MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, DECEMBER 2ND, 2025 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 Zac Doyle called the meeting to order at 6:00 p.m. The Prayer and Pledge of Allegiance were led by Steve Brown. Roll Call was conducted by City Clerk Hannah Morris. Council members present included Terry Lamar, Choya Shropshire, Lori Bradshaw, Kenneth Brashears, Charles Tramel, Steve Brown and Bruce Smith. Members absent: Tyler Brown.

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

Others present: Autumn Graybill, Gilbert Graybill, Nena Roberts, Marshel Morrison, Harper Meehan, Kevin Lanham, Chad Morris and David Shaulis.

2. PETITIONS FROM THE AUDIENCE:

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

There were no petitions from the audience.

3. DEPARTMENT HEAD REPORTS.

a. Building Inspector

Mayor Doyle reported on behalf of Kenny Young that they completed 61 inspections in November and conducted 25 site visits with contractors and MUB staff to address community concerns. He stated that the inspector attended Planning & Zoning meetings, reviewed remodel and new home plans, and continued assisting residents and contractors with permitting and code questions. He also noted that staff participated in the recent abatement hearing and coordinated follow-up on several properties.

b. Emergency Management

Janzen reported that the primary focus for the month has been winter weather preparedness. He stated that the city has experienced nine federal disasters in the past 18 years—most tied to winter storms—and noted that FEMA funding may be more limited going forward. He also reported that the department reviewed shelter plans with local churches and the Impact Center and confirmed that the Fairgrounds Event Center remains the primary warming location.

c. Fire

Young reported that the department is preparing for upcoming winter weather and monitoring increased seasonal hazards. He stated that recent cold conditions passed without major incidents and noted that staff is finalizing preparations for the Christmas parade and other holiday events.

d. Golf

Bowman reported that November revenues were strong and remain approximately $20,000 ahead of last year. He stated that donors and local businesses contributed to recent bridge repairs and that the employee tournament raised nearly $5,000. He also noted progress on restroom design work and the availability of bids for golf cart replacements.

e. Library

Rerat reported that November was a slower month between major holidays but still saw steady use, including the issuance of 55 new accounts and approximately 4,600 total checkouts. She stated that average daily attendance was 127 patrons and that they are beginning a project to reroute downspouts to reduce winter sidewalk icing. She also noted upcoming events, including Music in the Museum, weekly youth programs, and the January murder-mystery fundraiser.

f. Parks / Cemetery

Powell reported that the department has been heavily involved in trail and drainage work at Centennial Park, supported a large tennis tournament, and completed demolition work for the new playground installation. He stated that installation will begin once an extended period of dry weather is forecast. He also noted that holiday lighting will be limited this year due to staffing capacity.

g. Police / Animal Shelter

Cantrell reported that the Police Department responded to routine calls and provided additional coverage during recent major sporting events. He stated that colder weather has increased domestic-related calls and concerns related to homelessness and noted that local churches and the Impact Center are prepared to open warming space as needed.

Sams-Benham reported steady intake at the Animal Shelter, with several animals adopted or transferred to partner rescues. She stated that staff and volunteers continue focusing on daily care, cleaning, and preparing animals for placement.

h. Recreation Center

Moore reported that the facility continues to see consistent membership and program participation, with current membership totaling 1,982. He stated that October events showed increased turnout and noted ongoing HVAC replacement and routine maintenance in fitness and aquatic areas. He also reported progress on the pool task force business plan, expected to advance to EDTA and City Council in January.

i. Street

Mayor Doyle reported on behalf of Buddy Glenn that routine patching, leaf cleanup, and equipment maintenance are ongoing and that drainage repairs continue at several locations, including the South Elliott project area.

j. City Clerk

Morris reported that routine filings and financial processes continue to be completed on schedule. She stated that staff is preparing for upcoming meetings, assisting departments with documentation needs, and maintaining ongoing records and archival work.

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 November 18th, 2025 Council meeting.

b. Approve payroll purchase orders through December 5th, 2025.

c. Approve claims for purchase orders through December 2nd, 2025.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2520251312 - 911562B	$289,856.31
STREET & DRAINAGE	2520251253 - 2520251254	$27,259.65
CEMETERY CARE FUND	2520251207 - 2520251218	$1,442.23
GOLF COURSE	2520251213 - 2520251214	$9,389.39
CAPITAL OUTLAY	2520251278 - 911565B	$23,031.05
REAL PROPERTY ACQUISITION RES.	2520251315 - 2520251304	$3,875.52
RECREATION CENTER	2520251228 - 2520251280	$24,401.86
DONATIONS & EARMARKED MONIES	2520251241 - 2520251232	$843.97
EDTA	2520251293	$5,000.00
	TOTAL	$385,099.98

	BLANKETS	
911613B	BANK OF COMMERCE	$59,000.00
911614B	FIBER INTERACTIVE TECHNOLOGIES	$31,844.00
911615B	BANK OF COMMERCE	$36,522.64
	TOTAL	$127,366.64

d. Approve the 2026 City of Pryor Creek / Municipal Utility Board Holiday Calendar.

e. Approve the 2026 City Council meeting schedule.

f. Acknowledge 2026 Municipal Utility Board meeting schedule.

g. Approve the 2026 EDTA meeting schedule.

h. Approve the 2026 Park Board meeting schedule.

i. Approve the 2026 Street Committee meeting schedule.

j. Approve the 2026 Planning and Zoning Commission meeting schedule.

k. Approve the 2026 Library Board meeting schedule.

l. Approve the 2026 Recreation Center Board meeting schedule.

m. Approve the 2026 Ordinance and Insurance Committee meeting schedule.

n. Approve the 2026 Budget and Personnel Committee meeting schedule.

o. Approve closure of East Graham Avenue from Adair Street to Elliott Street on December 6th, 2025, for the Christmas Parade from 5:00 p.m. until 9:00 p.m.
p. Approve an expenditure in the amount of $30,402.00 to OMAG for General Liability/Auto Policy #GLA1400017010 from General Insurance - Fleet Account #02-201-5043. This is the third-quarter payment.
q. Approve an expenditure in the amount of $41,398.25 to OMAG for Property Insurance Policy #PRO1400033010 from General Insurance - Property Account #02-201-5045. This is the third-quarter payment.
r. Approve an expenditure in the amount of $3,838.15 to Municipal Utility Board for October Traffic Signal Maintenance from MUB Light Maintenance Account #14-145-5425.
s. Approve an expenditure in the amount of $17,451.00 to Municipal Utility Board for upgraded radio communications equipment for the Street Department, approved on June 3rd, 2025, to be paid from FEMA Reimbursement Account #14-145-5027.
t. Approve Mayor to sign an engagement letter for Hood & Associates for the 2024 Audit.
u. Approve an expenditure in the amount of $18,500.00 to Hood & Associates for the 2024 Audit from General Outside Services - Auditor Account #02-201-5072.
v. Accept a bid in the amount of $400.00 from Kustom Kutts Lawn Care for the abatement of the property at 322 SE 4th to be paid from Real Property Acquisition Reserve - Nuisance Abatement Account #46-465-5450. Two other bids were received, Tramel Family Lawn Care $984.48, McWhirt Trucking $3,000.00. A total of sixteen (16) bid packets were distributed, and the opportunity was posted on the City's website.
w. Accept a bid in the amount of $595.00 from Kustom Kutts Lawn Care for the abatement of the property at 422 S Vann to be paid from Real Property Acquisition Reserve - Nuisance Abatement Account #46-465-5450. Two other bids were received, Tramel Family Lawn Care $979.02, McWhirt Trucking $3,000.00. A total of sixteen (16) bid packets were distributed, and the opportunity was posted on the City's website.
x. Approve an expenditure in the amount of $2,582.00 to Biblionix for Apollo Automation Annual Subscription to be paid from Library Supplies Account #02-221-5031.
y. Approve an expenditure in the amount of $3,120.00 to Openpath Security Inc. for the Openpath security system software subscription, $2,400.00 to be paid from Police Capital Outlay Account #44-445-5424 and $720.00 to be paid from Fire Repair and Maintenance Account #02-217-5091.
z. Accept the resignation of Police Dispatcher Katie Pilmaier, effective November 30th, 2025.
aa. Approve an expenditure in the amount of $6,501.60 to Dell Technologies for ten (10) Havis mounting bases and six (6) Havis docking stations to be paid from Police Vehicles Capital Outlay #44-445-5418. The equipment will be installed in the new vehicles ordered from Enterprise. This is an OMNIA contract price, contract number C000001019611.
bb. Approve the Pryor Creek Police Department to enter a lease through Preferred Business Systems for two (2) Canon C5840 in the amount of $270.46 per month for sixty (60) months to be paid from Police Equipment Capital Outlay Account #44-445-5424. This will be below the Sourcewell (OMNIA) and state contract price. Other quote received was a state contract price (SW1034C) through Lakeland for $328.54 a month for sixty (60) months for two (2) Canon C5740 models. These copiers will replace equipment currently on an expiring lease.

Motion was made by S. Brown, second by Brashears to approve the consent agenda less items a, t, v and w. Voting yes: Lamar, Shropshire, Bradshaw, Brashears, Tramel, S. Brown and Smith. Voting no: none. *Motion passed.*

4a. Approve minutes of the November 18th, 2025 Council meeting.

Motion was made by Brashears, second by Shropshire to approve minutes of the November 18th, 2025 Council meeting. Voting yes: Shropshire, Bradshaw, Brashears, Tramel, S. Brown and Lamar. Abstaining, counting as a no vote: Smith. Voting no: none. *Motion passed.*

4t. Approve Mayor to sign an engagement letter for Hood & Associates for the 2024 Audit.
Motion was made by Brashears, second by Tramel to approve Mayor to sign an engagement letter for Hood & Associates for the 2024 Audit. Voting yes: Bradshaw, Brashears, Tramel, S. Brown, Smith, Lamar and Shropshire. Voting no: none. *Motion passed.*

4v. Accept a bid in the amount of $400.00 from Kustom Kutts Lawn Care for the abatement of the property at 322 SE 4th to be paid from Real Property Acquisition Reserve - Nuisance Abatement Account #46-465-5450. Two other bids were received, Tramel Family Lawn Care $984.48, McWhirt Trucking $3,000.00. A total of sixteen (16) bid packets were distributed, and the opportunity was posted on the City's website.
Motion was made by Shropshire, second by Brashears to accept a bid in the amount of $400.00 from Kustom Kutts Lawn Care for the abatement of the property at 322 SE 4th to be paid from Real Property Acquisition Reserve - Nuisance Abatement Account #46-465-5450. Voting yes: Brashears, S. Brown, Smith, Lamar, Shropshire and Bradshaw. Abstaining, counting as a no vote: Tramel. Voting no: none. *Motion passed.*

4w. Accept a bid in the amount of $595.00 from Kustom Kutts Lawn Care for the abatement of the property at 422 S Vann to be paid from Real Property Acquisition Reserve - Nuisance Abatement Account #46-465-5450. Two other bids were received, Tramel Family Lawn Care $979.02, McWhirt Trucking $3,000.00. A total of sixteen (16) bid packets were distributed, and the opportunity was posted on the City's website.
Motion was made by Brashears, second by Shropshire to accept a bid in the amount of $595.00 from Kustom Kutts Lawn Care for the abatement of the property at 422 S Vann to be paid from Real Property Acquisition Reserve - Nuisance Abatement Account #46-465-5450. Voting yes: S. Brown, Smith, Lamar, Shropshire, Bradshaw and Brashears. Abstaining, counting as a no vote: Tramel. Voting no: none. *Motion passed.*

5. MAYOR'S REPORT

(These are items possibly requiring discussion and action.)

5a. Recognition of Kevin Tramel for 25 years of service with the Pryor Creek Police Department.
No action taken. Captain Kevin Tramel was recognized for 25 years of service with the Pryor Creek Police Department by the Oklahoma Municipal League and placed in the Honor Roll of Service.

5b. Discussion and possible action regarding a request to apply $30,000.00 from Park Capital Outlay Account #44-445-5415, originally designated for playground equipment, toward the purchase of a new 20x42x10 building at the Tennis Courts to house restrooms, mechanical, storage, and a small concession area. Quotes were received from Mueller Metals in the amount of $18,850.00, Wheeler Metals in the amount of $25,450.00 and Whitney Steel Buildings in the amount of $25,836.00. Several community in-kind donations have been committed, including monetary contributions, plumbing, electrical, demolition, and interior fixtures.
Motion was made by Bradshaw, second by S. Brown to approve a request to apply $30,000.00 from Park Capital Outlay Account #44-445-5415, originally designated for playground equipment, toward the purchase of a new 20x42x10 building at the Tennis Courts to house restrooms, mechanical, storage, and a small concession area. Quotes were received from Mueller Metals in the amount of $18,850.00, Wheeler Metals in the amount of $25,450.00 and Whitney Steel Buildings in the amount of $25,836.00.

Motion was amended by Bradshaw, second by S. Brown to approve an expenditure in the amount fo $18,850.00 to Mueller Metals for a 20x42x10 building at the Tennis Courts to house restrooms, mechanical, storage, and a small concession area to be paid from Park Capital Outlay Account #44-445-5415. Voting yes: Smith, Lamar, Shropshire, Bradshaw, Brashears, Tramel and S. Brown. Voting no: none. *Motion passed.*

5c. Discussion and possible action regarding the City of Pryor Creek beginning use of a newly designed logo as official branding for the City. The new branding will not replace the current City Seal and will be used as part of the Community Marketing Plan to market and promote the City of Pryor Creek.

Motion was made by Shropshire, second by Lamar to approve the City of Pryor Creek beginning use of a newly designed logo as official branding for the City. The new branding will not replace the current City Seal and will be used as part of the Community Marketing Plan to market and promote the City of Pryor Creek. Voting yes: Lamar, Shropshire, Bradshaw, Brashears, Tramel, S. Brown and Smith. Voting no: none. *Motion passed.*

5d. Discussion and possible action regarding allowing the Street Department to expend funds from Street Rehabilitation Projects Account #14-145-5410 to pay for gravel and asphalt at the new range, with the funds to be reimbursed by the Cherokee Nation through the Pryor Police Department under the terms of the Cherokee Nation Donation.

Motion was made by Shropshire, second by S. Brown to approve the Street Department to expend funds from Street Rehabilitation Projects Account #14-145-5410 to pay for gravel and asphalt at the new range, with the funds to be reimbursed by the Cherokee Nation through the Pryor Police Department under the terms of the Cherokee Nation Donation. Voting yes: Shropshire, Bradshaw, Brashears, Tramel, S. Brown, Smith and Lamar. Voting no: none. *Motion passed.*

6. CITY ATTORNEY'S REPORT:

6a. Introduction, first reading and discussion of an Ordinance of the City of Pryor Creek, Oklahoma granting a non-exclusive permit to Clarity Telecom, LLC (D/B/A Bluepeak) for the construction and operation of a cable system. *Pursuant to Section 19 of the City of Pryor Creek, this Ordinance shall not be passed on the date of introduction.*

Motion was made by Shropshire, second by Bradshaw to waive the first reading of an Ordinance of the City of Pryor Creek, Oklahoma granting a non-exclusive permit to Clarity Telecom, LLC (D/B/A Bluepeak) for the construction and operation of a cable system. Voting yes: Bradshaw, Brashears, Tramel, S. Brown, Smith, Lamar and Shropshire. Voting no: none. *Motion passed.*

8. 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, December 9th.

b. Ordinance and Insurance

Tramel reported that the next meeting will be Tuesday, December 30th.

c. Street and Maintenance

Lamar reported that they will be cancelling the scheduled regular meeting in December.

9. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

10. ADJOURN.

Motion was made by S. Brown, second by Brashears to adjourn. Voting yes: Brashears, Tramel, S. Brown, Smith, Lamar, Shropshire and Bradshaw. Voting no: none. *Motion passed.*

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 6:54 p.m.

2. APPROVE MINUTES OF THE NOVEMBER 18TH, 2025 MEETING.

Motion was made by Brashears, second by S. Brown to approve the minutes of the November 18th, 2025 meeting. Voting yes: Tramel, S. Brown, Lamar, Shropshire, Bradshaw and Brashears. Abstaining, counting as a no vote: Smith. Voting no: none. *Motion passed.*

3. APPROVE CLAIMS FOR PURCHASE ORDERS FOR THE PRYOR PUBLIC WORKS AUTHORITY THROUGH DECEMBER 2ND, 2025.

Motion was made by Brashears, second by S. Brown to approve claims for purchase orders for the Pryor Public Works Authority through December 2nd, 2025. Voting yes: S. Brown, Smith, Lamar, Shropshire, Bradshaw, Brashears and Tramel. Voting no: none. *Motion passed.*

3. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

4. ADJOURN.

Motion was made by Brashears, second by Tramel to adjourn at 6:55 p.m. Voting yes: Smith, Lamar, Shropshire, Bradshaw, Brashears, Tramel and S. Brown. Voting no: none. *Motion passed.*

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

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MINUTES WRITTEN BY CITY CLERK HANNAH MORRIS

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CITY OF CLERKS SEAL PRYOR CREEK, OKLAHOMA