Discussion and possible action regarding acceptance of grant from E-Rate for fiscal year 2022 in the amount of \$3,413.11 for the Thomas J. Harrison Pryor Public Library.

Motion was made by Gonthier, second by Chitwood to approve items a – p, less items e, h, k, l, o and p.

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

e. Discussion and possible action regarding increase of payment for temporary employees at the Golf Course from \$10.00 per hour, as follows:

- 1. Temp Labor 1 – Fairway Mower - \$15.00 per hour
- 2. Temp Labor 2 – Rough Mower - \$15.00 per hour
- 3. Temp Labor 3, 4, & 5 - \$13.00 per hour

This proposed increase will amend the budget line item #41-415-5012 from \$72,900.00 to \$107,868.00 and the total Golf budget from \$678,983.03 to \$713,951.03. Present revenue-producing trends support this action.

Motion was made by Chitwood, second by Smith to approve increase of payment for temporary employees at the Golf Course from \$10.00 per hour, as follows:

- 1. Temp Labor 1 – Fairway Mower - \$15.00 per hour
- 2. Temp Labor 2 – Rough Mower - \$15.00 per hour
- 3. Temp Labor 3, 4, & 5 - \$13.00 per hour

This proposed increase will amend the budget line item #41-415-5012 from \$72,900.00 to \$107,868.00 and the total Golf budget from \$678,983.03 to \$713,951.03. Present revenue-producing trends support this action.

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

h. Discussion and possible action regarding removal of a portion of the fence at Bobby Buck Park on the East side of the park 416 feet from the South fence boundary. This is a joint project with the Municipal Utility Board and Park Department and has no need for outside funding.

Motion was made by Gonthier, second by Chitwood to approve removal of a portion of the fence at Bobby Buck Park on the East side of the park 416 feet from the South fence boundary. This is a joint project with

the Municipal Utility Board and Park Department and has no need for outside funding. Voting yes: Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance, Smith. Voting no: none.

k. Discussion and possible action to authorize the Pryor Creek Police Department to begin the selection process for three (3) patrol officers, included in the 2022-2023 Police budget. Hire dates to be determined by Mayor and Council.

Motion was made by Shropshire, second by Chitwood to authorize the Pryor Creek Police Department to begin the selection process for three (3) patrol officers, included in the 2022-2023 Police budget. Hire dates to be determined by Mayor and Council. Mayor Lees spoke and cleared up confusion about his statement that the budget was “in the red”. The line items show to be in the red, but the budget is not. Voting yes: Siever, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: Gonthier.

l. Discussion and possible action regarding the approval of donation of 120 hours of sick leave within the Pryor Creek Police Department.

Motion was made by Chitwood, second by Smith to approve donation of 120 hours of sick leave within the Pryor Creek Police Department. Voting yes: Siever, Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier. Voting no: none.

o. Discussion and possible action regarding transfer of \$150,000.00 from Capital Outlay – Fire Department Account #44-445-5422 to Fire Truck Reserve Account #45-455-5412 for purchasing a fire engine.

Motion was made by Ketcher, second by Smith to approve transfer of \$150,000.00 from Capital Outlay – Fire Department Account #44-445-5422 to Fire Truck Reserve Account #45-455-5412 for purchasing a fire engine. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Gonthier, Siever. Voting no: none.

p. Discussion and possible action regarding acceptance of grant from E-Rate for fiscal year 2022 in the amount of \$3,413.11 for the Thomas J. Harrison Pryor Public Library.

Motion was made by Chitwood, second by Smith to approve acceptance of grant from E-Rate for fiscal year 2022 in the amount of \$3,413.11 for the Thomas J. Harrison Pryor Public Library.

Rerat spoke and explained there was a Scrivener’s error on the agenda. The grant is from the Oklahoma Department of Libraries, and the monies will be deposited into Capital Outlay Account #44-445-5416.

Chitwood and Smith then amended their motion and second to approve acceptance of grant from Oklahoma Department of Libraries to be deposited into Capital Outlay Account #44-445-5416. Voting yes: Shropshire, Nance, Smith, Chitwood, Gonthier, Siever, Ketcher. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Shropshire)

Shropshire stated that next Budget and Personnel Committee meeting will be November 8th, 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 reported that there is a Street Committee meeting scheduled for next Tuesday.

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: Nance, Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire. 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 OCTOBER 4TH, 2022 MEETING.

Motion was made by Chitwood, second by Smith to approve minutes of October 4th, 2022 meeting. Voting yes: Smith, Chitwood, Gonthier, Siever, Ketcher, Shropshire, Nance. 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: 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
