

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, JULY 18<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. 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 Randy Chitwood. Roll Call was conducted by City Clerk Courtney Davis. Council members present included Terry Lamar, Choya Shropshire, Dennis Nance, Travis Mileur, Randy Chitwood, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: none.

Department Heads and other City Officials present: Ben Sherrer, Jeremy Cantrell, BK Young, Frank Powell, Buddy Glenn and Cari Rerat.

Others present: Justin Couch, Lori Ballew, Jared Crisp, Dale Burke, Taylor Armontrout, Brandon Merritt, Kevin Tramel, Kimmie Shropshire, Gilbert Graybill, Autumn Graybill, Nena Roberts, Paige Lamar, Adam Anderson, Kyle Beggs and Brian Coleman.

**2. PETITIONS FROM THE AUDIENCE:**

There were no petitions from the audience.

**3. 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 July 5<sup>th</sup>, 2023 Council meeting.
- b. Approve payroll purchase orders through July 21<sup>st</sup>, 2023.
- c. Approve claims for purchase orders through July 18<sup>th</sup>, 2023.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2320230013-2320230135	238,281.47
STREET & DRAINAGE	2320230135-2320230113	11,092.18
GOLF COURSE	2320230025-2320230095	24,235.63
CAPITAL OUTLAY	2320230015-2320230094	25,642.14
CAPITAL OUTLAY RESERVE	2320230051	552,085.14
RECREATION CENTER	2320230022-2320230075	26,020.13
PRYOR PUBLIC WORKS AUTHORITY	2320230036-2320230037	5,000.00
LIBRARY SPECIAL CASH ACCOUNT	2320230128-2320230129	327.81
DONATIONS AND EARMARKED	2320230056-2320230056	14,480.08
EDTA	2320230101	5,000.00
<b>TOTAL</b>		<b>902,164.58</b>

<u>BLANKETS</u>		
911364B	WALMART COMMUNITY / SYNC	2,000.00
911365B	LOCKE SUPPLY CO.	500.00
911366B	PRYOR LUMBER	400.00
911367B	MUSKOGEE COMMUNICATION	600.00
911368B	KLA-MART - 6328	300.00
911369B	TRACTOR SUPPLY CREDIT PLAN	500.00
911370B	AUTOZONE COMMERCIAL	200.00
911371B	O'REILLY AUTOMOTIVE INC	700.00
911372B	OKLAHOMA PARTS SUPPLY LLC.	700.00
911373B	ADVANCE AUTO PARTS	200.00
911374B	LEAF	1,150.00
911375B	VERIZON WIRELESS	3,450.00
911376B	JACKSON TRUCK REPAIR	2,500.00
911377B	JOHNNY L JANZEN	20,000.04
911380B	RCB BANK	29,844.12
911381B	BANK OF COMMERCE	64,453.68
911382B	BANK OF COMMERCE	7,794.36
911383B	BANK OF COMMERCE	47,164.68
911384B	BANK OF COMMERCE	24,007.44
911385B	BANK OF COMMERCE	77,594.28
911386B	WEX BANK	60,000.00
911407B	HARRELL'S	10,000.00
911387B	GALLS	5,000.00

911388B	SPECIAL-OPS UNIFORMS INC.	5,000.00
911389B	GALLS	10,000.00
911390B	SPECIAL-OPS UNIFORMS INC.	10,000.00
911391B	GT DISTRIBUTORS	4,000.00
911392B	PRECISION DELTA CORP.	5,000.00
911393B	MUSKOGEE COMMUNICATION	10,000.00
911394B	MATTHEWS FORD OF PRYOR	5,000.00
911395B	MIKE'S TIRE & CAR CARE	5,000.00
911396B	MUSKOGEE COMMUNICATION	5,000.00
911397B	PRYOR CHEVROLET BUICK GM	25,000.00
911398B	R & L TIRES LLC.	5,000.00
911399B	VISUAL FORCE INC.	5,000.00
911400B	GT DISTRIBUTORS	4,000.00
911401B	PRECISION DELTA CORP.	5,000.00
911402B	DEPARTMENT OF PUBLIC SAFETY	8,500.00
911403B	2 J'S ELECTRIC INC.	5,000.00
911404B	GODFREY'S TACTICAL SUPPLY	20,000.00
911405B	L & M OFFICE FURNITURE	10,000.00
911406B	PRYOR VETERINARY HOSPITAL	10,000.00
<b>TOTAL</b>		<b>515,558.60</b>

- d. Acknowledge receipt of deficient purchase orders.
- e. Approve expenditure in the amount of \$5,936.27 to Granicus (formerly GovQA) for annual Community Development Services from General Software Account #02-201-5260.
- f. Approve annual renewal of the Workers' Compensation and Employer's Liability Insurance Policy Number: 00002273 23 1 with CompSource Mutual Insurance Company.
- g. Approval to grant permission to Pryor Area Chamber of Commerce for the beer and wine tent on Recreation Center property for DAM J.A.M. event September 9<sup>th</sup>, 2023. This has previously been held in Whitaker Park.
- h. Approval to transfer the Generac generator (serial number 5673493) from the old police building at 214 S. Mill to the Rock'n G Animal Shelter located at 1365 N. Mill.
- i. Approve Mayor to appoint Brian Coleman to serve on the Planning and Zoning Commission Alternate Seat #5 vacated by promotion of Joe Barnts placement to Seat #7. Term would end 9/30/2023 and be open for reappointment to a 3 year term.
- j. Approve Mayor to reappoint Sherry Alexander to serve on the Park Board Seat #5. Term would end 7/31/2026.
- k. Approve Mayor to reappoint Roy Jackson to serve on the Park Board Seat #4. Term would end 7/31/2026.
- l. Approve hiring Jae Standingwater to fill vacant Mayor's Secretary/Deputy Clerk position, Range D, Step 1, effective July 19<sup>th</sup>, 2023. This position was left vacant due to the departmental transfer of Darla Craft Coats.
- m. Approve hiring Sara Catron to fill vacant Deputy Clerk position, Range D, Step 1, effective July 19<sup>th</sup>, 2023. This position was left vacant due to the promotion of Lisa Malone.

Motion was made by Mileur, second by Nance to approve the consent agenda less item f. Voting yes: Lamar, Shropshire, Nance, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

**3f. Approve annual renewal of the Workers' Compensation and Employer's Liability Insurance Policy Number: 00002273 23 1 with CompSource Mutual Insurance Company.**

Motion was made by Shropshire, second by Chitwood to approve annual renewal of the Workers' Compensation and Employer's Liability Insurance Policy Number: 00002273 23 1 with CompSource Mutual Insurance Company. Voting yes: Shropshire, Nance, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

**4. MAYOR'S REPORT**

**a. Discussion and possible action regarding purchase of Linelazer Striping Machine for the Pryor Creek Street Department, not to exceed \$15,781.66 from Street Capital Outlay Account #14-145-5411.**

Motion was made by Gonthier, second by Smith to approve the purchase of Linelazer Striping Machine for the Pryor Creek Street Department, not to exceed \$15,781.66 from Street Capital Outlay Account #14-145-5411. Voting yes: Nance, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

**b. Discussion and possible action regarding a Pipehunter 7724 Trailer Jet Sprayer for the Pryor Creek Street Department, not to exceed \$98,029.46 from Street Capital Outlay Account #14-145-5411.**

Motion was made by Gonthier, second by Chitwood to approve a Pipehunter 7724 Trailer Jet Sprayer for the Pryor Creek Street Department, not to exceed \$98,029.46 from Street Capital Outlay Account #14-145-5411. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shopshire and Nance. Voting no: none.

**c. Discussion and possible action regarding payment to Schindler Elevator Corporation for annual maintenance in the amount of \$5,280.80 from General Repair and Maintenance Account #02-201-5091 and \$2,640.39 from Recreation Repair and Maintenance Account #84-845-5091.**

Motion was made by Gonthier, second by Chitwood to approve payment to Schindler Elevator Corporation for annual maintenance in the amount of \$5,280.80 from General Repair and Maintenance Account #02-201-5091 and \$2,640.39 from Recreation Repair and Maintenance Account #84-845-5091. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Nance and Mileur. Voting no: none.

**d. Discussion and possible action to amend Benjamin Sherrer, City Prosecutor's, job title to Assistant City Attorney.**

Motion was made by Nance, second by Chitwood to amend Benjamin Sherrer, City Prosecutor's, job title to Assistant City Attorney. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Nance, Mileur and Chitwood. Voting no: none.

**e. Discussion and possible action regarding declaring surplus the following items from the Pryor Creek Police Department and listing on the PurpleWave Auction site for sale:**

- 2010 Ford Crown Victoria - 2FABP7BVXAX123495 (Unit 2)
- 2016 Chevy Malibu - 1G1ZB5ST5GF232423 (Unit 142)

Motion was made by Gonthier, second by Shropshire to approve declaring surplus the following items from the Pryor Creek Police Department and listing on the PurpleWave Auction site for sale: 2010 Ford Crown Victoria - 2FABP7BVXAX123495 (Unit 2) and 2016 Chevy Malibu - 1G1ZB5ST5GF232423 (Unit 142). Voting yes: Gonthier, Smith, Lamar, Shropshire, Nance, Mileur, Chitwood and Tramel. Voting no: none.

**f. Discussion and possible action to fill vacant Deputy Court Clerk position in the City Clerk's Office.**

Motion was made by Shropshire, second by Chitwood to fill vacant Deputy Court Clerk position in the City Clerk's Office. Voting yes: Smith, Lamar, Shropshire, Nance, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

**g. Discussion and possible action to hire Sierra Brown as dispatcher, Range R, Step 2 at the Pryor Creek Police Department.**

Motion was made by Chitwood, second by Nance to hire Sierra Brown as dispatcher, Range R, Step 2 at the Pryor Creek Police Department. Voting yes: Lamar, Shopshire, Nance, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

**h. Discussion and possible action to purchase the following modules within Caselle for the City Clerk's Office, not to exceed \$27,000.00 from Clerk Capital Outlay Account # 44-445-5417:**

- Accounts Receivables
- Investments
- Five additional licenses
- Document Management
- Cemetery Management

Motion was made by Shropshire, second by Mileur to purchase the following modules within Caselle for the City Clerk's Office, not to exceed \$27,000.00 from Clerk Capital Outlay Account # 44-445-5417:

- Accounts Receivables
- Investments
- Five additional licenses
- Document Management
- Cemetery Management.

Voting yes: Shropshire, Nance, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

**i. Discussion and possible action to accept a bid for Phase I of the Street Rehabilitation Project, PRY-23-01, pending Street Committee approval. Bids received: Glover & Associates, Inc. - \$300,492.90, Stronghand, LLC - \$402,065.44, and Tri-Star Construction, LLC - \$460,000.00.**

Motion was made by Gonthier, second by Shropshire to accept a bid for Phase I of the Street Rehabilitation Project, PRY-23-01, pending Street Committee approval. Bids received: Glover & Associates, Inc. - \$300,492.90, Stronghand, LLC - \$402,065.44, and Tri-Star Construction, LLC - \$460,000.00. Motion was amended by Gonthier, second by Shropshire to reject the bids and rebid Phase I due to scrivener's errors in the original bid request. Voting yes: Nance, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

**j. Discussion and possible action to accept a bid for Phase II of the Street Rehabilitation Project, PRY-23-01, pending Street Committee approval. Bids received: Glover & Associates, Inc. - \$307,820.31, Stronghand, LLC - \$521,141.34, and Tri-Star Construction, LLC - \$472,00.00.**

Motion was made by Chitwood, second by Gonthier to accept a bid for Phase II of the Street Rehabilitation Project, PRY-23-01, pending Street Committee approval. Bids received: Glover & Associates, Inc. - \$307,820.31, Stronghand, LLC - \$521,141.34, and Tri-Star Construction, LLC - \$472,00.00. Motion was amended by Chitwood, second by Gonthier to accept the bid from Tri-Star Construction, LLC at the recommendation of the Street Committee in the best interest of the City. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Nance. Voting no: none.

**5. CITY ATTORNEY’S REPORT:**

There was no report.

**6. COMMITTEE REPORTS:**

**a. Budget and Personnel**

Shropshire reported that the next meeting will be August 8<sup>th</sup>, 2023.

**b. Ordinance and Insurance**

Gonthier reported that there will be an emergency meeting of the Ordinance and Insurance Committee on July 25<sup>th</sup>, 2023 at 6:00 p.m.

**c. Street**

Mileur reported that the next scheduled meeting on July 25<sup>th</sup>, 2023 will be canceled. The next regular meeting will be August 22<sup>nd</sup>, 2023.

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

**a. Discussion and possible action to approve removing Larry Lees from the City of Pryor’s account with Grand Gateway and replacing him with Zac Doyle.**

Motion was made by Gonthier, second by Shopshire to approve removing Larry Lees from the City of Pryor’s account with Grand Gateway and replacing him with Zac Doyle. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Nance and Mileur. Voting no: none.

**8. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 6:51 p.m.

**2. APPROVE MINUTES OF JULY 5<sup>TH</sup>, 2023 MEETING.**

Motion was made by Mileur, second by Gonthier to approve the minutes of the July 5<sup>th</sup>, 2023 meeting. Voting yes: Gonthier, Smith, Lamar, Shropshire, Nance, Mileur, Chitwood 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 Gonthier, second by Chitwood to adjourn. Voting yes: Smith, Lamar, Shropshire, Nance, Mileur, Chitwood, Tramel and Gonthier. 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