

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, APRIL 4<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 Dennis Nance. 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: none.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Park Superintendent Frank Powell, Street Superintendent Buddy Glenn, Library Director Cari Rerat and Recreation Center Director Mike Moore.

Others present: Police Captain Kevin Tramel, Police Sergeant Dustin Van Horn, Courtney Davis, Jared Crisp, Mike Dunham, Grand Gateway representative Janelle Ivey Steve Powell, Jeremy Cantrell, Travis Mileur, Nena Roberts, Marshel Morrison, Bruce Smith, Jeanette Anderson, Drew Stott, Garry Garrett, Terry Aylward, Kimmie Shropshire and Paige Lamar.

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

Drew Stott spoke and asked the City to work on doing something about the PYO building.

**3. DEPARTMENT HEAD REPORTS IF NEEDED:**

**a. Building Inspector**

No report.

**b. Emergency Management**

Mike Dunham spoke regarding severe weather. He encourages everyone to sign up for the weather alerts at CodeRED, in order to remain weather aware.

**c. Fire**

No report.

**d. Golf**

No report.

**e. Library**

Rerat reported that they are enjoying the American flag that was donated to them by the American Legion.

**f. Parks / Cemetery**

Powell reported that they are staying busy with Spring maintenance and setting up for the concrete at the tennis courts. They are getting ready for Memorial Day and need to start opening new sections at the cemetery. He reported that they reworked their trash can guards. He stated that the Splash Pad will likely open the weekend before school lets out for summer break. He mentioned that ducks are back at the park.

**g. Police**

Nichols reported that the statistics were in the agenda packets, and he reported on a police pursuit that took place.

**h. Recreation Center**

Moore reported that the pool heater is working. Memberships are up. As far as pool activities, there is a lap contest going on and there will be an Easter Egg Hunt on Saturday.

**i. Street**

Glenn thanked the Police Department for finding the ones that were shooting City signs with paint balls. He reported that they have been working on SE 12<sup>th</sup> Street and dipping ditches. He reported that someone on 8<sup>th</sup> Place is wanting to put a fence in the back of their house, and he is working on some projects with MUB.

**j. Clerk's Office**

Courtney Davis reported on the RFP's that she distributed for the Police & Fire Emergency Services Center and Library Expansion audit.

**4. MAYOR'S REPORT:**

**a. Discussion and possible action regarding the appointment of Bruce Smith to City Council Ward 4 Seat expiring April 30<sup>th</sup>, 2023.**

Motion was made by Gonthier, second by Shropshire to approve the appointment of Bruce Smith to City Council Ward 4 Seat expiring April 30<sup>th</sup>, 2023. Voting yes: Lamar, Shropshire, Nance, Chitwood, Barham, Gonthier. Voting no: none.

**b. Swearing in and administration of Oaths of Office to Bruce Smith.**

No action. Kim Ritchie administered the Oaths of Office to Bruce Smith.

**c. Discussion and possible action regarding removing from the table Item 4.a. from the March 21<sup>st</sup>, 2023 agenda.**

Motion was made by Gonthier, second by Nance to leave on the table Item 4.a. from the March 21<sup>st</sup>, 2023 agenda. Voting yes: Shropshire, Nance, Chitwood, Barham, Gonthier, Smith, Lamar. Voting no: none.

Mayor moved to Item e.

**e. Discussion and possible action regarding removing from the table Item 4.f. from the March 21<sup>st</sup>, 2023 agenda.**

Motion was made by Chitwood, second by Shropshire to approve removing from the table Item 4.f. from the March 21<sup>st</sup>, 2023 agenda. Voting yes: Nance, Chitwood, Barham, Gonthier, Smith, Lamar, Shropshire. Voting no: none.

**f. Discussion and possible action regarding approval to pay the CMS Willowbrook Application and Certificate for Payment No. 25 in the amount of \$24,253.16 from Fund 87 regarding the Emergency Center and Library Expansion Project.**

Motion was made by Chitwood, second by Shropshire to approve to pay the CMS Willowbrook Application and Certificate for Payment No. 25 in the amount of \$24,253.16 from Fund 87 regarding the Emergency Center and Library Expansion Project. Voting yes: Chitwood, Barham, Smith, Shropshire, Nance. Voting no: Gonthier and Lamar.

**g. Discussion and possible action regarding accepting a bid, as in the best interest of the city, from Carlton Utilities LLC in the amount of \$26,500.00, to be paid from Capital Outlay Account #44-445-5448, for metal siding replacement and repairs at the City of Pryor Creek Animal Shelter. Other bids requested and none received.**

Motion was made by Gonthier, second by Chitwood to approve accepting a bid, as in the best interest of the city, from Carlton Utilities LLC in the amount of \$26,500.00, to be paid from Capital Outlay Account #44-445-5448, for metal siding replacement and repairs at the City of Pryor Creek Animal Shelter. Other bids requested and none received. Gonthier and Chitwood then amended their motion and second to table accepting bid until the next Council meeting. Voting yes: Barham, Gonthier, Smith, Lamar, Shropshire, Nance, Chitwood. Voting no: none.

**h. Presentation of the Guide for Growth 2023 Initiative for Pryor Creek.**

No action. Mayor presented the Guide for Growth 2023 Initiative for Pryor Creek.

**i. Discussion and possible action for approval of 2023 Community Development Block Grant/Water/Wastewater (CDBG/W/WW) project documents packet. Project document packet comprised of:**

- i. Adoption of a 2023 CDBG Application Resolution on behalf of the City of Pryor Creek.**
- ii. Authorization of the Mayor or his designee to submit such 2023 CDBG Application on behalf of the City of Pryor Creek to the Oklahoma Department of Commerce.**
- iii. Adoption of a 2023 CDBG Citizen Participation Plan on behalf of the City of Pryor Creek's CDBG application.**
- iv. Adoption of a 2023 CDBG Anti-Displacement and Relocation Plan on behalf of City of Pryor Creek's CDBG application.**
- v. Adoption of a 2023 CDBG's Fair Housing Resolution on behalf of the City of Pryor Creek's CDBG application.**
- vi. Authorization of the Mayor to sign the 2023 CDBG HUD-2880 Disclosure/Update Report on behalf of the City of Pryor Creek's CDBG application.**

- vii. Adoption of the Commitment Resolution of matching funds and authorization of the Mayor to sign 2023 CDBG Verification of Leverage Resolution on behalf of City of Pryor Creek's CDBG application.
- viii. Adoption of the Commitment Resolution of Matching funds and authorization of the Mayor to sign 2023 CDBG Verification of Leverage, Verification of In-kind and Verification of Equipment & Supplies forms on behalf of City of Pryor Creek's CDBG application.
- ix. Authorization of the Mayor to sign 2023 CDBG W-9 Taxpayer Certification form on behalf of the City of Pryor Creek's CDBG application.
- x. Approval of a Grand Gateway Economic Development Association Administration Contract on behalf of the City of Pryor Creek's CDBG application.
- xi. Approval of all other grant related documents on behalf of the City of Pryor Creek's CDBG application.

Motion was made by Chitwood, second by Gonthier to approve items i.i - xi. Voting yes: Gonthier, Smith, Lamar, Shropshire, Nance, Chitwood, Barham. Voting no: none.

**j. Discussion and possible action regarding quotes received from local real estate agents for nationwide listing of old Police Station at 214 S Mill Street.**

Motion was made by Chitwood, second by Gonthier to approve quotes received from local real estate agents for nationwide listing of old Police Station at 214 S Mill Street. Chitwood and Gonthier then amended their motion and second to approve Solid Rock Realtors for nationwide listing of old Police Station at 214 S Mill Street. Voting yes: Smith, Lamar, Shropshire, Nance, Chitwood, Barham, Gonthier. Voting no: none.

**5. CITY ATTORNEY'S REPORT:**

No report.

**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 March 21<sup>st</sup>, 2023 Council meeting.
- b. Approve payroll purchase orders through April 14<sup>th</sup>, 2023.
- c. Approve claims for purchase orders through April 4<sup>th</sup>, 2023.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2220222443 – 911297B	75,321.21
STREET & DRAINAGE	911313B – 911351B	6,638.74
GOLF COURSE	2220222437 – 2220222445	9,463.10
REAL PROPERTY ACQUIS.	911298B - 2220222400	1,375.00
RECREATION CENTER	2220222380 - 2220222406	65,457.52
P.P.W.A. SINKING FUND	2220222337	24,253.16
E-911 CASH FUND	2220222368	669.46
DONATIONS AND EARMARKED	2220222434 - 2220222389	148.15
ECON DEV TRUST AUTH	2220222435	5,000.00
<b>TOTAL</b>		<b>188,326.34</b>
<b><u>BLANKETS</u></b>		
911356B	WEX BANK	30,000.00
<b>TOTAL</b>		<b>30,000.00</b>

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- e. Discussion and possible action regarding providing police escort on May 6<sup>th</sup>, 2023 from 7:55 a.m. to 9:00 a.m. from the William Bradford Christian School entrance on NE 1<sup>st</sup> Street West to Gaither Road and North to 5<sup>th</sup> Street for the William Bradford Christian School 5k Fun Run.
- f. Discussion and possible action regarding removing from the table Item 6.bb. from the March 21<sup>st</sup>, 2023 agenda.
- g. Discussion and possible action regarding declaring surplus 19 expired sets of body armor at the Pryor Creek Police Department and disposing of same as scrap.
- h. Discussion and possible action regarding removing from the table Item 6.dd. from the March 21<sup>st</sup>, 2023 agenda.
- i. Discussion and possible action regarding declaring surplus of approximately 123 bicycles and 3 push scooters awarded to the City of Pryor Creek by Mayes County District Court and donating same to BACA (Bikers Against Child Abuse) and One Bike 918.
- j. Discussion and possible action regarding accepting a bid from M & M Properties, LLC in the amount of \$12,804.00 for repair of Whitaker Park Pool building from Park Pool Repair & Maintenance Account #02-219-5099. \$12,275.54 is to be paid from the OMAG insurance settlement with Progressive Casualty Insurance Company, with a difference of \$528.46. One other bid was received: GW Construction & Fencing Co. in the amount of \$15,553.00. One other bid was requested from Cagle Construction and Supply but was not received.

- k. Discussion and possible action regarding the purchase of a JNPR-MX 204 Juniper Universal Services Edge Router for the City WiFi in the amount of \$10,956.00 from our tech service provider FIT and waiving the bid requirements as in the best interest of the city. To be expensed from Real Property Acquisition - Google WiFi Account #46-465-5422.
- l. Discussion and possible action regarding an expenditure in the amount of \$10,168.09 from Mike's Tire & Car Care, LLC for new engine replacement for the 2004 Chevrolet Silverado 3500 for the Pryor Creek Street Department from bids received, from Street Repair & Maintenance Account #14-145-5342. Other bids received: Pryor Chevrolet Buick GMC - \$10,723.00; Suburban Chevrolet - \$11,928.15.
- m. Discussion and possible action regarding an expenditure in the amount of \$3,337.21 to Warren Cat at State Contract price for repairs to the Street Department 2013 backhoe from Street Repair and Maintenance Account #14-145-5342.
- n. Discussion and possible action regarding engineering evaluation and study for repair and maintenance of all downtown alleys within the boundaries of Mill Street to Hogan Street and NE 1<sup>st</sup> Street to SE 1<sup>st</sup> Street as shown on the diagram, as well as the alley between Mill and Adair Streets South of SE 3<sup>rd</sup> at the donut shop, then North to SE 1<sup>st</sup> Street. The engineer's estimate for this work is \$180,578.00.
- o. Discussion and possible action regarding the transfer of Jessica Reger Assistant Recreation Center Director (Range E, Step 2) to Fitness Coordinator (Range D, Step 2) upon the resignation of Kelsie Brooke who will be resigning effective May 12<sup>th</sup>, 2023. This action is pending approval at Recreation Board Meeting Monday, April 3<sup>rd</sup>, 2023.
- p. Discussion and possible action regarding filling the vacant budgeted Recreation Center Receptionist/Front Desk Position at Range A, Step 1 (annual wage-\$31,200.00).
- q. Discussion and possible action regarding an expenditure in the amount of \$4,950.00 to JayCo Heat & Air for a new heat exchanger in the Recreation Center lobby HVAC unit from Recreation Repair and Maintenance Account #84-845-5091. Other bids received: Melton's A/C Appliance - \$5,276.05; Masters Heating/Cooling - \$7,940.00. This action is pending approval at Recreation Board Meeting Monday, April 3<sup>rd</sup>, 2023.
- r. Discussion and possible action regarding accepting bid from Oklahoma Mowing Company in the amount of \$1,015.00 as a monthly charge for weekly/biweekly lawn maintenance and landscape maintenance for Pryor Creek Recreation Center from Recreation Groundskeeping Account #84-845-5047 from bids received. Other bids received: Creative Vision Lawn Care, in the amount of \$1,600.00; a third bid was requested but not received. This action is pending approval at Recreation Board Meeting Monday, April 3<sup>rd</sup>, 2023.

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

**a. Approve minutes of the March 21<sup>st</sup>, 2023 Council meeting.**

Motion was made by Gonthier, second by Nance to approve minutes of the March 21<sup>st</sup>, 2023 Council meeting. Voting yes: Shropshire, Nance, Chitwood, Barham, Gonthier, Lamar. Abstaining, counting as a no vote: Smith. Voting no: none.

**g. Discussion and possible action regarding declaring surplus 19 expired sets of body armor at the Pryor Creek Police Department and disposing of same as scrap.**

Motion was made by Gonthier, second by Chitwood to approve declaring surplus 19 expired sets of body armor at the Pryor Creek Police Department and disposing of same as scrap. Voting yes: Nance, Chitwood, Barham, Gonthier, Smith, Lamar, Shropshire. Voting no: none.

**i. Discussion and possible action regarding declaring surplus of approximately 123 bicycles and 3 push scooters awarded to the City of Pryor Creek by Mayes County District Court and donating same to BACA (Bikers Against Child Abuse) and One Bike 918.**

Motion was made by Gonthier, second by Chitwood to approve declaring surplus of approximately 123 bicycles and 3 push scooters awarded to the City of Pryor Creek by Mayes County District Court and donating same to BACA (Bikers Against Child Abuse) and One Bike 918. Voting yes: Chitwood, Barham, Gonthier, Smith, Lamar, Shropshire, Nance. Voting no: none.

**j. Discussion and possible action regarding accepting a bid from M & M Properties, LLC in the amount of \$12,804.00 for repair of Whitaker Park Pool building from Park Pool Repair & Maintenance Account #02-219-5099. \$12,275.54 is to be paid from the OMAG insurance settlement with Progressive Casualty Insurance Company, with a difference of \$528.46. One other bid was received: GW Construction & Fencing Co. in the amount of \$15,553.00. One other bid was requested from Cagle Construction and Supply but was not received.**

Motion was made by Chitwood, second by Shropshire to approve accepting a bid from M & M Properties, LLC in the amount of \$12,804.00 for repair of Whitaker Park Pool building from Park Pool Repair &

Maintenance Account #02-219-5099. \$12,275.54 is to be paid from the OMAG insurance settlement with Progressive Casualty Insurance Company, with a difference of \$528.46. One other bid was received: GW Construction & Fencing Co. in the amount of \$15,553.00. One other bid was requested from Cagle Construction and Supply but was not received. Chitwood and Shropshire then amended their motion and second to approve pending the outcome of the structural engineer's report. Voting yes: Barham, Gonthier, Smith, Lamar, Shropshire, Nance, Chitwood. Voting no: none.

**k. Discussion and possible action regarding the purchase of a JNPR-MX 204 Juniper Universal Services Edge Router for the City WiFi in the amount of \$10,956.00 from our tech service provider FIT and waiving the bid requirements as in the best interest of the city. To be expensed from Real Property Acquisition - Google WiFi Account #46-465-5422.**

Motion was made by Chitwood, second by Gonthier to approve the purchase of a JNPR-MX 204 Juniper Universal Services Edge Router for the City WiFi in the amount of \$10,956.00 from our tech service provider FIT and waiving the bid requirements as in the best interest of the city. To be expensed from Real Property Acquisition - Google WiFi Account #46-465-5422. Voting yes: Gonthier, Smith, Lamar, Shropshire, Nance, Chitwood, Barham. Voting no: none.

**o. Discussion and possible action regarding the transfer of Jessica Reger Assistant Recreation Center Director (Range E, Step 2) to Fitness Coordinator (Range D, Step 2) upon the resignation of Kelsie Brooke who will be resigning effective May 12<sup>th</sup>, 2023. This action is pending approval at Recreation Board Meeting Monday, April 3<sup>rd</sup>, 2023.**

Motion was made by Chitwood, second by Gonthier to approve the transfer of Jessica Reger Assistant Recreation Center Director (Range E, Step 2) to Fitness Coordinator (Range D, Step 2) upon the resignation of Kelsie Brooke who will be resigning effective May 12<sup>th</sup>, 2023. This action is pending approval at Recreation Board Meeting Monday, April 3<sup>rd</sup>, 2023. Chitwood and Gonthier then amended their motion and second to state that Recreation Board approved this action on April 3<sup>rd</sup>, 2023. Voting yes: Smith, Lamar, Shropshire, Nance, Chitwood, Barham, Gonthier. Voting no: none.

**q. Discussion and possible action regarding an expenditure in the amount of \$4,950.00 to JayCo Heat & Air for a new heat exchanger in the Recreation Center lobby HVAC unit from Recreation Repair and Maintenance Account #84-845-5091. Other bids received: Melton's A/C Appliance - \$5,276.05; Masters Heating/Cooling - \$7,940.00. This action is pending approval at Recreation Board Meeting Monday, April 3<sup>rd</sup>, 2023.**

Motion was made by Gonthier, second by Chitwood to approve an expenditure in the amount of \$4,950.00 to JayCo Heat & Air for a new heat exchanger in the Recreation Center lobby HVAC unit from Recreation Repair and Maintenance Account #84-845-5091. Other bids received: Melton's A/C Appliance - \$5,276.05; Masters Heating/Cooling - \$7,940.00. This action was approved at Recreation Board Meeting Monday, April 3<sup>rd</sup>, 2023. Voting yes: Lamar, Shropshire, Nance, Chitwood, Barham, Gonthier, Smith. Voting no: none.

**r. Discussion and possible action regarding accepting bid from Oklahoma Mowing Company in the amount of \$1,015.00 as a monthly charge for weekly/biweekly lawn maintenance and landscape maintenance for Pryor Creek Recreation Center from Recreation Groundskeeping Account #84-845-5047 from bids received. Other bids received: Creative Vision Lawn Care, in the amount of \$1,600.00; a third bid was requested but not received. This action is pending approval at Recreation Board Meeting Monday, April 3<sup>rd</sup>, 2023.**

Motion was made by Chitwood, second by Shropshire to approve, with Scrivener's error corrections, accepting bid from Oklahoma Mowing Company in the amount of \$1,845.00 as a unit charge for weekly/biweekly lawn maintenance and landscape maintenance for Pryor Creek Recreation Center from Recreation Groundskeeping Account #84-845-5047 from bids received. Other bids received: Creative Vision Lawn Care, in the amount of \$2,200.00; a third bid was requested but not received. This corrected action was approved at Recreation Board Meeting Monday, April 3<sup>rd</sup>, 2023. Voting yes: Shropshire, Nance, Chitwood, Barham, Gonthier, Smith, Lamar. Voting no: none.

## **7. COMMITTEE REPORTS:**

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

Shropshire reported that the Budget and Personnel Committee will meet on April 11<sup>th</sup>, 2023.

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

Shropshire had nothing to report.

### **c. Street**

There was no report at this time.

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

There was no unforeseeable business.

**9. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 7:50 p.m.

**2. APPROVE MINUTES OF MARCH 21<sup>ST</sup>, 2023 MEETING.**

Motion was made by Gonthier, second by Chitwood to approve minutes of March 21<sup>st</sup>, 2023 meeting. Voting yes: Chitwood, Barham, Gonthier, Lamar, Shropshire, Nance. Abstaining, counting as a no vote: Smith. 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 Gonthier, second by Chitwood to adjourn. Voting yes: Barham, Gonthier, Smith, Lamar, Shropshire, Nance, Chitwood. 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