

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, JANUARY 17TH, 2023 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 Deputy Clerk Darla Coats. Council members present included Terry Lamar, 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, Fire Chief BK Young, Emergency Management Director Johnny Janzen, Street Superintendent Buddy Glenn and Library Director Cari Rerat.

Others present: Police Captain Kevin Tramel, Police Sergeant Dustin VanHorn, Steve Powell, CMSWillowbrook representatives Mo Harris and Brenna Wells, Houston Brittain, Zac Doyle, Marshel Morrison, Bruce Smith, Angela Smith, Jeanette Anderson, Charles Tramel, Autumn Graybill, Gilbert Graybill, Doug Barham, JoEllen Williams, Terry Aylward and Kemmie Shropshire.

Mayor asked everyone to remain standing as Chief Dennis Nichols announced that Michael Coatney passed away that morning. A moment of silence was recognized in his memory.

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 have already had some active storms, so he wanted to remind citizens about storm notifications. He stated that there are seven sirens inside the city limits, but they are for outdoor notification only. They are not intended to be heard indoors. WEA alerts are for severe events. He reminded everyone to go to the County website and sign up for CodeRED, if they have not already done so. He stated that we can expect an active storm season, since there have been warm and cold days back and forth.

c. Fire

Young reported that they are working on starting training sessions and will get to use their new training room.

d. Golf

No report.

e. Library

Rerat handed out a statistics sheet. She pointed out that the December numbers do not look impressive until you realize they were only open for four days that month. She reported that their Welcome Home party will be this Thursday from 5:30 – 8:00 p.m. There will be a STEM activity a week from Thursday, and participants will need to register for it. She thanked the Street Department for their work on the one-way signs in the library parking lot.

f. Parks / Cemetery

No report.

g. Police

Nichols announced that Mike Coatney's memory will live on in the Pryor Creek Police Department, as his son-in-law, Trent Humphrey, is one of Nichols' officers. Nichols stated that the police and animal shelter numbers are included in the packet.

h. Recreation Center

No report.

i. Street

Glenn reported that they are in winter mode. They are trimming trees. The street sweeper is working again, so they are running it as they can. They have done about 900 feet of ditch-dipping. They take care of pothole patching on Fridays.

4. MAYOR'S REPORT:

a. Report regarding the new tennis court parking lot construction.

No action. Mayor spoke regarding the issue and asked Steve Powell to speak to it, as well. Powell stated that the project was done to specifications and was not done incorrectly. The design did not meet the city's goal. The contractor is available to come back in February and will change the parking lot to fit the city's needs. He stated that the sidewalk will be relocated in order to give enough space for longer vehicles to park.

Lamar stated he had received several citizen complaints about it. He stated that the parking lot on Locke Street has the same issue and should be fixed as well.

b. Discussion and possible action regarding Pay Application #2 for the 2022 Whitaker Park Tennis Facility Parking Improvement Project in the amount of \$26,467.44 from Parks Capital Outlay Account #44-445-5415.

Motion was made by Shropshire, second by Smith to approve Pay Application #2 for the 2022 Whitaker Park Tennis Facility Parking Improvement Project in the amount of \$26,467.44 from Parks Capital Outlay Account #44-445-5415. Voting yes: Shropshire, Nance, Smith, Barham, Siever. Voting no: Lamar and Gonthier.

c. Report regarding the Library inspection walk through by our Building Inspector and our City Engineer.

No action. A report was provided to each councilor. Powell stated that he was overall happy with the project. CMSWillowbrook representatives, Mo Harris and Brenna Wells, spoke to the list of needs. Some items have already been handled, some are CMS's responsibility and will be taken care of, and some will be the city's responsibility.

A five-minute break took place, and Council resumed at 7:17 p.m.

Mayor moved to Item 4.g.

g. Discussion and possible action regarding approval to pay the CMSWillowbrook Application and Certificate for Payment #23 in the amount of \$652,943.85 from the ARPA (05) fund regarding the Emergency Center and Library Expansion project.

Motion was made by Shropshire, second by Barham to approve paying the CMSWillowbrook Application and Certificate for Payment #23 in the amount of \$652,943.85 from the ARPA (05) fund regarding the Emergency Center and Library Expansion project.

Questions regarding line items on the pay application took place, and Harris and Wells answered each one. Voting yes: Shropshire, Nance, Smith, Barham, Siever. Voting no: Gonthier and Lamar.

Mayor moved back to Item 4.d.

d. Report and update from Ad Hoc Audit committee.

No action. Lamar and Shropshire spoke regarding their work as the Ad Hoc Audit committee. Lamar stated that they are unable to find a template for the RFP anywhere, so they are doing their best to build it from scratch. They have some draft language but they would like input from the other councilors regarding what they want included. Lamar anticipates that there will need to be a special Council meeting to discuss this in-depth. He also stated that they will likely need to reach out to the City Accountant and City Attorney for assistance.

e. Discussion and possible action regarding Audit RFP draft language.

Motion was made by Lamar, second by Smith to take no action regarding Audit RFP draft language. Lamar stated that they are not ready for this yet. Voting yes: Nance, Smith, Barham, Gonthier, Siever, Lamar, Shropshire. Voting no: none.

f. Discussion and possible action regarding engagement in nationwide advertising regarding marketing of our old Police Station.

Motion was made by Shropshire, second by Smith to approve engagement in nationwide advertising regarding marketing of our old Police Station. Voting yes: Smith, Barham, Gonthier, Siever, Lamar, Shropshire, Nance. Voting no: none.

Mayor moved to the Consent Agenda.

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 January 3rd, 2023 Council meeting.
- b. Approve payroll purchase orders through January 20th and February 3rd, 2023.
- c. Approve claims for purchase orders through January 17th, 2023.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2220221733 - 2220221756	182,627.25
COVID REIMBURSEMENT	2220221758	652,943.85
STREET & DRAINAGE	2220221756 – 911345B	12,856.04
GOLF COURSE	2220221688 – 911301B	13,165.57
CAPITAL OUTLAY	2220221430 – 911294B	46,198.31
REAL PROPERTY ACQUIS.	2220221740	1,200.00
RECREATION CENTER	2220221668 - 2220221677	9,806.30
DONATIONS AND EARMARKED	2220221652 - 2220221656	751.89
TOTAL		919,549.21
BLANKETS		
911352B	WEX BANK	30,000.00
911353B	RITCHIE & ATWOOD PLLC	26,250.00
TOTAL		56,250.00

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

COVID	\$ 823,345.37
FLEX SPEND PLAN	\$ 19.93
FEE IN LIEU	\$ 16.74
STREET & DRAINAGE IMPROV. SALE	\$ 149,347.51
CEMETERY CARE INTEREST	\$ 32.97
CEMETERY CARE FUND	\$ 1,000.00
GOLF COURSE CASH	\$ 61,092.11
CAPITAL OUTLAY/CAPITAL IMPROVE	\$ 49,258.60
CAPITAL OUTLAY RESERVE FUND	\$ 448.00
REAL PROPERTY ACQUISITION RES.	\$ 2,085.74
POLICE TRAINING FEES	\$ 507.02
MAIN STREET BOND ACCOUNT	\$ 11,034.32
HOTEL/MOTEL TAX	\$ 4,174.39
2019 BOND PROJECT	\$ 783.71
LIBRARY BUILDING FUND	\$ 8.34
RECREATION CENTER-CASH FUND	\$ 114,102.84
PPWA SINKING FUNDS	\$ 98,485.60
PPWA BOND PROCEEDS	\$ 3,414.64
E-911	\$ 941.42
LIBRARY SPECIAL	\$ 37.47
SEIZURES-POLICE DEPARTMENT	\$ 0.08
DONATIONS	\$ 254.48
COMMUNITY DEVELOPMENT BLOCK GRANT	\$ -
EDTA	\$ 50,106.80
TOTAL	\$ 1,370,498.08

- f. Approve November 2022 Appropriations Requests.

COVID	\$ 1,462.18
FLEX SPEND PLAN	\$ 17.61
FEE IN LIEU	\$ 38.42
STREET & DRAINAGE IMPROV. SALE	\$ 151,999.43
CEMETERY CARE INTEREST	\$ 76.96

CEMETERY CARE FUND	\$ 1,175.00
GOLF COURSE CASH	\$ 35,063.65
CAPITAL OUTLAY/CAPITAL IMPROVE	\$ 50,111.56
CAPITAL OUTLAY RESERVE FUND	\$ 618.83
REAL PROPERTY ACQUISITION RES.	\$ 981.43
POLICE TRAINING FEES	\$ 339.43
MAIN STREET BOND ACCOUNT	\$ 11,341.55
HOTEL/MOTEL TAX	\$ 2,664.50
2019 BOND PROJECT	\$ -
LIBRARY BUILDING FUND	\$ 9.75
RECREATION CENTER-CASH FUND	\$ 84,745.11
PPWA SINKING FUNDS	\$ 99,766.73
PPWA BOND PROCEEDS	\$ 3,424.59
E-911	\$ 882.18
LIBRARY SPECIAL	\$ 83.69
SEIZURES-POLICE DEPARTMENT	\$ 0.19
DONATIONS	\$ 353.45
COMMUNITY DEVELOPMENT BLOCK GRANT	\$ -
EDTA	\$ 136.87
TOTAL	\$ 445,293.11

- g. Discussion and possible action regarding renewal of Engine Inspection, Maintenance, and Repair Agreement with United Engines for Emergency Standby Equipment in the amount of \$2,471.00 for generator at City Hall from General Repair and Maintenance Account #02-201-5091.
- h. Discussion and possible action approving Mayor Lees and Cari Rerat, Library Director, to sign "Agreement for 2023 State Aid Recipients" and acceptance of grant funds for the Thomas J. Harrison Pryor Public Library in the amount of \$7,851.00 from the State of Oklahoma 2023 Oklahoma Department of Libraries State Aid, to be received into Library Special Cash Account #92-000-4233.
- i. Discussion and possible action regarding allowing the Friends of the Library to host Meet and Greet events for the February General Election candidates at the Graham Community Building, and waive the rental fees on February 3rd, 6th and 9th, 2023.
- j. Discussion and possible action regarding approval to appoint Douglas Alan Davis as MESTA Board Trustee #10.
- k. Discussion and possible action regarding beginning the hiring process for the Pryor Creek Recreation Center Director position which will be vacant April 7th, 2023. The job will be posted for three weeks from January 18th, 2023 until February 7th, 2023.
- l. Discussion and possible action regarding the contract between Green Country Swim Club and the Pryor Creek Recreation Center.
- m. Discussion and possible action regarding waiving the fee for rental of the Graham Community Building on January 11th, 2023 for an emergency request from Mayes County HOPE to host their annual awards luncheon.
- n. Discussion and possible action regarding hiring Shaina Paige Turner to fill the open part-time Library Assistant - Computer Lab position at the Thomas J. Harrison Pryor Public Library effective January 18th, 2023. Filling this position was approved at the November 15th, 2022 Council meeting and is budgeted at \$10.11 per hour per the City's pay plan.
- o. Discussion and possible action regarding an expenditure in the amount of \$3,120.00 to Openpath Security for cloud-based access control subscription for the Police and Fire Emergency Services Center; \$720.00 to be paid from Fire Repair and Maintenance Account #02-217-5091 and \$2,400.00 to be paid from Police Technology Account #02-215-5260.

Motion was made by Smith, second by Barham to approve items a – o, less items c, e f, j and n. Voting yes: Barham, Gonthier, Siever, Lamar, Shropshire, Nance, Smith. Voting no: none.

Mayor moved to Item 6.n.

n. Discussion and possible action regarding hiring Shaina Paige Turner to fill the open part-time Library Assistant - Computer Lab position at the Thomas J. Harrison Pryor Public Library effective January 18th, 2023. Filling this position was approved at the November 15th, 2022 Council meeting and is budgeted at \$10.11 per hour per the City's pay plan.

Motion was made by Shropshire, second by Lamar to approve hiring Shaina Paige Turner to fill the open part-time Library Assistant - Computer Lab position at the Thomas J. Harrison Pryor Public Library effective January 18th, 2023. Filling this position was approved at the November 15th, 2022 Council meeting and is budgeted at \$10.11 per hour per the City's pay plan. Council members welcomed Turner to the Library. Voting yes: Gonthier, Siever, Lamar, Shropshire, Nance, Smith, Barham. Voting no: none.

Mayor moved back to Item 6.c.

c. Approve claims for purchase orders through January 17th, 2023.

Motion was made by Smith, second by Shropshire to approve claims for purchase orders through January 17th, 2023, with the amendment to Purchase Order #2220221732. Lamar pointed out that the credit card service charge shown on the invoice was not included on the purchase order amount. Gonthier had questions regarding two purchase orders, which were answered. Voting yes: Siever, Lamar, Shropshire, Nance, Smith, Barham, Gonthier. Voting no: none.

e. Approve October 2022 Appropriations Requests.

Motion was made by Lamar, second by Nance to approve October 2022 Appropriations Requests. Voting yes: Lamar, Shropshire, Nance, Smith, Barham, Gonthier, Siever. Voting no: none.

f. Approve November 2022 Appropriations Requests.

Motion was made by Lamar, second by Nance to approve November 2022 Appropriations Requests. Voting yes: Shropshire, Nance, Smith, Barham, Gonthier, Siever, Lamar. Voting no: none.

j. Discussion and possible action regarding approval to appoint Douglas Alan Davis as MESTA Board Trustee #10.

Motion was made by Shropshire, second by Smith to approve appointing Douglas Alan Davis as MESTA Board Trustee #10. Voting yes: Nance, Smith, Barham, Gonthier, Siever, Lamar, Shropshire. Voting no: none.

5. CITY ATTORNEY'S REPORT:

a. First reading of an ordinance amending Title 5, Chapter 4C, by the addition of a new section 12 regarding prohibition of "Occupation of Recreational Type Trailers or Recreational Vehicles as Living Quarters"; and providing for repealer and severability.

Motion was made by Nance, second by Shropshire to waive the first reading of an ordinance amending Title 5, Chapter 4C, by the addition of a new section 12 regarding prohibition of "Occupation of Recreational Type Trailers or Recreational Vehicles as Living Quarters"; and providing for repealer and severability. Voting yes: Smith, Barham, Gonthier, Siever, Lamar, Shropshire, Nance. Voting no: none.

b. First reading of an ordinance amending Title 5, Chapter 4C, by the addition of a new section 13 regarding the prohibition of obstructions of travel and view by reason of parking or storage of vehicles, trailers, motorhomes, RV's, storage units or other portable units; and providing for repealer and severability.

Motion was made by Barham, second by Shropshire to waive the first reading of an ordinance amending Title 5, Chapter 4C, by the addition of a new section 13 regarding the prohibition of obstructions of travel and view by reason of parking or storage of vehicles, trailers, motorhomes, RV's, storage units or other portable units; and providing for repealer and severability. Voting yes: Barham, Gonthier, Siever, Lamar, Shropshire, Nance, Smith. Voting no: none.

Mayor moved to Item 8.

8. UNFORESEEABLE BUSINESS.

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

Discussion and possible action regarding approval of an expenditure for repairs, as an emergency, to an automatic overhead door at the South Elliott & 9th Street, Pryor Creek Fire Station as proposed by Overhead Door Company of Tulsa, Inc. in the amount of \$3,532.00 to be paid from Fire Department Repair and Maintenance Account #02-217-5091.

Motion was made by Lamar, second by Smith to approve an expenditure for repairs, as an emergency, to an automatic overhead door at the South Elliott & 9th Street, Pryor Creek Fire Station as proposed by Overhead Door Company of Tulsa, Inc. in the amount of \$3,532.00 to be paid from Fire Department Repair and Maintenance Account #02-217-5091. Voting yes: Gonthier, Siever, Lamar, Shropshire, Nance, Smith, Barham. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Shropshire)

Shropshire reported that the next Budget and Personnel Committee meeting will be Tuesday, February 14th, 2023.

b. Ordinance and Insurance (Shropshire)

Shropshire had nothing to report.

c. Street (Smith)

Smith reported that the next Street Committee meeting will be next Tuesday, January 24th, 2023.

Mayor moved back to Mayor's Report, Item 4.h.

4. MAYOR'S REPORT:

h. Discussion and possible action regarding an Executive Session for the purpose of discussing the possible purchase of property for public drainage purposes. (25 O.S. § 307 (B) (3))

Motion was made by Lamar, second by Gonthier to enter Executive Session at 9:18 p.m. for the purpose of discussing the possible purchase of property for public drainage purposes. (25 O.S. § 307 (B) (3)). Voting yes: Siever, Lamar, Shropshire, Nance, Smith, Barham, Gonthier. Voting no: none.

i. Consider resuming regular session. No action taken during Executive Session.

Motion was made by Gonthier, second by Smith to resume regular session at 9:40 p.m. No action taken during Executive Session. Voting yes: Lamar, Shropshire, Nance, Smith, Barham, Gonthier, Siever. Voting no: none.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 9:41 p.m.

2. APPROVE MINUTES OF JANUARY 3RD, 2023 MEETING.

Motion was made by Smith, second by Gonthier to approve minutes of January 3rd, 2023 meeting. Voting yes: Nance, Smith, Barham, Gonthier, Siever, Lamar, Shropshire. 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, Barham, Gonthier, Siever, Lamar, Shropshire, Nance. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN LARRY LEES

MINUTES WRITTEN BY DEPUTY CLERK DARLA COATS
