

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, MARCH 7<sup>TH</sup>, 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](http://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 Terry Lamar, Choya Shropshire, Dennis Nance, Randy Chitwood, Evett Barham, Chris Gonthier. Members absent: Steve Smith and Lori Siever.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Fire Chief BK Young, Emergency Management Director Johnny Janzen, Street Superintendent Buddy Glenn, Golf Superintendent Dennis Bowman, Library Director Cari Rerat and Recreation Center Director Jessica Tiger.

Others present: Police Sergeant Dustin Van Horn, Courtney Davis, Steve Powell, Gilbert Graybill, Autumn Graybill, Paige Lamar, Chris Peters, Noah Steele, Taylor Melchior, Brandon Merritt, Nena Roberts, Lori Ballew, Doug Barham, Drew Stott, Wanda Cummings, Zac Doyle, Terry Aylward and Kemie Shropshire.

**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 they had their second tornado warning of the season last week. Very unusual. No damage was reported.

**c. Fire**

Young reported that they have read to students at Roosevelt and Jefferson Elementaries. They have been doing quite a bit of maintenance as they moved from Station 2. Young stated that Baumert and he have been going over budget items and their fleet. They have two engines that are pretty old, so they will be discussing that moving forward.

**d. Golf**

Bowman reported that the golf course is doing fantastic. February was a record month. A lot of tournaments are coming up, beginning with the Wagoner Special Olympics. Pryor High School has 17 kids playing now, as well as Locust Grove and Bradford. On a good day, they may have 50 kids out there. Other than that, they are working on regular maintenance. He will be helping with the ball fields, as well.

**e. Library**

Rerat reported that they are really close to having all new carpet. She gave an official thank you to the Fire Department for helping move some really heavy book shelves. She sent out an email regarding Senate Bill 397, which is vague and very concerning to her and the library system. They had their 5<sup>th</sup> anniversary of the Books and Brews group on Friday.

**f. Parks / Cemetery**

No report.

**g. Police**

Nichols reported that CMSWillowbrook has been out working on some items that still need attention.

**h. Recreation Center**

Tiger reported that they are dealing with the pool heater. They took in 153 new members last month. They have also extended the family pool time for Spring Break.

**i. Street**

Glenn reported that they are working on alleys to get them opened up. The hydraulic pump went out on their bucket truck, which has stopped the trimming.

**4. MAYOR’S REPORT:**

**a. Recognize city employees who have completed 25 years of service: Don Hess.**

Mayor recognized Don Hess for completing 25 years of service with the City of Pryor Creek.

**b. Update and discussion regarding surplus and sale of old police station building.**

Mayor stated that there will be an RFP created to send out to market the old police station building.

**c. Report from Castle Theater Ad Hoc Committee.**

Lamar reported that they met Monday and had some discussion. They will meet again next Monday and bring back some recommendations to the Council.

**d. Discussion and possible action regarding approval of the Ad Hoc Audit Committee Requests for Proposal (RFP) final draft.**

Motion was made by Shropshire, second by Chitwood to approve the Ad Hoc Audit Committee Requests for Proposal (RFP) final draft. Motion and second were then amended to give 60 days deadline. Voting yes: Lamar, Shropshire, Nance, Chitwood, Barham. Voting no: Gonthier.

**e. Discussion and possible action regarding approval to solicit Requests for Proposal (RFP), City of Pryor Creek to potential vendors, regarding an audit of the Emergency Center and Library expansion project.**

Motion was made by Chitwood, second by Shropshire to approve soliciting Requests for Proposal (RFP), City of Pryor Creek to potential vendors, regarding an audit of the Emergency Center and Library expansion project. Voting yes: Shropshire, Nance, Chitwood, Barham, Lamar. Voting no: Gonthier.

**5. 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 February 21<sup>st</sup>, 2023 Council meeting.
- b. Approve payroll purchase orders through March 17<sup>th</sup>, 2023.
- c. Approve claims for purchase orders through March 7<sup>th</sup>, 2023.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2220222206 – 911297B	70,248.01
STREET & DRAINAGE	911313B - 2220222155	11,786.35
GOLF COURSE	2220222105 – 2220222114	16,800.16
CAPITAL OUTLAY	2220221121 - 2220222093	2,448.50
REAL PROPERTY ACQUIS.	911298B	1,225.00
RECREATION CENTER	2220222123 - 2220222191	29,175.78
E-911	2220222086	406.30
DONATIONS AND EARMARKED	2220222187 - 2220222091	4,772.86
EDTA	2220222183	5,000.00
<b>TOTAL</b>		<b>141,862.96</b>
<hr/>		
<b>BLANKETS</b>		
911355B	HARRELL’S	10,000.00
<b>TOTAL</b>		<b>10,000.00</b>

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- e. Discussion and possible action regarding hiring Zachariah Gipson to the Pryor Creek Fire Department to fill vacancy created by Randy Gibbs’ retirement on March 31<sup>st</sup>, 2023, effective hire date April 3<sup>rd</sup>, 2023, at Range N, Step 1 (annual wage - \$37,872.00).
- f. Discussion and possible action regarding promotion of Brandon Merritt to Captain to fill Captain Randy Gibbs’ rank, effective April 1<sup>st</sup>, 2023, at Range P, Step 4 (annual wage - \$56,059.00).
- g. Discussion and possible action regarding promotion of Chris Peters to Lieutenant to fill Lt. Brandon Merritt's rank, effective April 1<sup>st</sup>, 2023, at Range O, Step 4, (annual wage - \$52,569.00).
- h. Discussion and possible action regarding authorizing Mayor to sign the 2023 Emergency Operations Plans for Mayes County Emergency Management.
- i. Discussion and possible action regarding an expenditure in the amount of \$38,175.90 to Boyle Services, Inc. as in the best interest of the city to replace the pool heater at the Pryor Creek Recreation Center from Aquatic Repair & Maintenance Account #84-846-5091. Other bids

received: Recreonics.com in the amount of \$32,020.77 for RayPak unit (does not include installation); Recreonics.com in the amount of \$32,771.83 for Lochinvar unit (does not include installation); K & M Shillingford, Inc. - no bid received in time; JayCo Heat & Air-chose not to bid. This action will overspend this budget line item until correction can be recommended by Budget and Personnel Committee at the next Council meeting.

- j. Discussion and possible action regarding the emergency expenditure in the amount of \$3,000.00 to Boyle Services, Inc. as in the best interest of the city for rental of a temporary pool heater, pending the repair efforts to keep the old heater working efficiently until the new heater is installed; to be expensed from Aquatics Repair & Maintenance Account #84-846-5091.
- k. Discussion and possible action regarding closure of South Adair from Graham Avenue to Southeast 1<sup>st</sup> Street and Graham Avenue from Adair Street to Vann Street on Thursday, April 20<sup>th</sup>, 2023, from 3:00 p.m. – 8:30 p.m. for the Pryor Main Street Spring Carnival.
- l. Discussion and possible action regarding closure of Graham Avenue from Adair Street to Rowe Street on Saturday, April 22<sup>nd</sup>, 2023 from 7:00 a.m. – 2:00 p.m. for the Northeast Oklahoma Veterans Freedom Tours Car Show and Pull-A-Fire-Truck event. All proceeds go toward their trip to Washington, D.C. in September.
- m. Discussion and possible action regarding declaring surplus:
  - Pryor Creek Police Department Assistant Chief Badge / Shield (Badge #30)
  - Glock 17 (Serial #YSV803)
  - Glock 26 (Serial #6KA956)
  - Rock River Arms LAR 15 / .223 Upper
  - Winchester Defender Model 1300 12-Gauge Shotgun (Serial #L3500480)
- n. Discussion and possible action regarding James Willyard's purchase of:
  - Pryor Creek Police Department Assistant Chief Badge / Shield (Badge #30)
  - Glock 17 (Serial #YSV803)
  - Glock 26 (Serial #6KA956)
  - Rock River Arms LAR 15 / .223 Upper
  - Winchester Defender Model 1300 12-Gauge Shotgun (Serial #L3500480)at fair market value (as per FOP Lodge #116 Collective Bargaining Agreement Articles 28-29, pp. 21-23).
- o. Discussion and possible action regarding proposed Street project:
  - NE 3<sup>rd</sup> Place, at an estimated cost of \$87,745.00, and expensed from Street Asphalt Overlay Account #14-145-5410
- p. Discussion and possible action regarding proposed Street project:
  - Streets encompassed by Green Country Mobile Home Park (A, B and C Streets and pending inclusion of other streets within the park, if needed) at an estimated cost of \$180,845.00, and expensed from Street Asphalt Overlay Account #14-145-5410. With a new estimate from engineering, the updated estimate for all Green Country Mobile Home Park streets, A – G, is \$259,651.50.
- q. Discussion and possible action regarding proposed Street project:
  - Downtown Corridor alleys, at an estimated cost of \$57,145.00, and expensed from Street Asphalt Overlay Account #14-145-5410. After further review, the updated estimate is \$180,577.94 with significant base repair included.
    1. North/South between Vann and Rowe/Graham and SE 1<sup>st</sup> St.
    2. North/South between Mill and Adair/Graham and SE 1<sup>st</sup> St.
- r. Discussion and possible action regarding proposed Street project:
  - SW 29<sup>th</sup> St. – Highway 69 West to city limits line at an estimated cost of \$140,375.00 to be expensed from Street Asphalt Overlay Account #14-145-5410
- s. Discussion and possible action regarding proposed drainage project:  
Salt Branch Creek Phase 2 (Main Stem and Bonnie Tributary), at an estimated cost of \$262,345.00, and expensed from Street Drainage Projects Account #14-145-5092
- t. Discussion and possible action regarding an expenditure in the amount of \$4,134.50 to HISINC, LLC. for floodplain hydraulic study on Salt Branch Creek, from Street Outside Services - Inspection Account #14-145-5076.

Motion was made by Gonthier, second by Chitwood to approve items a – t, less items e, f, g, i, m, n, p, q and r. Voting yes: Nance, Chitwood, Barham, Gonthier, Lamar, Shropshire. Voting no: none.

Council took a 5-minute break at 7:25 p.m. and resumed session at 7:30 p.m.

**e. Discussion and possible action regarding hiring Zachariah Gipson to the Pryor Creek Fire Department to fill vacancy created by Randy Gibbs' retirement on March 31<sup>st</sup>, 2023, effective hire date April 3<sup>rd</sup>, 2023, at Range N, Step 1 (annual wage - \$37,872.00).**

Motion was made by Gonthier, second by Lamar to approve hiring Zachariah Gipson to the Pryor Creek Fire Department to fill vacancy created by Randy Gibbs' retirement on March 31<sup>st</sup>, 2023, effective hire date April 3<sup>rd</sup>, 2023, at Range N, Step 1 (annual wage - \$37,872.00). Voting yes: Chitwood, Barham, Gonthier, Lamar, Shropshire, Nance. Voting no: none.

**f. Discussion and possible action regarding promotion of Brandon Merritt to Captain to fill Captain Randy Gibbs' rank, effective April 1<sup>st</sup>, 2023, at Range P, Step 4 (annual wage - \$56,059.00).**

Motion was made by Gonthier, second by Chitwood to approve promotion of Brandon Merritt to Captain to fill Captain Randy Gibbs' rank, effective April 1<sup>st</sup>, 2023, at Range P, Step 4 (annual wage - \$56,059.00). Voting yes: Barham, Gonthier, Lamar, Shropshire, Nance, Chitwood. Voting no: none.

**g. Discussion and possible action regarding promotion of Chris Peters to Lieutenant to fill Lt. Brandon Merritt's rank, effective April 1<sup>st</sup>, 2023, at Range O, Step 4, (annual wage - \$52,569.00).**

Motion was made by Gonthier, second by Chitwood to approve promotion of Chris Peters to Lieutenant to fill Lt. Brandon Merritt's rank, effective April 1<sup>st</sup>, 2023, at Range O, Step 4, (annual wage - \$52,569.00). Voting yes: Gonthier, Lamar, Shropshire, Nance, Chitwood, Barham. Voting no: none.

**i. Discussion and possible action regarding an expenditure in the amount of \$38,175.90 to Boyle Services, Inc. as in the best interest of the city to replace the pool heater at the Pryor Creek Recreation Center from Aquatic Repair & Maintenance Account #84-846-5091. Other bids received: Recreonics.com in the amount of \$32,020.77 for RayPak unit (does not include installation); Recreonics.com in the amount of \$32,771.83 for Lochinvar unit (does not include installation); K & M Shillingford, Inc. - no bid received in time; JayCo Heat & Air-chose not to bid. This action will overspend this budget line item until correction can be recommended by Budget and Personnel Committee at the next Council meeting.**

Motion was made by Gonthier, second by Chitwood to approve an expenditure in the amount of \$38,175.90 to Boyle Services, Inc. as in the best interest of the city to replace the pool heater at the Pryor Creek Recreation Center from Aquatic Repair & Maintenance Account #84-846-5091. Other bids received: Recreonics.com in the amount of \$32,020.77 for RayPak unit (does not include installation); Recreonics.com in the amount of \$32,771.83 for Lochinvar unit (does not include installation); K & M Shillingford, Inc. - no bid received in time; JayCo Heat & Air-chose not to bid. This action will overspend this budget line item until correction can be recommended by Budget and Personnel Committee at the next Council meeting. Voting yes: Lamar, Shropshire, Nance, Chitwood, Barham, Gonthier. Voting no: none.

**m. Discussion and possible action regarding declaring surplus:**

- Pryor Creek Police Department Assistant Chief Badge / Shield (Badge #30)
- Glock 17 (Serial #YSV803)
- Glock 26 (Serial #6KA956)
- Rock River Arms LAR 15 / .223 Upper
- Winchester Defender Model 1300 12-Gauge Shotgun (Serial #L3500480)

Motion was made by Gonthier, second by Chitwood to approve declaring surplus:

- Pryor Creek Police Department Assistant Chief Badge / Shield (Badge #30)
- Glock 17 (Serial #YSV803)
- Glock 26 (Serial #YKA956) *Scrivener's error on agenda*
- Rock River Arms LAR 15 / .223 Upper
- Winchester Defender Model 1300 12-Gauge Shotgun (Serial #L3500480)

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

**n. Discussion and possible action regarding James Willyard's purchase of:**

- Pryor Creek Police Department Assistant Chief Badge / Shield (Badge #30)
- Glock 17 (Serial #YSV803)
- Glock 26 (Serial #YKA956) *Scrivener's error on agenda*
- Rock River Arms LAR 15 / .223 Upper
- Winchester Defender Model 1300 12-Gauge Shotgun (Serial #L3500480)

**at fair market value (as per FOP Lodge #116 Collective Bargaining Agreement Articles 28-29, pp. 21-23).**

Motion was made by Barham, second by Chitwood to approve James Willyard's purchase of:

- Pryor Creek Police Department Assistant Chief Badge / Shield (Badge #30)
- Glock 17 (Serial #YSV803)
- Glock 26 (Serial #YKA956) *Scrivener's error on agenda*
- Rock River Arms LAR 15 / .223 Upper

• Winchester Defender Model 1300 12-Gauge Shotgun (Serial #L3500480)  
at fair market value (as per FOP Lodge #116 Collective Bargaining Agreement Articles 28-29, pp. 21-23).  
Voting yes: Nance, Chitwood, Barham, Gonthier, Lamar, Shropshire. Voting no: none.

**p. Discussion and possible action regarding proposed Street project:**

- **Streets encompassed by Green Country Mobile Home Park (A, B and C Streets and pending inclusion of other streets within the park, if needed) at an estimated cost of \$180,845.00, and expensed from Street Asphalt Overlay Account #14-145-5410. With a new estimate from engineering, the updated estimate for all Green Country Mobile Home Park streets, A – G, is \$259,651.50.**

Motion was made by Gonthier, second by Shropshire to approve proposed Street project:

- Streets encompassed by Green Country Mobile Home Park (A, B and C Streets and pending inclusion of other streets within the park, if needed) at an estimated cost of \$180,845.00, and expensed from Street Asphalt Overlay Account #14-145-5410. With a new estimate from engineering, the updated estimate for all Green Country Mobile Home Park streets, A – G, is \$259,651.50.

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

**q. Discussion and possible action regarding proposed Street project:**

- **Downtown Corridor alleys, at an estimated cost of \$57,145.00, and expensed from Street Asphalt Overlay Account #14-145-5410. After further review, the updated estimate is \$180,577.94 with significant base repair included.**
  1. **North/South between Vann and Rowe/Graham and SE 1<sup>st</sup> St.**
  2. **North/South between Mill and Adair/Graham and SE 1<sup>st</sup> St.**

Motion was made by Chitwood, second by Gonthier to approve proposed Street project:

- Downtown Corridor alleys, at an estimated cost of \$57,145.00, and expensed from Street Asphalt Overlay Account #14-145-5410. After further review, the updated estimate is \$180,577.94 with significant base repair included.
  1. North/South between Vann and Rowe/Graham and SE 1<sup>st</sup> St.
  2. North/South between Mill and Adair/Graham and SE 1<sup>st</sup> St.

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

**r. Discussion and possible action regarding proposed Street project:**

- **SW 29<sup>th</sup> St. – Highway 69 West to city limits line at an estimated cost of \$140,375.00 to be expensed from Street Asphalt Overlay Account #14-145-5410**

Motion was made by Gonthier, second by Chitwood to approve proposed Street project:

- SW 29<sup>th</sup> St. – Highway 69 West to city limits line at an estimated cost of \$140,375.00 to be expensed from Street Asphalt Overlay Account #14-145-5410

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

**7. COMMITTEE REPORTS:**

**a. Budget and Personnel (Shropshire)**

Shropshire reported that the Budget and Personnel Committee will meet on Thursday, March 9<sup>th</sup>, 2023.

**b. Ordinance and Insurance (Shropshire)**

Shropshire reported that the Ordinance and Insurance Committee will meet on Wednesday, March 8<sup>th</sup>, 2023.

**c. Street (Smith)**

Street Committee will meet on its regular date.

**8. UNFORESEEABLE BUSINESS. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)**

There was no unforeseeable business.

**9. ADJOURN.**

Motion was made by Gonthier, second by Chitwood to adjourn. Voting yes: Lamar, Shropshire, Nance, Chitwood, Barham, Gonthier. 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 FEBRUARY 21<sup>ST</sup>, 2023 MEETING.**

Motion was made by Chitwood, second by Gonthier to approve minutes of February 21<sup>st</sup>, 2023 meeting. Voting yes: Shropshire, Nance, Chitwood, Barham, Gonthier, Lamar. 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 Shropshire, second by Chitwood to adjourn. Voting yes: Nance, Chitwood, Barham, Gonthier, Lamar, Shropshire. Voting no: none.

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

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MINUTES WRITTEN BY CITY CLERK / P.P.W.A. SECRETARY EVA SMITH

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