

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, NOVEMBER 1ST, 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 Evett Barham. Roll Call was conducted by City Clerk Eva Smith. Council members present included Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Evett Barham, Chris Gonthier, Lori Siever. Members absent: Randy Chitwood.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Park Superintendent Frank Powell, Library Director Cari Rerat and Recreation Center Director Jessica Tiger.

Others present: Police Sergeant Dustin Van Horn, Steve Powell, Dalton Powell, Arianna Derr, Jeff Kolker, Jeanette Anderson, Freda Hunter, Karla Emmen, John Emmen 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

No report.

d. Golf

No report.

e. Library

Rerat reported that this was the first day they have been closed to pack and prepare to move back to 505 East Graham Avenue. The HOPE people helped greatly, so they made a lot more progress than they anticipated. They have the final walk-through of the remodel tomorrow.

f. Parks / Cemetery

Powell reported that they have been very busy. They have removed several trees and old stumps from the park. They are ready to pour the concrete pad for the shelter at Bobby Buck on Friday if the rain does not prevent it. They had planned to begin removal of the Bobby Buck fence, but they have been delayed on that project.

g. Police

Willyard had no report.

h. Recreation Center

Tiger reported that their kickoff day for the Outdoor Fitness Court was a great event. She sent pictures of the event to the National Fitness Campaign, and they were very impressed. They stated they are the best pictures they have ever seen. Tiger thanked Jeremy Scheffel for the great photographs. Tiger also stated that the National Fitness Campaign stated ours is the only one in the nation currently offering senior programming. The Recreation Center will begin their annual Maintain, Don't Gain campaign on November 17th and will end on January 4th. They will also be participating in the Shop with a Cop event by opening it up to the members.

i. Street

No report.

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 1ST, 2022 AT 6:00 P.M.**

1. DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING THE PRYOR POLICE DEPARTMENT’S "OPERATION BADGES, BEARDS, AND CHRISTMAS CHEER" CAMPAIGN. LED BY THE FRATERNAL ORDER OF POLICE, A 501C3 NON-PROFIT ORGANIZATION, THE DEPARTMENT IS STARTING "NO SHAVE NOVEMBER" ON NOVEMBER 1ST. THIS CAMPAIGN RAISES MONEY FOR "SHOP WITH A COP," AN EVENT WHERE POLICE OFFICERS TAKE CHILDREN IN NEED SHOPPING FOR CHRISTMAS PRESENTS. THE POLICE DEPARTMENT ENCOURAGES OTHER CITY DEPARTMENTS TO JOIN THEM IN THE FUNDRAISER BY JOINING "NO SHAVE NOVEMBER" OR TO COME UP WITH THEIR OWN FUNDRAISER TO SUPPORT THE SHOP WITH A COP PROGRAM AND JOIN THEM ON THE SHOPPING DAY. ALL DONATIONS FOR THE EVENT ARE MADE TO THE PRYOR CREEK, OKLAHOMA FRATERNAL ORDER OF POLICE, LODGE 116.

Motion was made by Shropshire, second by Gonthier to approve the Pryor Police Department’s "Operation Badges, Beards, and Christmas Cheer" campaign. Led by the Fraternal Order of Police, a 501c3 non-profit organization, the department is starting "No Shave November" on November 1st. This campaign raises money for "Shop with a Cop," an event where police officers take children in need shopping for Christmas presents. The Police Department encourages other city departments to join them in the fundraiser by joining "No Shave November" or to come up with their own fundraiser to support the Shop with a Cop program and join them on the shopping day. All donations for the event are made to the Pryor Creek, Oklahoma Fraternal Order of Police, Lodge 116. Voting yes: Ketcher, Shropshire, Nance, Smith, Barham, Gonthier, Siever. Voting no: none.

2. DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING A \$500.00 DONATION FROM CITY OF PRYOR CREEK DONATIONS ACCOUNT #96-965-5235 - DONATIONS TRAIL – CHEROKEE, TO MAYES COUNTY TRAILS ALLIANCE (A 501C3 NON-PROFIT) FOR GRANT WRITING ASSISTANCE TOWARD A TSET DISCOVERY GRANT PRE-APPLICATION. THESE FUNDS HAVE BEEN SITTING DORMANT IN THE 96 FUND ACCOUNT FOR SEVERAL YEARS AND ARE NEEDED IN THE COMMUNITY TOWARD OUR TRAILS DEVELOPMENT AS PER OUR COMPREHENSIVE PLAN AND MAYES COUNTY TRAILS PLAN.

Motion was made by Gonthier, second by Smith to approve a \$500.00 donation from City of Pryor Creek Donations Account #96-965-5235 - Donations Trail – Cherokee, to Mayes County Trails Alliance (a 501c3 non-profit) for grant writing assistance toward a TSET Discovery Grant pre-application. These funds have been sitting dormant in the 96 fund account for several years and are needed in the community toward our trails development as per our Comprehensive Plan and Mayes County Trails Plan. Voting yes: Shropshire, Nance, Smith, Barham, Gonthier, Siever, Ketcher. Voting no: none.

3. DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACTING WITH JAYCO HEAT AND AIR IN THE AMOUNT OF \$7,440.16 FROM GENERAL MAINTENANCE AND REPAIR ACCOUNT #02-201-5091 FOR A NEW HEAT AND AIR UNIT FOR THE PRYOR AREA CHAMBER OF COMMERCE BUILDING. OTHER BIDS RECEIVED: MELTON’S - \$8,285.00; MASTERS HEAT AND AIR - \$9,000.00; VICKREY HEAT AND AIR - \$9,826.00; REED FAMILY - \$11,725.00.

Motion was made by Shropshire, second by Gonthier to approve contracting with Jayco Heat and Air in the amount of \$7,440.16 from General Maintenance and Repair Account #02-201-5091 for a new heat and air unit for the Pryor Area Chamber of Commerce building. Other bids received: Melton’s - \$8,285.00; Masters Heat and Air, at the corrected amount of \$9,639.00; Vickrey Heat and Air - \$9,826.00; Reed Family - \$11,725.00. Voting yes: Nance, Smith, Barham, Gonthier, Siever, Ketcher, Shropshire. Voting no: none.

Mayor moved back to Mayor’s Report.

4. MAYOR’S REPORT:

a. Report regarding projected final cost of Emergency Services Center and Library Expansion Project.
No action. Mayor read his report.

b. Report of current status of funding concerning Emergency Services Center and Library Expansion Project.
No action. Mayor read his report.

c. Report on final plans and estimated cost of Park Pool Renovation Project.

No action. Mayor stated that the pool plans are on the table in the Council Chamber for all to see. The estimated total is \$1,127,000.00 including three add-ons. Without the add-on items, the amount is estimated at \$880,750.00. His original plan was to use ARPA funds for the majority of the expense.

d. Report on ARPA funding.

No action. Mayor provided a handout to all Council members.

e. Discussion and possible action regarding accepting bid from Envision Civil Engineering in the amount of \$96,290.36 for the Pryor Creek Whitaker Park Tennis Facility Parking Improvements Project from Parks Capital Outlay Account #44-445-5415. Other bids received: Magnum Construction, \$97,785.00; Dunham's Asphalt, \$97,507.00.

Motion was made by Shropshire, second by Nance to approve accepting bid from Envision Civil Contractors (*Scrivener's error on agenda*) in the amount of \$96,290.36 for the Pryor Creek Whitaker Park Tennis Facility Parking Improvements Project from Parks Capital Outlay Account #44-445-5415. Other bids received: Magnum Construction, \$97,785.00; Dunham's Asphalt, \$97,507.00. Voting yes: Smith, Barham, Gonthier, Siever, Ketcher, Shropshire, Nance. Voting no: none.

f. Discussion and possible action regarding approval of certain art to be placed on the outside of the Graham Community Building on the lower porch sides above the sidewalk as shown on the packet items.

No motion and second were made. Artist Freda Hunter spoke regarding her plan. Voting yes: Barham, Gonthier, Siever, Ketcher, Shropshire, Nance, Smith. Voting no: none.

g. Discussion and possible action regarding an expenditure in the amount of \$4,950.00 to Jerry's Excavation, Inc. as an add-on for additional sewer line work at the Rockin' G Animal Shelter from Animal Shelter Capital Outlay Account #44-445-5448.

Motion was made by Smith, second by Gonthier to approve an expenditure in the amount of \$4,950.00 to Jerry's Excavation, Inc. as an add-on for additional sewer line work at the Rockin' G Animal Shelter from Animal Shelter Capital Outlay Account #44-445-5448. Voting yes: Gonthier, Siever, Ketcher, Shropshire, Nance, Smith, Barham. Voting no: none.

5. CITY ATTORNEY'S REPORT:

a. Discussion and possible action regarding a Resolution Calling for the General Election in 2023.

Motion was made by Gonthier, second by Smith to approve Resolution #2022 - 8 Calling for the General Election in 2023. Voting yes: Siever, Ketcher, Shropshire, Nance, Smith, Barham, Gonthier. Voting no: none.

b. Discussion and possible action regarding approval of Supplemental Easement and Right of Way with Public Service Company of Oklahoma (PSO).

Motion was made by Gonthier, second by Smith to approve Supplemental Easement and Right of Way with Public Service Company of Oklahoma (PSO). Voting yes: Ketcher, Shropshire, Nance, Smith, Barham, Gonthier, Siever. Voting no: none.

c. Discussion and possible action regarding acceptance of \$2,000.00 from PSO for Supplemental Easement and Right of Way, to be deposited in Real Property Acquisition Miscellaneous Income Account #46-000-4241.

Motion was made by Shropshire, second by Smith to approve acceptance of \$2,000.00 from PSO for Supplemental Easement and Right of Way, to be deposited in Real Property Acquisition Miscellaneous Income Account #46-000-4241. Voting yes: Shropshire, Nance, Smith, Barham, Gonthier, Siever, Ketcher. Voting no: none.

d. First reading of an Ordinance Amending Title 3, Chapter 2A, Section 7 Regarding Mobile Food Services "Restrictions on Location as to Time" by repealing said Section 7 of Title 3, Chapter 2A; and providing for repealer and severability.

Motion was made by Shropshire, second by Gonthier to waive the first reading of an Ordinance Amending Title 3, Chapter 2A, Section 7 Regarding Mobile Food Services "Restrictions on Location as to Time" by repealing said Section 7 of Title 3, Chapter 2A; and providing for repealer and severability. Voting yes: Nance, Smith, Barham, Gonthier, Siever, Ketcher, Shropshire. 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 October 18th, 2022 Council meeting.
- b. Approve payroll purchase orders through November 11th, 2022.

- c. Approve claims for purchase orders through November 1st, 2022.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2220221052 – 2220220994	83,502.17
STREET & DRAINAGE	911313B – 911319B	12,751.10
GOLF COURSE	2220220896 – 2220221033	14,754.13
CAPITAL OUTLAY	2220220721 – 2220221044	29,706.42
REAL PROPERTY ACQUIS. RESERVE	911298B	1,225.00
RECREATION CENTER	2220220975 - 2220220982	7,865.00
PRYOR PUBLIC WORKS AUTHORITY	2220221045	2,400.00
E-911	2220221016	400.70
DONATIONS AND EARMARKED	2220221067 - 2220220962	3,178.30
TOTAL		155,782.82
BLANKETS		
911345B	ADVANCE AUTO PARTS	2,000.00
911346B	MUSKOGEE COMMUNICATION	12,000.00
911347B	FIBER INTERACTIVE TECHNOLOGIES	8,000.00
911348B	MATLOCK CONSTRUCTION	8,000.00
911349B	2 J'S ELECTRIC INC.	10,000.00
TOTAL		40,000.00

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding closure of East Graham Avenue from Adair Street to Vann Street on November 17th, 2022, for the Pryor Main Street “Lights On Downtown” event from 3:00 p.m. – 8:00 p.m.
- f. Discussion and possible action regarding closure of East Graham Avenue from Cherokee Street to Adair Street on December 1st, 2022, for the Pryor Creek Annual Christmas Parade of Lights from 5:00 p.m. until 10:00 p.m.
- g. Discussion and possible action regarding hiring E. Paige Lamar to fill the open part-time Library Assistant - Adult Services position at the Thomas J. Harrison Pryor Public Library effective November 14th, 2022. This position was left vacant when Elise Kasler was promoted to full-time. This position is budgeted at \$10.11 per hour per the City's pay plan.
- h. Discussion and possible action regarding an expenditure not to exceed \$12,000.00, as in the best interest of the city from Police Equipment Capital Outlay Account #44-445-5424, to Muskogee Communications for labor to move all radio equipment, communications equipment and records management systems from the current Police Department to the new Police Department. The labor rate for Muskogee Communications is \$125.00 an hour and the state contract rate is at least \$195.00. Muskogee Communications has performed all the work for radio and communications needs for the Police Department for over 20 years.
- i. Discussion and possible action regarding hiring Brett LoCoco as a patrolman at the Pryor Creek Police Department at Range J, Step 2 (annual wage - \$45,303.00), effective November 28th, 2022. LoCoco is CLEET certified and will replace Caleb Mason who was approved by Council on September 6th to start November 1st, but Mason took another job that paid more money. Mason was originally hired to replace Samantha Thomas. LoCoco is already on the Oklahoma Police Pension. LoCoco completed CLEET on October 28th, 2022 and per OS 70:3311:N the city is required to reimburse the Salina Police Department for the salary and expenses that occurred while LoCoco was in CLEET. The estimated cost to reimburse the City of Salina is \$10,000.00. This estimated cost is cheaper than it would have been if the City of Pryor would have sent LoCoco to CLEET.
- j. Discussion and possible action regarding an expenditure in the amount of \$3,480.00 to Lakeland Office Systems for the purchase of 3 Sharp MX-C407P printers and 1 Sharp MX-C407F MFP (printer, copier, and scanner combo) for the Pryor Creek Police Department. There will also be a \$45.00 monthly maintenance fee (from Police Equipment Capital Outlay Account #44-445-5424). This was included in the 22-23 budget.
- k. Discussion and possible action regarding an expenditure in the amount of \$8,539.95 to Pryor Chevy for the repair of a 2015 Tahoe (motor replacement), as in the best interest of the city from Police Repair & Maintenance Account #02-215-5092. Pryor Chevy stated they can get the motor within a week and Mike’s Tire would have taken approximately 2 months. Other bids received: Mike’s Tire & Car Care - \$8,493.62; Suburban Chevrolet Claremore - \$10,545.52. All bids received will come with a 36-month, 100,000-mile warranty.
- l. Discussion and possible action regarding using a \$4,000.00 credit from Muskogee Communications to Police Capital Outlay Account #44-445-5424 for other equipment needed for the Radio Communications project approved by Council on December 21st, 2021. The

original estimate from Muskogee Communications was for radio equipment, tower equipment and install, and communication equipment. The total of the estimate was \$140,764.30 and was approved via lease purchase through the Bank of Commerce. The estimate included \$4,000.00 worth of concrete that was not needed. Pryor Police Department was notified that the 1101-808-1 Type 2 TVSS that was approved by Council in this estimate is not what was needed for this project, but a Type 3 Transector TVSS is needed. The difference in price is \$1,700.00. Requesting approval to use the \$4,000.00 credit towards the \$1,700.00.

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

a. Approve minutes of the October 18th, 2022 Council meeting.

Motion was made by Ketcher, second by Smith to approve minutes of the October 18th, 2022 Council meeting. Voting yes: Gonthier, Siever, Ketcher, Shropshire, Nance, Smith. Abstaining, counting as a no vote: Barham. Voting no: none.

i. Discussion and possible action regarding hiring Brett LoCoco as a patrolman at the Pryor Creek Police Department at Range J, Step 2 (annual wage - \$45,303.00), effective November 28th, 2022. LoCoco is CLEET certified and will replace Caleb Mason who was approved by Council on September 6th to start November 1st, but Mason took another job that paid more money. Mason was originally hired to replace Samantha Thomas. LoCoco is already on the Oklahoma Police Pension. LoCoco completed CLEET on October 28th, 2022 and per OS 70:3311:N the city is required to reimburse the Salina Police Department for the salary and expenses that occurred while LoCoco was in CLEET. The estimated cost to reimburse the City of Salina is \$10,000.00. This estimated cost is cheaper than it would have been if the City of Pryor would have sent LoCoco to CLEET.

Motion was made by Ketcher, second by Smith to approve hiring Brett LoCoco as a patrolman at the Pryor Creek Police Department at Range J, Step 2 (annual wage - \$45,303.00), effective November 28th, 2022. LoCoco is CLEET certified and will replace Caleb Mason who was approved by Council on September 6th to start November 1st, but Mason took another job that paid more money. Mason was originally hired to replace Samantha Thomas. LoCoco is already on the Oklahoma Police Pension. LoCoco completed CLEET on October 28th, 2022 and per OS 70:3311:N the city is required to reimburse the Salina Police Department for the salary and expenses that occurred while LoCoco was in CLEET. The estimated cost to reimburse the City of Salina is \$10,000.00. This estimated cost is cheaper than it would have been if the City of Pryor would have sent LoCoco to CLEET. Voting yes: Gonthier, Siever, Ketcher, Shropshire, Nance, Smith, Barham. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Shropshire)

Shropshire reported 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 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.

Mayor moved back to Petitions from the Audience.

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

Karla Emmen spoke regarding issues at 1824 Southridge Drive and 1745 Southridge Drive. She listed numerous issues with each of these homes. She stated that nothing has been done about either issue, and this has been going on all year. Mayor asked her if she had gone through the processes at City Hall, which she stated she had. Mayor assured her this would get looked into.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:05 p.m.

2. APPROVE MINUTES OF OCTOBER 18TH, 2022 MEETING.

Motion was made by Gonthier, second by Smith to approve minutes of October 18th, 2022 meeting. Voting yes: Ketcher, Shropshire, Nance, Smith, Gonthier, Siever. Abstaining, counting as a no vote: Barham. 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 Gonthier to adjourn. Voting yes: Shropshire, Nance, Smith, 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
