

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, NOVEMBER 15TH, 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 Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Evett Barham, Chris Gonthier, Lori Siever. Members absent: Jon Ketcher.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Fire Chief BK Young and Library Director Cari Rerat.

Others present: Police Sergeant Dustin Van Horn, Jared Crisp, Travis Willis, Gilbert Graybill, Autumn Graybill, Kemmie Shropshire, Zac Doyle, Marshel Morrison, Nena Roberts, Adam Anderson, Kenneth Brasheers, Erin Brasheers, Drew Stott, Terry Lamar, Bruce Smith, Don Berger, Dian Berger, Phil Oura, Trena Oura, Bill Huff, Houston Brittain, Terry Aylward, Charles Tramel, Wanda Cummings, JoEllen Williams, Bill Kannegiesser, Richard Milius, Kathy LaValley, Phyllis Radcliffe and Matthew Radcliffe.

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 have had a number of calls regarding supplemental heating issues, such as things not being vented correctly. He cautioned everyone to be mindful of staying warm safely.

d. Golf

No report.

e. Library

Rerat reported that she was unable to print out a report for the Council, but the October statistics are as follow: 35 new accounts created, 2,591 items checked out, 2,130 digital checkouts, 2,200 people used the internet and 2,000 questions were answered. Nothing is due back to the library until they are open and functional, so no one needs to worry about late fees. They are completely out of the Graham Building, but they have no phones in the new building yet and do not know when they will. Rerat is checking the voicemail and communicating with people the best she can in the meantime. Furniture should arrive at the end of this week or early next week, and shelving is not due in until December. Their projected opening date is either December 12th or 19th, and the Library Board will decide that at their meeting Thursday. If Council members would like to come see the facility, they are welcome to contact her and set up a time to be given a tour.

f. Parks / Cemetery

No report.

g. Police

Nichols had no report, but he thanked the current administration, the previous administration and the citizens of Pryor for the opportunity to have this new facility. They are getting close and are very excited. The Municipal Utility Board has worked with them at the Animal Shelter on the septic system and it has been a great help.

h. Recreation Center

No report.

i. Street

No report.

4. MAYOR'S REPORT:

- a. Discussion and possible action regarding a request from the Castle Theater Ad Hoc Committee for a sum of \$30,000.00 from General Repair and Maintenance Account #02-201-5091 to be paid to Dawson Roofing for Castle Theater Roofing Project. Other bids were requested from McGill Roofing, AAA Property Restoration, LLC, and Allwine Roofing but were not received.**

Motion was made by Gonthier, second by Shropshire to table a request from the Castle Theater Ad Hoc Committee for a sum of \$30,000.00 from General Repair and Maintenance Account #02-201-5091 to be paid to Dawson Roofing for Castle Theater Roofing Project. Other bids were requested from McGill Roofing, AAA Property Restoration, LLC, and Allwine Roofing but were not received. Voting yes: Shropshire, Nance, Smith, Chitwood, Barham, Gonthier, Siever. Voting no: none.

- b. Discussion and possible action calling for an audit and investigation concerning the construction of the new police and fire stations, as well as the remodel of the library. This investigation and audit would include, but not be limited to, the following: plans, bonds, change orders, affidavits, contractor forms and all paperwork and affairs related, but not limited to, the above-mentioned projects, as well as the indebtedness of the city.**

Motion was made by Gonthier, second by Smith to approve calling for an audit and investigation concerning the construction of the new police and fire stations, as well as the remodel of the library. This investigation and audit would include, but not be limited to, the following: plans, bonds, change orders, affidavits, contractor forms and all paperwork and affairs related, but not limited to, the above-mentioned projects, as well as the indebtedness of the city.

Gonthier made it clear that this should be an independent audit by an auditor of the Council's choice and it should be reported back to the Council. Mayor stated that he has already begun an audit by requesting our city accountant to audit the invoices from the architect. He has also requested that CMSWillowbrook look at all of their pay requests and change orders and make certain everything is in order.

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

- c. Discussion and possible action regarding an increase in natural gas rates inside city limits from \$8.306 per MCF to \$11.246 per MCF, effective November 2022 Municipal Utility Board billing.**

Motion was made by Gonthier, second by Chitwood to approve an increase in natural gas rates inside city limits from \$8.306 per MCF to \$11.246 per MCF, effective November 2022 Municipal Utility Board billing. Jared Crisp and Travis Willis made a presentation to explain the situation. Voting yes: Smith, Chitwood, Barham, Gonthier, Siever, Shropshire, Nance. Voting no: none.

- d. Recommendation from the Mayor to the City Council for placement on the December 6th, 2022 Council agenda a proposal for amendment to the City Charter to create the position of City Manager to serve as Chief Executive Officer of the City.**

Motion was made by Gonthier, second by Smith to decline the recommendation at this time.

Motion was then made by Shropshire, second by Smith to discuss recommendation from the Mayor to the City Council for placement on the December 6th, 2022 Council agenda a proposal for amendment to the City Charter to create the position of City Manager to serve as Chief Executive Officer of the City.

After much discussion, no action was taken.

5. CITY ATTORNEY'S REPORT:

- a. Discussion and possible action regarding an Interdepartmental Loan Agreement between the Municipal Utility Board and the City of Pryor Creek in a sum not to exceed \$2,000,000.00 with funds from Deferred Maintenance holdings at an interest rate of 4.5% for a term not to exceed FYE 6-30-2023, pursuant to the specific provisions of said loan agreement.**

Motion was made by Chitwood, second by Smith to approve an Interdepartmental Loan Agreement between the Municipal Utility Board and the City of Pryor Creek in a sum not to exceed \$2,000,000.00 with funds from Deferred Maintenance holdings at an interest rate of 4.5% for a term not to exceed FYE 6-30-2023, pursuant to the specific provisions of said loan agreement. Crisp and Willis made a presentation, and discussion ensued. Voting yes: Barham, Siever, Shropshire, Nance, Chitwood. Voting no: Gonthier and Smith.

b. Second reading, discussion and possible action regarding 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 Chitwood to waive 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: Gonthier, Siever, Shropshire, Nance, Smith, Chitwood, Barham. Voting no: none.

c. First reading of an Ordinance regarding occupation of recreational type trailers or recreational vehicles as living quarters.

Motion was made by Shropshire, second by Nance to table first reading of an Ordinance regarding occupation of recreational type trailers or recreational vehicles as living quarters. Voting yes: Siever, Shropshire, Nance, Smith, Chitwood, Barham, Gonthier. 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 November 1st, 2022 Council meeting.
- b. Approve payroll purchase orders through November 25th, 2022.
- c. Approve claims for purchase orders through November 15th, 2022.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2220221113 – 2220221169	186,955.14
STREET & DRAINAGE	2220221188 – 911317B	7,139.29
GOLF COURSE	2220221132 – 911301B	12,109.22
CAPITAL OUTLAY	2220220720 – 911294B	62,722.39
REAL PROPERTY ACQUIS. RESERVE	2220221114 - 2220221171	960.00
RECREATION CENTER	2220221095 - 2220221101	22,768.11
PRYOR PUBLIC WORKS AUTHORITY	2220221122 - 2220221123	4,800.00
DONATIONS AND EARMARKED	2220221159 - 2220221078	4,052.19
TOTAL		301,506.34
NO BLANKETS		

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

FEE IN LIEU	\$	9.99
STREET & DRAINAGE	\$	141,702.45
CEMETERY CARE INTEREST	\$	26.34
CEMETERY CARE FUND	\$	1,475.00
GOLF COURSE CASH FUND	\$	74,215.57
CAPITAL OUTLAY FUND	\$	46,762.06
CAPITAL OUTLAY RESERVE	\$	1,257.76
REAL PROPERTY ACQUISITION	\$	4,201.63
HOTEL/MOTEL TAX	\$	6,143.64
2019 BOND PROJECT	\$	2,178.99
LIBRARY BUILDING FUND	\$	4.97
EDTA	\$	28.84
RECREATION CASH FUND	\$	88,357.06
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	93,681.28
PPWA BOND PROCEEDS (88)	\$	3,372.37
E-911	\$	910.53
LIBRARY SPECIAL	\$	136.50
SEIZURES	\$	0.05
DONATIONS	\$	69.77
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	485.83
MAIN STREET BOND ACCOUNT-2019	\$	10,439.29
FLEX SPEND PLAN	\$	1.55
COVID	\$	262.81
TOTAL	\$	475,724.28

- f. Approve August 2022 Appropriations Requests.

FEE IN LIEU	\$	9.77
STREET & DRAINAGE	\$	142,543.20
CEMETERY CARE INTEREST	\$	18.19
CEMETERY CARE FUND	\$	2,412.50

GOLF COURSE CASH FUND	\$	68,326.13
CAPITAL OUTLAY FUND	\$	48,856.13
CAPITAL OUTLAY RESERVE	\$	618.89
REAL PROPERTY ACQUISITION	\$	52.71
HOTEL/MOTEL TAX	\$	7,150.12
2019 BOND PROJECT	\$	1,939.20
LIBRARY BUILDING FUND	\$	4.87
EDTA	\$	53.57
RECREATION CASH FUND	\$	86,720.42
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	97,823.58
PPWA BOND PROCEEDS (88)	\$	3,403.80
E-911	\$	899.80
LIBRARY SPECIAL	\$	3,432.66
SEIZURES	\$	0.05
DONATIONS	\$	418.43
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	666.60
MAIN STREET BOND ACCOUNT-2019	\$	10,888.53
FLEX SPEND PLAN	\$	22,330.47
COVID	\$	257.18
TOTAL	\$	498,826.80

g. Approve September 2022 Appropriations Requests.

FEE IN LIEU	\$	16.73
STREET & DRAINAGE	\$	155,188.52
CEMETERY CARE INTEREST	\$	32.08
CEMETERY CARE FUND	\$	1,325.00
GOLF COURSE CASH FUND	\$	79,152.26
CAPITAL OUTLAY FUND	\$	50,542.57
CAPITAL OUTLAY RESERVE	\$	7,001.45
REAL PROPERTY ACQUISITION	\$	289.36
HOTEL/MOTEL TAX	\$	3,499.40
2019 BOND PROJECT	\$	1,338.69
LIBRARY BUILDING FUND	\$	8.33
EDTA	\$	51.86
RECREATION CASH FUND	\$	99,383.02
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	101,041.58
PPWA BOND PROCEEDS (88)	\$	3,398.00
E-911	\$	964.30
LIBRARY SPECIAL	\$	3,824.81
SEIZURES	\$	0.08
DONATIONS	\$	8,025.58
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	12.08
MAIN STREET BOND ACCOUNT-2019	\$	11,289.03
FLEX SPEND PLAN	\$	8.00
COVID	\$	4,347.22
TOTAL	\$	530,739.95

- h. Discussion and possible action regarding hire of Caleb Peper to the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$37,872.00), effective December 12th, 2022, pending pension physical.
- i. Discussion and possible action regarding hire of Wyatt Murphy to the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$37,872.00), effective December 13th, 2022, pending pension physical.
- j. Discussion and possible action regarding hire of Christian Fletcher to the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$37,872.00), effective December 14th, 2022, pending pension physical.
- k. Discussion and possible action authorizing Mayor to sign a sponsorship agreement dated, May 27th, 2022, between Pryor Creek Recreation Center and Mid America Industrial Park for their contribution to the citizens of Pryor Creek in sponsoring the National Fitness Campaign outdoor fitness court, constructed on the grounds of our Recreation Center.
- l. Discussion and possible action regarding Hotel / Motel grant application from Pryor Main Street in the amount of \$6,771.00 for a Lights-On Downtown Community Tree.

- m. Discussion and possible action regarding Hotel / Motel grant application from Pryor Area Chamber of Commerce in the amount of \$2,900.00 for the 2022 Christmas Parade of Lights on December 1st, 2022.
- n. Discussion and possible action regarding Hotel / Motel grant application from Pryor Area Chamber of Commerce in the amount of \$2,300.00 for a Nativity Museum Christmas Pop-Up from November 3rd, 2022 through January 1st, 2023.
- o. Discussion and possible action regarding seeking applications for budgeted part-time position at the Thomas J. Harrison Pryor Public Library.
- p. Discussion and possible action regarding an expenditure in the amount of \$6,729.00 to Bostick Electric for replacement of parking lot lights with LED bulbs at the Pryor Creek Recreation Center from Recreation Repair and Maintenance Account #84-845-5091. Other bids received: 2 J's Electric Inc., in the amount of \$7,850.00; Electrical Services Inc., in the amount of \$12,000.00.
- q. Acknowledge emergency expenditure in the amount of \$8,000.00 to JayCo Heat & Air as in the best interest of the city to rebuild the #6 HVAC compressor at the Pryor Creek Recreation Center from Recreation Capital Outlay Account #84-845-5410. No other bids received.

Motion was made by Chitwood, second by Shropshire to approve items a – q, less items a, h i, j and o. Voting yes: Shropshire, Nance, Smith, Chitwood, Barham, Gonthier, Siever. Voting no: none.

a. Approve minutes of the November 1st, 2022 Council meeting.

Motion was made by Shropshire, second by Smith to approve minutes of the November 1st, 2022 Council meeting. Voting yes: Nance, Smith, Barham, Gonthier, Siever, Shropshire. Abstaining, counting as a no vote: Chitwood. Voting no: none.

h. Discussion and possible action regarding hire of Caleb Peper to the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$37,872.00), effective December 12th, 2022, pending pension physical.

Motion was made by Chitwood, second by Smith to approve hire of Caleb Peper to the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$37,872.00), effective December 12th, 2022, pending pension physical. Voting yes: Smith, Chitwood, Barham, Siever, Shropshire, Nance. Abstaining, counting as a no vote: Gonthier. Voting no: none.

i. Discussion and possible action regarding hire of Wyatt Murphy to the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$37,872.00), effective December 13th, 2022, pending pension physical.

Motion was made by Chitwood, second by Smith to approve hire of Wyatt Murphy to the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$37,872.00), effective December 13th, 2022, pending pension physical. Voting yes: Chitwood, Barham, Siever, Shropshire, Nance, Smith. Abstaining, counting as a no vote: Gonthier. Voting no: none.

j. Discussion and possible action regarding hire of Christian Fletcher to the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$37,872.00), effective December 14th, 2022, pending pension physical.

Motion was made by Shropshire, second by Chitwood to approve hire of Christian Fletcher to the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$37,872.00), effective December 14th, 2022, pending pension physical. Voting yes: Barham, Siever, Shropshire, Nance, Smith, Chitwood. Abstaining, counting as a no vote: Gonthier. Voting no: none.

o. Discussion and possible action regarding seeking applications for budgeted part-time position at the Thomas J. Harrison Pryor Public Library.

Motion was made by Shropshire, second by Smith to approve seeking applications for budgeted part-time position at the Thomas J. Harrison Pryor Public Library. Voting yes: Siever, Shropshire, Nance, Smith, Chitwood, Barham. Voting no: Gonthier.

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING**

TUESDAY, NOVEMBER 15TH, 2022 AT 6:00 P.M.

1. Discussion and possible action regarding an expenditure in the amount of \$5,458.97 to Digi Security Systems for two (2) Intercoms, four (4) PDU Units, two (2) Micro PC's for TV, and labor, from Police Capital Outlay Account #44-445-5424. This is State contract pricing and needed for the security system for the Emergency Services Center.

Motion was made by Gonthier, second by Chitwood to approve an expenditure in the amount of \$5,458.97 to Digi Security Systems for two (2) Intercoms, four (4) PDU Units, two (2) Micro PC's for TV, and labor, from

Police Capital Outlay Account #44-445-5424. This is State contract pricing and needed for the security system for the Emergency Services Center. Voting yes: Siever, Shropshire, Nance, Smith, Chitwood, Barham, Gonthier. Voting no: none.

Mayor moved back to the regular Agenda.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Shropshire)

Shropshire reported that the next Budget and Personnel Committee meeting will be December 13th, 2022.

b. Ordinance and Insurance (Shropshire)

Shropshire reported that the Ordinance and Insurance Committee will meet on Monday, December 12th, 2022.

c. Street (Smith)

Smith reported that the Street Committee will meet 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 Chitwood, second by Smith to adjourn. Voting yes: Shropshire, Nance, Smith, Chitwood, Barham, Gonthier, Siever. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 8:00 p.m.

2. APPROVE MINUTES OF NOVEMBER 1ST, 2022 MEETING.

Motion was made by Smith, second by Chitwood to approve minutes of November 1st, 2022 meeting. Voting yes: Nance, Smith, Barham, Gonthier, Siever, Shropshire. Abstaining, counting as a no vote: Chitwood. 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 Smith, second by Nance to adjourn. Voting yes: Smith, Chitwood, Barham, Gonthier, Siever, Shropshire, Nance. 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
