

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, OCTOBER 3RD, 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 Autumn Graybill. Roll Call was conducted by Assistant City Clerk Lisa Malone. 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, James Baumert, Frank Powell, Buddy Glenn, Dennis Bowman, Johnny Janzen, Cari Rerat and Mike Moore.

Others present: Justin Couch, Autumn Graybill, Gilbert Graybill, Jennie LaFave, Joel Godard, Nena Roberts, Paige Lamar, Kemmie Shropshire, Joe Bronaugh and Drew Stott.

2. PETITIONS FROM THE AUDIENCE:

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

- a. Bronaugh spoke regarding speeding in his neighborhood. He petitioned Council to hire more police officers.
- b. Stott spoke regarding the maintenance of the ditches on South Elliott. He stated that the City should provide maintenance and upkeep.

3. DEPARTMENT HEAD REPORTS.

a. Building Inspector

Young provided a written report.

b. Emergency Management

Janzen reported that the West side emergency siren has been repaired. He stated that a reimbursement from the state related to flooding in 2019 is coming soon. He also announced that FEMA will be sending a test of the emergency alert system tomorrow at 2:20 p.m.

c. Fire

Baumert reported that four firefighters have completed confined space training. He stated that October is Fire Prevention & Safety Month.

d. Golf

Bowman reported that the Golf Course has seen great revenue in the last three months. He also stated that they have finished cleaning up and burning the FEMA brush piles. He stated that there are several upcoming tournaments.

e. Library

Rerat provided a written statistics report. She reported that there is currently an exhibit showing wedding dresses created by fashion design students. She stated that the Howling Good Times event is scheduled for October 24th.

f. Parks / Cemetery

Powell reported that the Parks Department is transitioning now to winter projects.

Powell reported that the Cemetery looks good. Bobby Buck Park is receiving a bench as a donation from the class of '77.

g. Police / Animal Shelter

Cantrell provided a written statistics report. He stated that the Citizen's Police Academy began October 2nd.

Cantrell reported that there are currently 71 animals in the shelter, down from 121. He stated that they are having issues keeping the animal shelter staffed.

h. Recreation Center

Moore reported that they have been busy working on facility repairs, landscaping, and several pool parties. He also stated that a Fall Fitness Challenge is available and they have many more activities planned.

i. Street

Glenn reported that they have been working to repair concrete and asphalt around the city, trimming trees and cleaning drain pipes with the new equipment. He also stated that they are having issues with stolen street signs.

j. City Clerk

Malone reported that the department has stayed extremely busy and still needs additional staffing.

Mayor moved to the City Attorney's report.

6. CITY ATTORNEY'S REPORT:

a. First reading of an ordinance pertaining to the use of Automated License Plate Readers.

No action taken. Council discussed possible amendments at length.

b. First reading of an ordinance amending the Pryor Creek Unified Development Ordinances to include an additional rear setback for accessory buildings and outbuildings.

Motion was made by Chitwood, second by Mileur to waive the first reading of an ordinance amending the Pryor Creek Unified Development Ordinances to include an additional rear setback for accessory buildings and outbuildings. Voting yes: Lamar, Shropshire, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

c. Enter Public Hearing:

Regarding appeal of demolition process at 317 N Hogan Street.

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

Joel Godard spoke to appeal the demolition process. Hearing Officer Tim Mills spoke to recommend Council continue with the demolition process.

d. Exit Public Hearing:

Regarding appeal of demolition process at 317 N Hogan Street.

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

e. Discussion and possible action regarding appeal of the demolition process at 317 N Hogan Street.

Motion was made by Chitwood, second by Mileur to approve the appeal of the demolition process at 317 N Hogan Street. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire and Mileur. Voting no: Chitwood.

Recess from 8:00-8:06.

Mayor moved back to the regular agenda.

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 September 19th, 2023 Council meeting.
- b. Approve payroll purchase orders through October 13th, 2023.
- c. Approve claims for purchase orders through October 3rd, 2023.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2320230879-911377B	\$180,027.76
STREET & DRAINAGE	911419B-2320230786	\$4,750.02
GOLF COURSE	2320230745-2320230870	\$25,201.00
CAPITAL OUTLAY	2320230742-2320230788	\$4,877.00
REAL PROPERTY ACQUISITION RES.	2320230776	\$1,225.00
RECREATION CENTER	2320230751-2320230859	\$24,783.51
E-911 CASH FUND	2320230768	\$408.26
LIBRARY SPECIAL CASH ACCOUNT	2320230854	\$318.50
DONATIONS AND EARMARKED	2320230555-2320230806	\$7,668.36
EDTA	2320230868	\$5,000.00
TOTAL		\$254,259.41

NO BLANKETS

- d. Approve closing Hogan Street between Brown Place and NE 1st Street on Sunday, October 29th, 2023 from 5:00 p.m. – 7:30 p.m. for the First Baptist Church Annual Trunk or Treat event.
- e. Approve closing East Graham Avenue from Hogan Street to North Adair Street on Saturday, November 11th, 2023 for the Annual Veteran's Day Parade from 10:30 a.m. until 12:30 p.m.
- f. Approve Procedures for Responding to Discrimination Complaints from Clients, Customers, or Program Participants of the City of Pryor Creek and Pryor Creek Police Department in compliance with Violence Against Women Act grant funding requirements.
- g. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Pryor Main Street Program in the amount of \$20,000.00, pending approval of the General Government Budget, Fund #201, for 2023-2024 fiscal year.
- h. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Disabled American Veterans Program in the amount of \$1,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year.
- i. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Senior Citizen Nutrition Center in the amount of \$5,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year.
- j. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Veteran's Program / American Legion in the amount of \$1,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year.
- k. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and Pelivan Transit (Grand Gateway Economic Development Association) in the amount of \$32,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year.
- l. Approve a bid from GW Construction and Fencing in the amount of \$23,950.00 paid from Cemetery Fencing Account #19-195-5411 to replace the East privacy fence in Graham Cemetery. Two other bids were received from Just Fence It in the amount of \$27,987.50 and M&M Properties in the amount of \$32,500.00. These funds will be transferred from Cemetery Care Fund Combined Cash Investment Account #19-000-1010 with a current balance of \$68,466.07.
- m. Approve a Cemetery expenditure in the amount of \$3,393.16 to Deere & Company for a 62" mower deck to be paid from Cemetery Capital Outlay Account #44-445-5413.
- n. Approve allowing Lakes Area ABATE Chapter 13 to host a Halloween event and candy giveaway on October 31st, 2023 at Centennial Park.

- o. Approve a proposal from Daxko-Re-Clique to be paid from Recreation Center Computer Tech Support Account #84-845-5046. This software will replace RecTrac.
- p. Approve Pryor Creek Recreation Center to accept a bid from Tulsa Lock & Key in the amount of \$3,201.32 to repair the two sets of double doors and chlorine storage door in the pool area to be paid from Recreation Center Repair and Maintenance Account #84-845-5091. No other bids received.
- q. Approve Pryor Creek Recreation Center to accept a bid by And We're Done LLC in the amount of \$4,100.00 to paint the big wall in the weight room to be paid from Recreation Center Repair and Maintenance Account #84-845-5091. One other bid was received from Saul Gonzalez Paint in the amount of \$4,570.00.
- r. Approve Pryor Creek Recreation Center to seek bids to move the front desk from the current position to the east side of the lobby, closer to the doors.
- s. Approve Pryor Creek Recreation Center to increase lifeguard pay from \$10.00 an hour to \$13.00 an hour paid from Recreation Center Salaries Aquatic - Temp Lifeguards Account #84-846-5018. This was accounted for in the budget.
- t. Approve the purchase of emergency lighting and equipment from Visual Force, Inc., for the new 2023 Chevy Tahoe in the amount of \$10,023.01 to be paid out of the Police Lightbar Donations Account #96-965-5528.
- u. Approve Cody Marquis (ReadyUnit, LLC) to install the emergency lighting and equipment on the new 2023 Chevy Tahoe in the amount of \$2,500.00 to be paid out of the Police Lightbar Donations Account #96-965-5528.
- v. Approve the purchase of one (1) Eagle 3 Radar unit from Kustom Signals, Inc. in the amount of \$2,571.31 to be paid out of the Police Lightbar Donations Account #96-965-5528. This will be an OK NASPO Contract #00218 price.
- w. Approve an emergency expenditure in the amount of \$14,975.00 to Endex, Inc. of Tulsa to be paid from Unallocated Funds Account #02-201-5041 for the replacement of City Hall's fire alarm system. The Municipal Utility Board will be reimbursing the City for half of this cost.
- x. Approve the appointment of Trey Larremore to Seat #5 of the Planning and Zoning Commission, term ending 9/30/2026.
- y. Approve purchase of Emergency Management credentialing software and equipment with Cherokee Nation Grant funds in the amount of \$9,191.50 to Midwest Card and ID Solutions to be paid from Emergency Management Account #02-225-5341, waiving bidding requirements in the best interest of the City. Midwest Card and ID Solutions is a sole source provider. The annual expenses for this software will be paid by Mayes County.
- z. Approve Scrivener's error from September 5th, 2023 Council meeting (Consent Agenda Item p) regarding the purchase of five Dell Optiplex Small Form Factor PCs, four 24" Dell monitors, and one 27" Dell monitor at State contract pricing for \$4,834.52. Originally approved in the amount of \$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.

Motion was made by Mileur, second by Chitwood to approve the consent agenda less items a, g, h, i, j, k, m, q, t, u, v and w. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Mileur and Chitwood. Voting no: none.

4a. Approve minutes of the September 19th, 2023 Council meeting.

Motion was made by Shropshire, second by Mileur to approve minutes of the September 19th, 2023 Council meeting. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire and Mileur. Abstaining, counting as a no vote: Chitwood. Voting no: none.

4g. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Pryor Main Street Program in the amount of \$20,000.00, pending approval of the General Government Budget, Fund #201, for 2023-2024 fiscal year. (Scrivener's error - General Government Budget, Fund #201 has been approved.)

Motion was made by Chitwood, second by Shropshire to approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Pryor Main Street

Program in the amount of \$20,000.00, pending approval of the General Government Budget, Fund #201, for 2023-2024 fiscal year. (Scrivener's error - General Government Budget, Fund #201 has been approved.) Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Mileur and Chitwood. Voting no: none.

4h. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Disabled American Veterans Program in the amount of \$1,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year.

Motion was made by Chitwood, second by Gonthier to approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Disabled American Veterans Program in the amount of \$1,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year. Voting yes: Gonthier, Smith, Lamar, Shropshire, Mileur, Chitwood and Tramel. Voting no: none.

4i. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Senior Citizen Nutrition Center in the amount of \$5,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year.

Motion was made by Chitwood, second by Shropshire to approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Senior Citizen Nutrition Center in the amount of \$5,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year. Voting yes: Smith, Shropshire, Mileur, Chitwood, Tramel and Gonthier. Abstaining, counting as a no vote: Lamar. Voting no: none.

4j. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Veteran's Program / American Legion in the amount of \$1,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year.

Motion was made by Chitwood, second by Gonthier to approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and the Veteran's Program / American Legion in the amount of \$1,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year. Voting yes: Lamar, Shropshire, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

4k. Approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and Pelivan Transit (Grand Gateway Economic Development Association) in the amount of \$32,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year.

Motion was made by Shropshire, second by Chitwood to approve signing the Agreement for Funding and Provision of Services between the City of Pryor Creek and Pelivan Transit (Grand Gateway Economic Development Association) in the amount of \$32,000.00, approved in the General Government Budget, Fund #201, for 2023-2024 fiscal year. Voting yes: Shropshire, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

4m. Approve a Cemetery expenditure in the amount of \$3,393.16 to Deere & Company for a 62" mower deck to be paid from Cemetery Capital Outlay Account #44-445-5413.

Motion was made by Gonthier to take no action. There was no second. Motion was made by Shropshire, second by Chitwood to approve a Cemetery expenditure in the amount of \$3,393.16 to Deere & Company for a 62" mower deck to be paid from Cemetery Capital Outlay Account #44-445-5413. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

4q. Approve Pryor Creek Recreation Center to accept a bid by And We're Done LLC in the amount of \$4,100.00 to paint the big wall in the weight room to be paid from Recreation Center Repair and Maintenance Account #84-845-5091. One other bid was received from Saul Gonzalez Paint in the amount of \$4,570.00.

Motion was made by Chitwood, second by Shropshire to approve Pryor Creek Recreation Center to accept a bid by And We're Done LLC in the amount of \$4,100.00 to paint the big wall in the weight room to be paid from Recreation Center Repair and Maintenance Account #84-845-5091. One other bid was received from Saul Gonzalez Paint in the amount of \$4,570.00. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Mileur. Voting no: none.

4t. Approve the purchase of emergency lighting and equipment from Visual Force, Inc., for the new 2023 Chevy Tahoe in the amount of \$10,023.01 to be paid out of the Police Lightbar Donations Account #96-965-5528.

Motion was made by Shropshire, second by Chitwood to approve the purchase of emergency lighting and equipment from Visual Force, Inc., for the new 2023 Chevy Tahoe in the amount of \$10,023.01 to be paid out of the Police Lightbar Donations Account #96-965-5528. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Mileur and Chitwood. Voting no: none.

4u. Approve Cody Marquis (ReadyUnit, LLC) to install the emergency lighting and equipment on the new 2023 Chevy Tahoe in the amount of \$2,500.00 to be paid out of the Police Lightbar Donations Account #96-965-5528.

Motion was made by Chitwood, second by Shropshire to approve Cody Marquis (ReadyUnit, LLC) to install the emergency lighting and equipment on the new 2023 Chevy Tahoe in the amount of \$2,500.00 to be paid out of the Police Lightbar Donations Account #96-965-5528. Voting yes: Gonthier, Smith, Lamar, Shropshire, Mileur, Chitwood and Tramel. Voting no: none.

4v. Approve the purchase of one (1) Eagle 3 Radar unit from Kustom Signals, Inc. in the amount of \$2,571.31 to be paid out of the Police Lightbar Donations Account #96-965-5528. This will be an OK NASPO Contract #00218 price.

Motion was made by Chitwood, second by Gonthier to approve the purchase of one (1) Eagle 3 Radar unit from Kustom Signals, Inc. in the amount of \$2,571.31 to be paid out of the Police Lightbar Donations Account #96-965-5528. This will be an OK NASPO Contract #00218 price. Voting yes: Smith, Lamar, Shropshire, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

4w. Approve an emergency expenditure in the amount of \$14,975.00 to Endex, Inc. of Tulsa to be paid from Unallocated Funds Account #02-201-5041 for the replacement of City Hall's fire alarm system. The Municipal Utility Board will be reimbursing the City for half of this cost.

Motion was made by Chitwood, second by Mileur to approve an emergency expenditure in the amount of \$14,975.00 to Endex, Inc. of Tulsa to be paid from Unallocated Funds Account #02-201-5041 for the replacement of City Hall's fire alarm system. The Municipal Utility Board will be reimbursing the City for half of this cost. Voting yes: Lamar, Shropshire, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

5. MAYOR'S REPORT

(These are items possibly requiring discussion and action.)

- a. Discussion and possible action regarding status of the City's ability to responsibly hire and replace several budgeted vacancies with temporary employees at least until mid year wherein a further review will be had to determine payroll stability.**

No action taken.

- b. Discussion and possible action to fill the Deputy Clerk position in the City Clerk's office left vacant on September 5th, 2023. This position would be filled by a temporary employee.**

No action taken.

- c. Discussion and possible action to fill the Deputy Clerk position that was previously recommended to Council on July 11th, 2023. This position would be filled by a temporary employee.**

No action taken.

- d. Discussion and possible action regarding a proclamation declaring October 2023 Domestic Violence Awareness Month.**

Motion was made by Chitwood, second by Smith to accept a proclamation declaring October 2023 Domestic Violence Awareness Month. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

Mayor moved to the addendum.

**ADDENDUM
CITY COUNCIL MEETING
OCTOBER 3RD, 2023 AT 6:00 P.M.**

**A1. Discussion and possible action regarding an expenditure in the amount of
\$5,906.68 to Jayco Heat & Air to be paid from General Outside Services
Account #02-201-5075 for an HVAC repair at the Graham Community Building.**

Motion was made by Chitwood, second by Shropshire to approve an expenditure in the amount of \$5,906.68 to Jayco Heat & Air to be paid from General Outside Services Account #02-201-5075 for an HVAC repair at the Graham Community Building. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Mileur. Voting no: none.

**A2. Discussion and possible action to approve the Mayor to sign an agreement with
Mayes County Commissioners for maintenance of the portion of the roadway
described as 1,912 feet of Southwest 29th Street (aka W 510 Rd) in Pryor Creek,
Oklahoma being measured from South Mills Street.**

Motion was made by Gonthier, second by Chitwood to approve the Mayor to sign an agreement with Mayes County Commissioners for maintenance of the portion of the roadway described as 1,912 feet of Southwest 29th Street (aka W 510 Rd) in Pryor Creek, Oklahoma being measured from South Mills Street. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Mileur and Chitwood. Voting no: none.

Mayor moved back to the regular agenda.

6. 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 meeting will be Tuesday, October 10th.

b. Ordinance and Insurance

Gonthier reported that there is a special meeting scheduled Monday, October 16th.

c. Street

Mileur reported that the next meeting will be Tuesday, October 24th.

7. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

8. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 9:21 p.m.

2. APPROVE MINUTES OF SEPTEMBER 19TH, 2023 MEETING.

Motion was made by Chitwood, second by Gonthier to approve the minutes of the September 19th, 2023 meeting. Voting yes: Gonthier, Smith, Lamar, Shropshire, Mileur, Chitwood and Gonthier. 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 Shropshire to adjourn. Voting yes: Smith, Lamar, Shropshire, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

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

MINUTES WRITTEN BY ASSISTANT CITY CLERK LISA MALONE
