

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, JUNE 20TH, 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 6:01 p.m. The Prayer and Pledge of Allegiance were led by Travis Mileur. 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: Kim Ritchie, Jeremy Cantrell, BK Young and Cari Rerat.

Others present: Kevin Tramel, Becki Sams-Benham, Adam Anderson, Bill Dinsmore, Terry Aylward, Justin Gonthier, Phyllis Lewellen, Nena Roberts, Angela Smith, Gilbert Graybill, Doug Arthurs and Kimmie Shropshire.

2. PETITIONS FROM THE AUDIENCE:

None.

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 June 6th, 2023 Council meeting.
- b. Approve payroll purchase orders through June 23rd, 2023.
- c. Approve claims for purchase orders through June 20th, 2023.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2220223237 - 2220223262	222,588.78
COVID REIMBURSEMENT (2020)	2120213117	25,847.88
STREET & DRAINAGE	2220223260 - 2220223248	21,300.48
GOLF COURSE	2220223164 - 911301B	34,025.77
CAPITAL OUTLAY	911293B - 911294B	18,417.87
RECREATION CENTER	2220223162 - 2220223288	14,463.84
DONATIONS & EARMARKED MONIES	220223169 - 2220222790	11,554.00
TOTAL		348,198.62
NO BLANKETS		

- d. Acknowledge receipt of deficient purchase orders.
- e. Approve surplus of the following items from Pryor Creek Police Department:
 - 1. Pryor Creek Police Department Chief Badge & Shield (Badge #1)
 - 2. Glock 43 (Serial # BBNS875)
 - 3. Glock 17 (Serial # YYX701)
- f. Approve Dennis Nichols purchasing the following equipment at fair market value (per FOP Lodge #116 Collective Bargaining Agreement Articles 28-29, pp. 21-23):
 - 1. Pryor Creek Police Department Chief Badge & Shield (Badge #1)
 - 2. Glock 43 (Serial # BBNS875)
 - 3. Glock 17 (Serial # YYX701)
- g. Approve surplus of a 2014 Ferrara Pumper from Pryor Creek Fire Department (VIN# ending in WZ22517) and seek options for trade or selling outright. Sales price will go toward a new fire truck.
- h. Approve hiring Elizabeth Brenner to fill the vacant part-time Library Assistant - Adult Services position at the Thomas J. Harrison Pryor Public Library effective June 21st, 2023. Part-time positions at the Library work a maximum of 25 hours per week at a rate of \$10.11 per hour. This position was left vacant by the resignation of Bonnie Paul.

- i. Approve to pay the CMSWillowbrook Application and Certificate for Payment No. 27 in the amount of \$25,797.63 from Fund 87 regarding the Emergency Services Center and Library Expansion Project.

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

3a. Approve minutes of the June 6th, 2023 Council meeting.

Motion was made by Shropshire, second by Chitwood to approve minutes of the June 6th, 2023 Council meeting with amendments to reflect Gonthier voting no on item 5f and attachments. Voting yes: Shropshire, Nance, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

3b. Approve payroll purchase orders through June 23rd, 2023.

Motion was made by Shropshire, second by Chitwood to approve payroll purchase orders through June 23rd, 2023. Voting yes: Nance, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

3e. Approve surplus of the following items from Pryor Creek Police Department:

- **Pryor Creek Police Department Chief Badge & Shield (Badge #1)**
 - **Glock 43 (Serial # BBNS875)**
 - **Glock 17 (Serial # YYX701)**

Motion was made by Chitwood, second by Gonthier to approve surplus of the following items from Pryor Creek Police Department: Pryor Creek Police Department Chief Badge & Shield (Badge #1), Glock 43 (Serial # BBNS875), Glock 17 (Serial # YYX701). Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Nance. Voting no: none.

3f. Approve Dennis Nichols purchasing the following equipment at fair market value (per FOP Lodge #116 Collective Bargaining Agreement Articles 28-29, pp. 21-23):

- **Pryor Creek Police Department Chief Badge & Shield (Badge #1)**
 - **Glock 43 (Serial # BBNS875)**
 - **Glock 17 (Serial # YYX701)**

Motion was made by Shropshire, second by Chitwood to approve Dennis Nichols purchasing the following equipment at fair market value (per FOP Lodge #116 Collective Bargaining Agreement Articles 28-29, pp. 21-23): Pryor Creek Police Department Chief Badge & Shield (Badge #1), Glock 43 (Serial # BBNS875), Glock 17 (Serial # YYX701). Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Nance and Mileur. Voting no: none.

3h. Approve hiring Elizabeth Brenner to fill the vacant part-time Library Assistant - Adult Services position at the Thomas J. Harrison Pryor Public Library effective June 21st, 2023. Part-time positions at the Library work a maximum of 25 hours per week at a rate of \$10.11 per hour. This position was left vacant by the resignation of Bonnie Paul.

Motion was made by Lamar, second by Chitwood to approve hiring Elizabeth Brenner to fill the vacant part-time Library Assistant - Adult Services position at the Thomas J. Harrison Pryor Public Library effective June 21st, 2023. Part-time positions at the Library work a maximum of 25 hours per week at a rate of \$10.11 per hour. This position was left vacant by the resignation of Bonnie Paul. Voting yes: Tramel, Smith, Lamar, Shropshire, Nance, Mileur and Chitwood. Abstaining, counting as a no vote: Gonthier. Voting no: none.

3i. Approve to pay the CMSWillowbrook Application and Certificate for Payment No. 27 in the amount of \$25,797.63 from Fund 87 regarding the Emergency Services Center and Library Expansion Project.

Motion was made by Chitwood, second by Shropshire to approve paying the CMSWillowbrook Application and Certificate for Payment No. 27 in the amount of \$25,797.63 from Fund 87 regarding the Emergency Services Center and Library Expansion Project. Chitwood and Shropshire then amended their motion and second to table the item. Voting yes: Gonthier, Smith, Lamar, Shropshire, Nance, Mileur, Chitwood and Tramel. Voting no: none.

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
JUNE 20TH, 2023 AT 6:00 P.M.**

A1. Approval to extend the Bid submission and Opening Process for the 2023 Street Rehabilitation Project Phase 1. This is an emergency response due to loss of communication from the June 18th, 2023 storm.

Motion was made by Chitwood, second by Shropshire to approve extending the Bid submission and Opening Process for the 2023 Street Rehabilitation Project Phase 1. This is an emergency response due to loss of communication from the June 18th, 2023 storm. Chitwood and Shropshire then amended their motion and second to extend the deadline to June 27th, 2023.. Voting yes: Smith, Lamar, Shropshire, Nance, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

A2. Approval to reappoint Ivrie Shearin to Seat #3 of the Library Board, term expiring 6/30/26.

Motion was made by Nance, second by Chitwood to reappoint Ivrie Shearin to Seat #3 of the Library Board, term expiring 6/30/26. Voting yes: Lamar, Shropshire, Nance, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

A3. Approval to reappoint Marty Wenger to Seat #5 of the Library Board, term expiring 6/30/26.

Motion was made by Nance, second by Shropshire to reappoint Marty Wenger to Seat #5 of the Library Board, term expiring 6/30/26. Voting yes: Shropshire, Nance, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

A4. Acknowledge receipt of donation in the amount of \$28,175.00, deposited in the General Outside Service Account #02-201-5075, from Larry J. Lees dba Joyful Noise Farm, designated to pay outstanding amount due to Paddock Enterprises, Inc.

Motion was made by Chitwood, second by Gonthier to acknowledge receipt of donation in the amount of \$28,175.00, deposited in the General Outside Service Account #02-201-5075, from Larry J. Lees dba Joyful Noise Farm, designated to pay outstanding amount due to Paddock Enterprises, Inc. Voting yes: Nance, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

Mayor returned to the regular Agenda.

4. MAYOR'S REPORT:

a. Discussion and possible action to rescind action in April 4th, 2023 Council meeting regarding listing of old Police Station property with Realtor and reference of the Property Marketing task to the Pryor Economic Development Trust Authority.

Motion was made by Chitwood, second by Shropshire to rescind action in April 4th, 2023 Council meeting regarding listing of old Police Station property with Realtor and reference of the Property Marketing task to the Pryor Economic Development Trust Authority. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Nance. Voting no: none.

b. Discussion and possible action for accepting a Request for Proposal (RFP) to conduct a Financial Audit for the Emergency Services Center and Library Expansion Project. Two RFP's were submitted: Hood and Associates - not to exceed \$15,000.00 and Fort Hill Associates - \$24,900.00. Funding will be determined in the 2023-2024 fiscal year budget.

Motion was made by Chitwood, second by Lamar to accept a Request for Proposal (RFP) to conduct a Financial Audit for the Emergency Services Center and Library Expansion Project. Two RFP's were submitted: Hood and Associates - not to exceed \$15,000.00 and Fort Hill Associates - \$24,900.00. Funding will be determined in the 2023-2024 fiscal year budget. Chitwood and Lamar then amended their motion to take no action. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Nance and Mileur. Voting no: none.

c. Discussion and possible action for accepting a Request for Proposal (RFP) to conduct a Construction Audit for the Emergency Services Center and Library Expansion Project. One RFP was submitted by Fort Hill Associates in the amount of \$10,600.00. Funding will be determined in the 2023-2024 fiscal year budget.

Motion was made by Gonthier, second by Shropshire to take no action accepting a Request for Proposal (RFP) to conduct a Construction Audit for the Emergency Services Center and Library Expansion Project. One RFP was submitted by Fort Hill Associates in the amount of \$10,600.00. Funding will be determined in the 2023-2024 fiscal year budget. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Nance, Mileur and Chitwood. Voting no: none.

d. Discussion and possible action regarding the Municipal Utility Board's recommendation for reappointment of Mr. Mark Roberts to the Municipal Utility Board, seat #5, term ending 6/30/2028.

Motion was made by Smith, second by Chitwood to approve the Municipal Utility Board's recommendation for reappointment of Mr. Mark Roberts to the Municipal Utility Board, seat #5, term ending 6/30/2028. Voting yes: Gonthier, Smith, Lamar, Shropshire, Nance, Mileur, Chitwood and Tramel. Voting no: none.

- e. **Discussion and possible action regarding Mayor to sign a letter authorizing the release of earnest money deposits from Mayes County Abstract Company to Longmire Tract in the amount of \$40,000.00 and True Tract in the amount of \$1,000.00.**

Motion was made by Chitwood, second by Shropshire to approve the Mayor to sign a letter authorizing the release of earnest money deposits from Mayes County Abstract Company to Longmire Tract in the amount of \$40,000.00 and True Tract in the amount of \$1,000.00. Voting yes: Smith, Lamar, Shropshire, Nance, Mileur, Chitwood and Tramel. Abstaining, counting as a no vote: Gonthier. Voting no: none.

5. CITY ATTORNEY'S REPORT:

- a. **Second reading, and possible approval of an ordinance amending 1-6-2 Compensation. Salaries for elected Police Chief, Mayor, Clerk and Treasurer have been updated to reflect current payroll. This update removes mention of Mayors Position from Cost of Living increases. This does not remove any other position eligibility for Cost of Living Adjustment increases.**

Motion was made by Chitwood, second by Gonthier to waive the second reading of an ordinance amending 1-6-2 Compensation. Salaries for elected Police Chief, Mayor, Clerk and Treasurer have been updated to reflect current payroll. This update removes mention of Mayors Position from Cost of Living increases. This does not remove any other position eligibility for Cost of Living Adjustment increases. Voting yes: Lamar, Shropshire, Nance, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

- b. **First reading of an ordinance amending 1-6-5 Personnel Board. Redesigning the construct of the Personnel Board.**

Motion was made by Gonthier, second by Chitwood to waive the second reading of an ordinance amending 1-6-5 Personnel Board. Redesigning the construct of the Personnel Board. Voting yes: Shropshire, Nance, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

6. COMMITTEE REPORTS:

a. Budget and Personnel

Shropshire reported that the Budget and Personnel Committee will meet on July 11th, 2023. Shropshire also reported the new construct of their Board, with himself serving as the Chair and Mileur serving as the alternate.

b. Ordinance and Insurance

Gonthier reported the new construct of the Board, with himself serving as the Chair and Tramel serving as the alternate.

c. Street

Mileur reported the new construct of the Board, with himself serving as the Chair and Chitwood serving as the alternate.

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

Mayor Doyle thanked the Parks Department, Street Department, and Municipal Utilities Board for their hard work to clean the city after the powerful storm over the weekend. The Mayor also stated that the city will be picking up brush left at the curb in the coming week.

8. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 7:16 p.m.

2. APPROVE MINUTES OF JUNE 6TH, 2023 MEETING.

Motion was made by Gonthier, second by Chitwood to approve the minutes of the June 6th, 2023 meeting. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Nance. 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 Chitwood, second by Gonthier to adjourn. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Nance and Mileur. 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
