

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, MAY 2ND, 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 emailed to The Paper newspaper and emailed to the Council members.

1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE, ROLL CALL.

Mayor Doyle 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 Courtney Davis. Council members present included Terry Lamar, Choya Shropshire, Dennis Nance, Travis Mileur, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: Randy Chitwood.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Jeremy Cantrell, Fire Chief BK Young, Park Superintendent Frank Powell, Street Superintendent Buddy Glenn, Golf Superintendent Dennis Bowman, Emergency Management Director Johnny Janzen, Library Director Cari Rerat and Recreation Center Director Mike Moore.

Others present: Police Sergeant Dustin Van Horn, Becki Sams-Benham, Justin and Kim Couch, Paula Cantrell, Steve Powell, Autumn Graybill, Nena Roberts, Marshel Morrison, Jared Crisp, Garry Harris, Terry Aylward, Kemie Shropshire, Paige Lamar, Lori Ballew, Jeanette Anderson and Adam Anderson.

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 there have been several calls about the Rogers County Saferoom project. He stated that Mayes County has to determine 5-year projects (they are not doing storm shelters at this time). There are personal loans available for \$4,000.00 at 2% interest for interested parties.

c. Fire

Young reported that there is a water leak at Station 2 somewhere under the concrete. They had children touring the Fire Department today. There will be a meeting regarding Mid America Industrial Park. Shropshire thanked Moore and Lenon for touring with the children.

d. Golf

Bowman congratulated all the newly elected officials. He reported that Pryor High School girls qualified for State and Pryor High School boys play next week. He provided a sheet with unofficial amounts raised at four events, totaling \$40,000.00. He stated that the goal for the year is \$100,000.00. There will be a Main Street Cinco de Mayo tournament on May 5th.

e. Library

Rerat reported that they had a fantastic author visit by Ginny Myers Sain, who raved on socials about Pryor. STEM program on Thursday will be building solar cars. Those interested need to register for this event. They are holding an adult pet portrait class, and people can go to the Facebook page for more information. She stated that OSU has been contacted for rural libraries to give hotspots to citizens, which is currently in the works.

f. Parks / Cemetery

Powell reported that the Splash Pad will be opening on May 12th, barring any issues. The hours will be 10 a.m. – 8 p.m. seven days a week until school starts back in August.

g. Police

Cantrell reported that he is changing up the format of the statistics sheet. Armontrout did a victim impact panel and mock wreck at the high school. Jenkins gave an OKC Bombing tribute at the Junior High. There was an undercover mock jailbreak organized with the County, and operations were successful in stopping it.

There is a lot of cleaning still to be done at the old Police Department. Moe has been at the new Police Department working on the punch list. He stated that currently the roof has no leaks, and the roof has a 50-year warranty. The jail doors are about three weeks out from delivery. The animal shelter is working on a better area for cats.

h. Recreation Center

Moore reported that the HVAC issue has been the main focus. He has three open positions right now. April revenue was up \$3,500.00, and March was up \$8,000.00 over last year. They took in 105 new members and have an 81% retention. There are a lot of activities in aquatics. There will be CPR training next week for staff. The Cherokee Nation membership is in the works. Rec Center Radio and a coffee bar are in the works, as well.

i. Street

Glenn reported that they cannot do any striping until school is out and weather is good. They have been dipping ditches. They looked at some issues on SE 2nd today, and they dipped and installed pipe. They put sand bags in front of the lady's garage and explained other options for her. They have cut the shoulders at Highway 20 and Gaither Road. There have been complaints of people parking in the yards on South Hogan to pick up children. The Street Department is putting up signs for no parking between the signs. The sidewalk on Larkspur is done. They are mowing and weeding and will begin trimming and mowing alleys tomorrow. They are running the sweeper and filling potholes as they are able.

4. MAYOR'S REPORT:

a. Mayes County Trails Alliance update regarding the Safe Streets and Roads For All (SS4A) Grant.

No report. Doyle stated that the Trails Alliance has great things lined up for the summer. More information will be coming.

b. Discussion and possible action regarding Land Use Agreement with Pryor Youth Football Association.

Motion was made by Gonthier, second by Shropshire to approve Land Use Agreement with Pryor Youth Football Association. Jared Crisp spoke, stating that water and electricity on the property are not a problem; however, sewer is not an option. This line was stricken from the current agreement. Voting yes: Lamar, Shropshire, Nance, Mileur, Tramel, Gonthier, Smith. Voting no: none.

c. Recognize and present proclamation for Kids to Parks Day on May 20th, 2023.

No action. Mayor Doyle read the proclamation for Kids to Parks Day on May 20th, 2023.

d. Discussion and possible action regarding Payment Application #3 to Envision Civil Contractors, LLC for 2022 Whitaker Park Tennis Facility Parking Improvement Project PRY 21-07 in the amount of \$15,990.64 from Parks Capital Outlay Account #44-445-5415.

Motion was made by Shropshire, second by Gonthier to approve Payment Application #3 to Envision Civil Contractors, LLC for 2022 Whitaker Park Tennis Facility Parking Improvement Project PRY 21-07 in the amount of \$15,990.64 from Parks Capital Outlay Account #44-445-5415. It was noted that there is not enough money in the account to pay this pay application. Shropshire and Gonthier then amended their motion and second to table until the next Council meeting to determine from what fund to pay this application. Voting yes: Shropshire, Nance, Mileur, Tramel, Gonthier, Smith, Lamar. Voting no: none.

e. Discussion and possible action granting a work order to our city engineer for acquisition of an easement and developing drainage improvement plans for the tributary, Salt Branch Main Stem to North Elliott Street that crosses Dr. Nunley's property.

Motion was made by Lamar, second by Smith to approve granting a work order to our city engineer for acquisition of an easement and developing drainage improvement plans for the tributary, Salt Branch Main Stem to North Elliott Street that crosses Dr. Nunley's property. Voting yes: Nance, Mileur, Tramel, Gonthier, Smith, Lamar, Shropshire. Voting no: none.

f. Discussion and possible action regarding a decrease in the residential natural gas rates inside the Corporate City Limits of Pryor Creek from \$11.246 per MCF to \$10.724 per MCF effective May 2023 MUB billing.

Motion was made by Gonthier, second by Lamar to approve a decrease in the residential natural gas rates inside the Corporate City Limits of Pryor Creek from \$11.246 per MCF to \$10.724 per MCF effective May 2023 MUB billing. Voting yes: Mileur, Tramel, Gonthier, Smith, Lamar, Shropshire, Nance. Voting no: none.

g. Discussion and possible action regarding accepting the resignation from Travis Mileur for seat #7 of the Pryor Creek Planning and Zoning Commission retroactive to April 18th, 2023.

Motion was made by Nance, second by Smith to approve accepting the resignation from Travis Mileur for seat #7 of the Pryor Creek Planning and Zoning Commission retroactive to April 18th, 2023. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Nance. Abstaining, counting as a no vote: Mileur. Voting no: none.

5. CITY ATTORNEY’S REPORT:

a. Second and final reading, discussion and possible action regarding an Ordinance amending Title 10, Chapter 6, Table of Use Regulations regarding Outdoor Secular or Non-Secular Assembly and Entertainment uses of property classified under Commercial uses.

Motion was made by Shropshire, second by Nance to approve and waive the second reading of Ordinance #2023 - 3 amending Title 10, Chapter 6, Table of Use Regulations regarding outdoor Secular or Non-Secular Assembly and Entertainment uses of property classified under commercial uses. Voting yes: Gonthier, Smith, Lamar, Shropshire, Nance, Mileur, Tramel. Voting no: none.

b. Discussion and possible action regarding accepting the Seller's counteroffer for purchase of the Burk property at 6 N Bailey, Pryor, OK 74361 for the sum of \$17,000.00.

Motion was made by Gonthier, second by Lamar to approve accepting the Seller's counteroffer for purchase of the Burk property at 6 N Bailey, Pryor, OK 74361 for the sum of \$17,000.00. Voting yes: Smith, Lamar, Shropshire, Nance, Mileur, Tramel, 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 April 18th, 2023 Council meeting.
- b. Approve payroll purchase orders through May 12th, 2023.
- c. Approve claims for purchase orders through May 2nd, 2023.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2220222782 – 911297B	65,689.99
STREET & DRAINAGE	911314B - 2220222730	10,694.78
GOLF COURSE	2220222767 - 2220222777	15,581.24
REAL PROPERTY ACQUIS.	911298B	1,225.00
RECREATION CENTER	2220222671 - 2220222732	30,883.17
E-911 CASH FUND	2220222710	667.54
DONATIONS AND EARMARKED	2220222748	833.95
EDTA	2220222765	5,000.00
TOTAL		130,575.67

NO BLANKETS

- d. Acknowledge receipt of deficient purchase orders.
There were no deficient purchase orders.
- e. Discussion and possible action regarding accepting a bid, as in the best interests 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.
- f. Discussion and possible action authorizing City Engineer to prepare final bid packets for Pryor 2023 Street Rehabilitation Project in the current fiscal year, Items 1-13 and 15-17, as identified on the attachment.
- g. Discussion and possible action regarding an expenditure in the amount of \$34,237.45 for the purchase of 5-year maintenance and a backup phone for the new Motorola CallWorks 911 system that was received through the Oklahoma 911 Management Authority Grant, from Covid Reimbursement Account #05-501-5401. This was originally approved March 16th, 2021 then the Covid Reimbursement Account was moved from 02-201-5401 on June 30th, 2021 to the newly created 05 Fund.
- h. Discussion and possible action regarding an expenditure for the purchase of pickleball supplies from “Tennis Court Supply,” as in the best interest of the City in the amount of \$1,882.03 from Parks Capital Outlay Account #44-445-5415.
- i. Discussion and possible action regarding declaring surplus the following items from the Pryor Creek Police Department and listing on the Purple Wave Auction site for sale:
 - 2009 Dodge Charger – VIN: 2BKA43T39H586562
 - 2010 Ford Crown Victoria – VIN: 2FABP7BV1AX123496
 - 2014 Ford Explorer – VIN: 1FM5K8AR3EGB27332
 - Ingersol Rand Air Compressor – Serial #: 0304040244 / Inventory #03277
 - Cargo Craft Trailer – Serial #: 4D6EB28227C014002

- j. Acknowledge receipt of donations in the amount of \$10,604.00 into Donations Account #96-000-4546, (from Hawkins Family Limited in the amount of \$3,552.00, Fred Taylor Enterprises, Inc. International Division in the amount of \$3,552.00, and JJ FF, Inc. in the amount of \$3,500.00).
- k. Discussion and possible action regarding purchase of three (3) Commando Power Bikes from Recon Power Bikes in the amount of \$10,656.00. Other quotes received: Voltaire Cycles Verona for a Bikonit Warthog MD 750, \$20,812.17, Samson Electric Bicycles, \$13,499.97. \$10,604.00 to be paid out of Police Electric Bikes Donation Account #96-965-5546 and \$52.00 Police Supplies Account #02-215-5032.
- l. Discussion and possible action regarding an expenditure in the amount of \$8,520.00 to Intertribal Software Consultants, Inc. for annual Laserfiche subscription from General Software Account #02-201-5260.

Motion was made by Gonthier, second by Nance to approve items a - l, less items a, e, g, h, j and k. Voting yes: Lamar, Shropshire, Nance, Mileur, Tramel, Gonthier, Smith. Voting no: none.

a. Approve minutes of the April 18th, 2023 Council meeting.

Motion was made by Gonthier, second by Shropshire to approve minutes of the April 18th, 2023 Council meeting. Voting yes: Shropshire, Mileur, Gonthier, Smith, Lamar. Abstaining, counting as a no vote: Nance and Tramel. Voting no: none.

e. Discussion and possible action regarding accepting a bid, as in the best interests 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 Shropshire to approve accepting a bid, as in the best interests 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.

Cantrell spoke, stating he feels this will just be a band-aid, so he would like to look into this further.

Gonthier and Shropshire then amended their motion and second to take no action. Voting yes: Nance, Mileur, Tramel, Gonthier, Smith, Lamar, Shropshire. Voting no: none.

g. Discussion and possible action regarding an expenditure in the amount of \$34,237.45 for the purchase of 5-year maintenance and a backup phone for the new Motorola CallWorks 911 system that was received through the Oklahoma 911 Management Authority Grant, from Covid Reimbursement Account #05-501-5401. This was originally approved March 16th, 2021 then the Covid Reimbursement Account was moved from 02-201-5401 on June 30th, 2021 to the newly created 05 Fund.

Motion was made by Shropshire, second by Gonthier to approve an expenditure in the amount of \$34,237.45 for the purchase of 5-year maintenance and a backup phone for the new Motorola CallWorks 911 system that was received through the Oklahoma 911 Management Authority Grant, from Covid Reimbursement Account #05-501-5401. This was originally approved March 16th, 2021 then the Covid Reimbursement Account was moved from 02-201-5401 on June 30th, 2021 to the newly created 05 Fund.

After discussion, Shropshire and Gonthier amended their motion and second to table this item until the next Council meeting. Voting yes: Mileur, Tramel, Gonthier, Smith, Lamar, Shropshire, Nance. Voting no: none.

h. Discussion and possible action regarding an expenditure for the purchase of pickleball supplies from "Tennis Court Supply," as in the best interest of the City in the amount of \$1,882.03 from Parks Capital Outlay Account #44-445-5415.

Motion was made by Smith, second by Nance to approve an expenditure for the purchase of pickleball supplies from "Tennis Court Supply," as in the best interest of the City in the amount of \$1,882.03 from Parks Capital Outlay Account #44-445-5415.

After discussion, Frank Powell recommended the account be amended to Park Small Capital Outlay Account #02-219-5413. Smith and Nance then amended their motion and second to approve an expenditure for the purchase of pickleball supplies from "Tennis Court Supply," as in the best interest of the City in the amount of \$1,882.03 from Park Small Capital Outlay Account #02-219-5413. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Nance, Mileur. Voting no: none.

j. Acknowledge receipt of donations in the amount of \$10,604.00 into Donations Account #96-000-4546, (from Hawkins Family Limited in the amount of \$3,552.00, Fred Taylor Enterprises, Inc. International Division in the amount of \$3,552.00, and JJ FF, Inc. in the amount of \$3,500.00).

Motion was made by Gonthier, second by Smith to approve and acknowledge receipt of donations in the amount of \$10,604.00 into Donations Account #96-000-4546, (from Hawkins Family Limited in the amount of \$3,552.00, Fred Taylor Enterprises, Inc. International Division in the amount of \$3,552.00, and JJ FF, Inc. in the amount of \$3,500.00). Voting yes: Gonthier, Smith, Lamar, Shropshire, Nance, Mileur, Tramel. Voting no: none.

k. Discussion and possible action regarding purchase of three (3) Commando Power Bikes from Recon Power Bikes in the amount of \$10,656.00. Other quotes received: Voltaire Cycles Verona for a Bikonit Warthog MD 750, \$20,812.17, Samson Electric Bicycles, \$13,499.97. \$10,604.00 to be paid out of Police Electric Bikes Donation Account #96-965-5546 and \$52.00 Police Supplies Account #02-215-5032.

Motion was made by Smith, second by Gonthier to approve purchase of three (3) Commando Power Bikes from Recon Power Bikes in the amount of \$10,656.00. Other quotes received: Voltaire Cycles Verona for a Bikonit Warthog MD 750, \$20,812.17, Samson Electric Bicycles, \$13,499.97. \$10,604.00 to be paid out of Police Electric Bikes Donation Account #96-965-5546 and \$52.00 Police Supplies Account #02-215-5032. Voting yes: Smith, Lamar, Shropshire, Nance, Mileur, Tramel, Gonthier. Voting no: none.

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, MAY 2ND, 2023 AT 6:00 P.M.**

1. Discussion and possible action regarding the promotion of Justin Couch from Police Sergeant - Range L, Step 4 (annual wage – \$57,278.00) to Assistant Police Chief - Range H, Step 4 (annual wage - \$78,868.00) effective May 1st, 2023. This vacancy was created by the retirement of James Willyard.

Motion was made by Shropshire, second by Gonthier to approve the promotion of Justin Couch from Police Sergeant - Range L, Step 4 (annual wage – \$57,278.00) to Assistant Police Chief - Range H, Step 4 (annual wage - \$78,868.00) effective May 1st, 2023. This vacancy was created by the retirement of James Willyard. Voting yes: Lamar, Shropshire, Nance, Mileur, Tramel, Gonthier, Smith. Voting no: none.

2. Discussion and possible action authorizing the Police Department to seek a COPS Grant awarded by the U.S. Department of Justice, to hire a police officer. The grant provides \$125,000.00 over a 3-year duration for a police officer position. The grant writer estimates her fee not to exceed \$2,125.00 based on estimated time to write the grant and she has a contract in place with the city.

Motion was made by Gonthier, second by Nance to approve authorizing the Police Department to seek a COPS Grant awarded by the U.S. Department of Justice, to hire a police officer. The grant provides \$125,000.00 over a 3-year duration for a police officer position. The grant writer estimates her fee not to exceed \$2,125.00 based on estimated time to write the grant and she has a contract in place with the city. Voting yes: Shropshire, Nance, Mileur, Tramel, Gonthier, Smith, Lamar. Voting no: none.

3. Discussion and possible action to use Cody Marquis to equip some, if not all the of the six 2022 Ford Explorer PI's. When Council initially approved the purchase of the vehicles, Visual Force was named as the equipment installer. Marquis' estimate is not to exceed \$2,400.00 per unit. It is in the best interest of the city to get these units equipped and in use in a timely fashion.

Motion was made by Gonthier, second by Nance to approve using Cody Marquis to equip some, if not all the of the six 2022 Ford Explorer PI's. When Council initially approved the purchase of the vehicles, Visual Force was named as the equipment installer. Marquis' estimate is not to exceed \$2,400.00 per unit. It is in the best interest of the city to get these units equipped and in use in a timely fashion. Voting yes: Nance, Mileur, Tramel, Gonthier, Smith, Lamar, Shropshire. Voting no: none.

4. Discussion and possible action regarding change of some of the equipment for the six 2022 Ford Explorer PI's, which when approved to purchase by Council, had an equipment list approved as well. The new equipment list is in the best interest of the city and will allow the lights and sirens to be mounted behind the front grill, rather than on the push bar, to get units into use. The push bars for the front of the units have been on backorder, and a time frame could not be given for their estimated arrival. Some of the rear lights will also be changed in order to make our units more visible from the rear. The new equipment list is \$199.85 cheaper than the original quote for equipment.

Motion was made by Shropshire, second by Gonthier to approve change of some of the equipment for the six 2022 Ford Explorer PI's, which when approved to purchase by Council, had an equipment list approved as well. The new equipment list is in the best interest of the city and will allow the lights and sirens to be mounted behind the front grill, rather than on the push bar, to get units into use. The push bars for the front of the units have been on backorder, and a time frame could not be given for their estimated arrival. Some of the rear lights will also be changed in order to make our units more visible from the rear. The new equipment list

is \$199.85 cheaper than the original quote for equipment. Voting yes: Mileur, Tramel, Gonthier, Smith, Lamar, Shropshire, Nance. Voting no: none.

5. Discussion and possible action regarding accepting a donation of two (2) chairs for Mayor’s office from Fred Taylor Furniture, at a value of \$599.00 each. These chairs replace the old wooden chairs. Motion was made by Gonthier, second by Nance to approve accepting a donation of two (2) chairs for Mayor’s office from Fred Taylor Furniture, at a value of \$599.00 each. These chairs replace the old wooden chairs. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Nance, Mileur. Voting no: none.

Mayor moved back to the regular Agenda.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Shropshire)

Shropshire reported that the Budget and Personnel Committee will meet on May 9th, 2023.

b. Ordinance and Insurance (Shropshire)

Shropshire had nothing to report.

c. Street

Lamar stated that Street Committee will meet at the end of May. Steve Powell will make a presentation then.

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

1. There has been one Ad Hoc Audit submission, which will be brought to the next Council meeting at the close of the submission term.
2. Lamar requested a new report of the current budget from Kolker & Kolker for the next meeting.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:52 p.m.

2. APPROVE MINUTES OF APRIL 18th, 2023 MEETING.

Motion was made by Shropshire, second by Gonthier to approve the minutes of the April 18th, 2023 meeting. Voting yes: Smith, Lamar, Shropshire, Mileur, Gonthier. Abstaining, counting as a no vote: Nance and Tramel. 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 Nance, second by Shropshire to adjourn. Voting yes: Lamar, Shropshire, Nance, Mileur, Tramel, Gonthier, Smith. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN ZAC DOYLE

MINUTES WRITTEN BY CITY CLERK / P.P.W.A SECRETARY COURTNEY DAVIS