

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, SEPTEMBER 5TH, 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 6:02 p.m. The Prayer and Pledge of Allegiance were led by Choya Shropshire. Roll Call was conducted by City Clerk Courtney Davis. Council members present included Terry Lamar, Choya Shropshire, Travis Mileur, Randy Chitwood, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: Dennis Nance.

Department Heads and other City Officials present: Chase McBride, Jeremy Cantrell, BK Young, Frank Powell, Dennis Bowman, Johnny Janzen, Cari Rerat and Mike Moore.

Others present: Kemmie Shropshire, Gilbert Graybill, Autumn Graybill, Houston Brittain, Nena Roberts, Steve Proctor, Terry Aylward, Katie Lenhart, Robert Taylor, Heather Ramseyer and Sally Martin.

2. PETITIONS FROM THE AUDIENCE:

(Limited to 5 minutes, must request in advance.)

Sally Martin stated that the Street Department came to install a culvert pipe to redirect street drainage but left significant damage to her yard. She petitioned the Council to help her find a resolution.

Nena Roberts spoke in favor of the proposal to install a Narcan vending machine at the library.

Houston Brittain spoke in favor of the proposal to install a Narcan vending machine at the library.

3. DEPARTMENT HEAD REPORTS.

a. Building Inspector

Young provided a written report.

b. Emergency Management

Janzen reported that the FEMA grant related to the Father's Day storm damage is in progress. He stated that the department has received the EMPG grant for the 14th consecutive year.

c. Fire

Young reported that the department is preparing for the fair and other upcoming events.

d. Golf

Bowman reported that the Golf Course is short on staff and finding difficulty maintaining the landscape and continuing clean up efforts for storm damage, he requested that Council consider actions to allow additional staff. He stated that the Oklahoma Freedom Flight Tournament was a success.

e. Library

Rerat distributed statistics showing that the Library has seen increased foot traffic and digital checkouts in the last month. She explained that physical checkouts are reduced due to school starting, but this has also increased the usage of the study rooms. She stated that storytimes for the fall are scheduled, as well as a teen activity night.

f. Parks / Cemetery

Powell reported that the department has been cleaning up and will be starting several major tree trimming projects soon.

g. Police / Animal Shelter

Cantrell reported that Rocklahoma was quiet and safe this year, he attributed community rideshare efforts to reduce drunk driving. He stated that the officers have undergone basic life saving training and an officer had the opportunity to use this training to save an infant's life over the weekend. He also stated that they are continuing meetings with school staff and expanded presence at school sporting events to ensure student

safety. He announced an upcoming “Meet the Chief” event on September 12th, 2023 as well as a Citizen’s Police Academy beginning October 2nd, 2023.

Cantrell reported that the air conditioning issue in the Animal Shelter has been fixed temporarily but will still need a long term solution. He provided statistics showing the shelter is currently holding 104 animals, 49 dogs and 55 cats.

h. Recreation Center

Moore reported that the HVAC has been repaired and is in working order. He stated that the new CO2 system has been installed. He stated that in the last month they have seen 132 new members, 15 pool parties, 4 private parties, and 50 swim lesson attendees. He also stated that the High School has begun their swimming program and general fitness attendance is up.

i. Street

No report.

j. City Clerk

No report.

4. DISCUSSION AND POSSIBLE ACTION ON CONSENT AGENDA.

(Consent items are to be voted on for approval or denial by one single motion without discussion. Any Council member wishing to discuss an item may request it be removed and placed on the regular agenda. Only those items removed will be read aloud.)

- a. Approve minutes of the August 15th, 2023 Council meeting.
- b. Approve minutes of the August 21st, 2023 Special Council meeting.
- c. Approve payroll purchase orders through September 15th, 2023.
- d. Approve claims for purchase orders through September 5th, 2023.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL FUND	2320230624-2320230608	98,960.75
STREET & DRAINAGE	911419B-2320230160	36,488.47
GOLF COURSE	2320230495-2320230556	26,100.43
CAPITAL OUTLAY RESERVE	2320230509-911404B	11,637.57
REAL PROPERTY ACQUISITION RES.	2320230503	1,225.00
POLICE TRAINING FEES	2320230435-2320230436	3,349.70
RECREATION CENTER	2320230523-2320230457	30,444.60
PRYOR PUBLIC WORKS AUTHORITY	2320230622-2320230623	2,840.00
E911 CASH FUND	2320230476	406.94
LIBRARY SPECIAL CASH ACCOUNT	2320230586	40.69
DONATIONS AND EARMARKED MONIES	2320230478-2320230541	53,225.51
EDTA	2320230612	5,000.00
TOTAL		269,719.66
BLANKETS		
911378B	FIBER INTERACTIVE TECHNOLOGIES	30,000.00
911428B	TRI-STAR CONSTRUCTION	472,000.00
911429B	DEMCO	1,000.00
911430B	WALMART COMMUNITY / SYNC	1,000.00
911431B	CANON FINANCIAL SERVICES	3,500.00
911432B	LAKELAND OFFICE SYSTEMS	800.00
911433B	AMAZON CAPITAL SERVICES	1,000.00
911434B	INGRAM	10,000.00
TOTAL		519,300.00

- e. Approve Appropriations for July 2023.

COVID	\$	641.66
FLEX SPEND PLAN	\$	31.09
FEE IN LIEU	\$	67.61
STREET & DRAINAGE IMPROV. SALE	\$	169,620.44
CEMETERY CARE INTEREST	\$	146.00
CEMETERY CARE FUND	\$	3,731.25
GOLF COURSE CASH	\$	91,375.03
CAPITAL OUTLAY/CAPITAL IMPROVE	\$	54,384.75
CAPITAL OUTLAY RESERVE FUND	\$	2,071.02
REAL PROPERTY ACQUISITION RES.	\$	17,891.17
POLICE TRAINING FEES	\$	821.92
MAIN STREET BOND ACCOUNT	\$	12,593.64
HOTEL/MOTEL TAX	\$	2,330.98
2019 BOND PROJECT	\$	-
LIBRARY BUILDING FUND	\$	1.17
RECREATION CENTER-CASH FUND	\$	131,349.91
PPWA SINKING FUNDS	\$	108,077.65

PPWA BOND PROCEEDS	\$	135.45
E-911	\$	1,046.43
LIBRARY SPECIAL	\$	104.02
SEIZURES-POLICE DEPARTMENT	\$	0.33
DONATIONS	\$	877.50
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
EDTA	\$	894.07
TOTAL	\$	598,193.09

- f. Approve shredding closed Court records from 2012-2017.
- g. Approve closing Graham Avenue from Hogan to Adair Street, North to NE 1st Street and back to Hogan for a Homecoming Parade on Thursday evening, September 21st, 2023, from 6:30 p.m. – 8:30 p.m.
- h. Approve waiving the Graham Community Building rental fees for Santa’s Christmas Village held December 4th-10th, 2023.
- i. Approve Mayor to sign Interlocal Agreement with Mayes County 911.
- j. Approve Mayor to sign a work order with Infrastructure Solutions Group, LLC to begin Phase I of the Street Rehabilitation Project.
- k. Approve Mayor to sign a work order with Infrastructure Solutions Group, LLC to begin Phase II of the Street Rehabilitation Project.
- l. Approve Mayor to sign Oklahoma Emergency Management Performance Grant.
- m. Approve Mayor to sign Cooperative Service Agreement between the City of Pryor and the United States Department of Agriculture, Animal and Plant Health Inspection Service and Wildlife Services.
- n. Approve an expenditure in the amount of \$3,014.46 to the Junior Library Guild for new materials from Library Books Account #02-221-5034.
- o. Acknowledge the receipt of a technology grant from the Oklahoma Department of Libraries for the Pryor Public Library in the amount of \$5,000.00 deposited to Library Supplies Account #02-221-5031.
- p. Approve the purchase of five Dell Optiplex Small Form Factor PCs, four 24" Dell monitors, and one 27" Dell monitor at State contract pricing for \$4,834.25. This equipment will be paid for using the Technology Grant from the Oklahoma Department of Libraries and taken from Library Supplies Account #02-221-5031.
- q. Approve the Library declaring surplus two Asus ET2013 Aio machines (property tag numbers 04746 and 04591) initially purchased in 2014. They will be destroyed at an upcoming Teen Night.
- r. Approve signing an MOU with Oklahoma Department of Mental Health and Substance Abuse Services to provide Pryor with a vending machine stocked with free Narcan/Naloxone and Fentanyl test strips. The vending machine will be located at the North entrance of the Thomas J. Harrison Pryor Public Library.
- s. Accept the resignation of volunteer firefighter Treyton Fetherston effective August 9th, 2023.
- t. Approve a resolution with respect to adoption of the amendment and restatement of the City of Pryor Creek Retirement Plan #5-20937.
- u. Approve a resolution with respect to adoption of the amendment and restatement of the City of Pryor Creek Deferred Compensation Plan #8-05293.
- v. Approve additional amount of \$720.00 to Perkins Irrigation, Inc. to repair the irrigation system at the Pryor Creek Recreation Center from Recreation Repair and Maintenance Account #84-845-5091. The original bid amount of \$2,875.00 was approved on August 15th, 2023, but the final invoice was for \$3,595.00.

Motion was made by Chitwood, second by Gonthier to approve the consent agenda less items a, b, l, m, n, r, s, t and u. Voting yes: Lamar, Shropshire, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

4a. Approve minutes of the August 15th, 2023 Council meeting.

Motion was made by Shropshire, second by Chitwood to approve minutes of the August 15th, 2023 Council meeting with a modification to item 3o to reflect that the Council’s approval specifies only beginning the process of purchasing a new fire truck. Voting yes: Mileur, Chitwood, Gonthier, Smith and Lamar. Abstaining, counting as a no vote: Shropshire and Mileur. Voting no: none.

4b. Approve minutes of the August 21st, 2023 Council meeting.

Motion was made by Chitwood, second by Gonthier to approve minutes of the August 21st, 2023 Special Council meeting. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

4l. Approve Mayor to sign Oklahoma Emergency Management Performance Grant.

Motion was made by Shropshire, second by Chitwood to approve Mayor to sign Oklahoma Emergency Management Performance Grant. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Mileur. Voting no: none.

4m. Approve Mayor to sign Cooperative Service Agreement between the City of Pryor and the United States Department of Agriculture, Animal and Plant Health Inspection Service and Wildlife Services.

Motion was made by Chitwood, second by Gonthier to approve Mayor to sign Cooperative Service Agreement between the City of Pryor and the United States Department of Agriculture, Animal and Plant Health Inspection Service and Wildlife Services. Motion was amended by Chitwood, second by Gonthier to table until the next Council meeting for the purpose of providing additional information. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Mileur and Chitwood. Voting no: none.

4n. Approve an expenditure in the amount of \$3,014.46 to the Junior Library Guild for new materials from Library Books Account #02-221-5034.

Motion was made by Chitwood, second by Shropshire to approve an expenditure in the amount of \$3,014.46 to the Junior Library Guild for new materials from Library Books Account #02-221-5034. Voting yes: Gonthier, Smith, Lamar, Shropshire, Mileur, Chitwood and Tramel. Voting no: none.

4r. Approve signing an MOU with Oklahoma Department of Mental Health and Substance Abuse Services to provide Pryor with a vending machine stocked with free Narcan/Naloxone and Fentanyl test strips. The vending machine will be located at the North entrance of the Thomas J. Harrison Pryor Public Library.

Motion was made by Chitwood, second by Shropshire to approve signing an MOU with Oklahoma Department of Mental Health and Substance Abuse Services to provide Pryor with a vending machine stocked with free Narcan/Naloxone and Fentanyl test strips. The vending machine will be located at the North entrance of the Thomas J. Harrison Pryor Public Library. Motion was amended by Chitwood, second by Shropshire to table until the next meeting for the purpose of providing an updated contract and information regarding electrical installation costs. Voting yes: Smith, Lamar, Shropshire, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

4s. Accept the resignation of volunteer firefighter Treyton Fetherston effective August 9th, 2023.

Motion was made by Chitwood, second by Gonthier to accept the resignation of volunteer firefighter Treyton Fetherston effective August 9th, 2023. Chitwood thanked Treyton Fetherston for his service to the City. Voting yes: Lamar, Shropshire, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

4t. Approve a resolution with respect to adoption of the amendment and restatement of the City of Pryor Creek Retirement Plan #5-20937.

Motion was made by Gonthier, second by Smith to approve Resolution #2023-7 with respect to adoption of the amendment and restatement of the City of Pryor Creek Retirement Plan #5-20937. Voting yes: Shropshire, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

4u. Approve a resolution with respect to adoption of the amendment and restatement of the City of Pryor Creek Deferred Compensation Plan #8-05293.

Motion was made by Gonthier, second by Chitwood approve Resolution #2023-8 with respect to adoption of the amendment and restatement of the City of Pryor Creek Deferred Compensation Plan #8-05293. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

5. MAYOR'S REPORT

(These are items possibly requiring discussion and action.)

Mayor moved to item c.

c. Discussion and possible action to de-annex a section of SW 29th Street.

Motion was made by Gonthier, second by Chitwood to de-annex a section of SW 29th Street. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Mileur. Voting no: none.

Mayor moved back to item a.

a. Discussion and possible action to accept a bid for PRY-23-01 2023 Street Rehabilitation Project Phase I (Re-Bid) from Dunham's Asphalt Services, Inc. in the amount of \$449,990.00 in the best interest of the city. One other bid was received from Glover & Associates, Inc. in the amount of \$349,998.66.

Motion was made by Mileur, second by Chitwood to accept a bid for PRY-23-01 2023 Street Rehabilitation Project Phase I (Re-Bid) from Dunham's Asphalt Services, Inc. in the amount of \$449,990.00 in the best

interest of the city. One other bid was received from Glover & Associates, Inc. in the amount of \$349,998.66. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Mileur and Chitwood. Voting no: none.

b. Discussion and possible action to go out for bids for the demolition of the 6 N Bailey Street property. Motion was made by Gonthier, second by Chitwood to approve going out for bids for the demolition of the 6 N Bailey Street property. Voting yes: Gonthier, Smith, Lamar, Shropshire, Mileur, Chitwood and Tramel. Voting no: none.

d. Discussion and possible action regarding Audit Agreement with Hood & Associates for fiscal year ending June 30th, 2023 in the amount of \$17,500.00.

Motion was made by Gonthier, second by Chitwood to accept the Audit Agreement with Hood & Associates for fiscal year ending June 30th, 2023 in the amount of \$17,500.00. Voting yes: Smith, Lamar, Shropshire, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

e. Discussion and possible action regarding the promotion of Sarah Brown from Patrolman - Range J, Step 4, to Corporal - Range K, Step 4, effective September 2nd, 2023. This will fill the open Corporal position that was created upon the resignation of Jamal Gunter.

Motion was made by Lamar, second by Mileur to approve the promotion of Sarah Brown from Patrolman - Range J, Step 4, to Corporal - Range K, Step 4, effective September 2nd, 2023. This will fill the open Corporal position that was created upon the resignation of Jamal Gunter. Voting yes: Lamar, Shropshire, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

f. Discussion and possible action regarding the purchase of a 2023 Chevrolet Tahoe Police Pursuit Vehicle 4x4 at the out-of-state contract price of \$44,307.00 from Tim Lally Chevrolet in Warrensville, OH. This will be paid out of the lightbar donations Account #96-965-5528.

Motion was made by Shropshire, second by Mileur to approve the purchase of a 2023 Chevrolet Tahoe Police Pursuit Vehicle 4x4 at the out-of-state contract price of \$44,307.00 from Tim Lally Chevrolet in Warrensville, OH. This will be paid out of the lightbar donations Account #96-965-5528. Voting yes: Shropshire, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

g. Discussion and possible action regarding hiring Quannah Holcroft as a Reserve Police Officer for the Pryor Creek Police Department.

Motion was made by Shropshire, second by Chitwood to approve hiring Quannah Holcroft as a Reserve Police Officer for the Pryor Creek Police Department. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

Mayor moved to item i.

i. Discussion and possible action to approve Fire Department Inland Marine insurance renewal with McNeil & Company, Inc. in the amount of \$6,400.00 from General Insurance – Fire Account #02-201-5044.

Motion was made by Chitwood, second by Gonthier to approve Fire Department Inland Marine insurance renewal with McNeil & Company, Inc. in the amount of \$6,400.00 from General Insurance – Fire Account #02-201-5044. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Mileur. Voting no: none.

Mayor moved back to item h.

h. Discussion and possible action regarding an expenditure in the amount of \$30,742.69 for a maintenance agreement with Motorola Spillman Flex records management system to be paid from Police Equipment Capital Outlay Account #44-445-5424.

Motion was made by Chitwood, second by Mileur to approve an expenditure in the amount of \$30,742.69 for a maintenance agreement with Motorola Spillman Flex records management system to be paid from Police Equipment Capital Outlay Account #44-445-5424. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Mileur and Chitwood. Voting no: none.

j. Discussion and possible action to approve Fire Department insurance renewal with McNeil & Company, Inc. in the amount of \$20,188.00 from General Insurance – Fire Account #02-201-5044.

Motion was made by Chitwood, second by Gonthier to approve Fire Department insurance renewal with McNeil & Company, Inc. in the amount of \$20,188.00 from General Insurance – Fire Account #02-201-5044. Voting yes: Gonthier, Smith, Lamar, Shropshire, Mileur, Chitwood and Tramel. Voting no: none.

6. CITY ATTORNEY'S REPORT:

No report.

7. COMMITTEE REPORTS:

(Items, such as next meeting date, needing to be reported. No open discussions. Any items requiring discussion are to be added to the Mayor’s report prior to posting of agenda.)

a. Budget and Personnel

Shropshire reported that the next regular meeting is scheduled for Tuesday, September 12th.

b. Ordinance and Insurance

Gonthier reported that there will be a special meeting scheduled soon.

c. Street

Mileur reported that the next regular meeting is scheduled for Tuesday, September 26th.

8. UNFORESEEABLE BUSINESS.

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

Robert Taylor thanked the Council for waiving the fee for the Graham Community Center for Santa’s Christmas Village. He stated that he will need volunteers to help run the program.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 8:10 p.m.

2. APPROVE MINUTES OF AUGUST 15TH, 2023 MEETING.

Motion was made by Chitwood, second by Gonthier to approve the minutes of the August 15th, 2023 meeting. Voting yes: Lamar, Mileur, Chitwood, Gonthier and Smith. Abstaining, counting as a no vote: Shropshire 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 Chitwood, second by Gonthier to adjourn. Voting yes: Shropshire, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. 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
