MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, MARCH 16TH, 2021 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 e-mailed to The Paper newspaper and e-mailed to the Council members.

1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE, ROLL CALL.

Mayor Lees called the meeting to order at 6:00 p.m. The Prayer and Pledge of Allegiance were led by Dennis Nance. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Briana Brakefield, Jimmy Tramel via telephone and Yolanda Thompson. Members absent: none.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Emergency Management Director Johnny Janzen, Street Superintendent Buddy Glenn, Library Director Cari Rerat, Building Inspector Kenneth Young, Recreation Center Director Jessica Long.

Others present: Police Officer Dustin VanHorn, Animal Shelter Officer Becki Sams, Pryor Main Street Director Jennie VanBuskirk, Chris Gonthier, Brue Tibbets, Kemmie Shropshire, Angelique Cunningham, Jon Daniel and Terry Aylward.

2. PETITIONS FROM THE AUDIENCE. (LIMITED TO 5 MINUTES, MUST REQUEST IN ADVANCE.)
There were no petitions.

3. DEPARTMENT HEAD REPORTS IF NEEDED.

a. Building Inspector
Young had no report but asked if there were any questions for him.

b. Emergency Management
Janzen reported that they are getting ready for Spring storm season. Emergency Management keeps a registry of everyone who has storm shelters.

c. Fire
No report.

d. Golf
No report.

e. Library
Rerat handed out a statistics sheet to the Council.

f. Parks / Cemetery
No report.

g. Police
Nichols had no report but asked if there were any questions for him.

h. Recreation Center
Long reported that this is Spring Break week and they have been very busy. Everything is going as planned. She mentioned that they are looking at awnings to purchase and are working on roof options.

i. Street
Glenn reported that they are keeping up with the drainage project on N.E. 3rd. They are also putting up new street signs.

4. MAYOR'S REPORT:

a. CARES Reimbursement Account Report with discussion.
Mayor reported that as of the end of February 2021, we have a balance of $408,339.89 in the CAR fund. The guidelines that Council passed last September approved a reserve of 28% and use-evaluation of the reserve will be accomplished in March of 2021. Mayor stated that he expects to have a report and discussion on use

of funds at the April 6th, 2021 Council meeting. Chitwood asked if there is a time limit on use of these funds. Mayor stated that the Governor extended it past the end of December but did not give a definite end date.

5. POSSIBLE EXECUTIVE SESSION PURSUANT TO THE OKLAHOMA OPEN MEETING ACT FOR THE PURPOSE OF CONFERRING ON MATTERS PERTAINING TO ECONOMIC DEVELOPMENT, INCLUDING THE TRANSFER OF PROPERTY, FINANCING, OR THE CREATION OF A PROPOSAL TO ENTICE A BUSINESS TO REMAIN OR TO LOCATE WITHIN THE JURISDICTION OF THE CITY OF PRYOR CREEK WHERE THE PUBLIC DISCLOSURE OF THE MATTER DISCUSSED WOULD INTERFERE WITH THE DEVELOPMENT OF PRODUCTS OR SERVICES OR WOULD VIOLATE THE CONFIDENTIALITY OF THE BUSINESS. (25 O.S. § 307 (C) (11).

Motion was made by Ketcher, second by Chitwood to enter Executive Session at 6:20 p.m. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

6. DISCUSSION AND POSSIBLE ACTION REGARDING RESUMING REGULAR SESSION. NO ACTION TAKEN DURING EXECUTIVE SESSION.

Motion was made by Chitwood, second by Smith to resume regular session at 7:35 p.m. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

7. CITY ATTORNEY'S REPORT:

a. Enter Public Hearing

Rezoning Applicant: Brue Tibbets has requested a zoning change for the property in the City of Pryor, to-wit: A tract of land being a part of the Southeast Quarter of the Southwest Quarter (SE¼ SW¼) of Section Nine (9), Township Twenty-one (21) North, Range Nineteen (19) East of the Indian Base and Meridian, Mayes County, State of Oklahoma, more particularly described as follows, to-wit: Beginning at the Southeast corner of the SE¼ of the SW¼; THENCE North 01°30'40" West along the East line of the SE¼ of the SW¼ a distance of 881.13 feet to a ½ inch iron pin; THENCE South 88°35'06" West a distance of 245.75 feet to a ½ inch iron pin; THENCE South 01°31'41" East a distance of 881.11 feet to a MAG nail on the South line of the SE¼ of the SW¼; THENCE North 88°35'20" East a distance of 245.75 Feet to the point of beginning.

The present zoning designation for the property is AG (Agriculture). He is requesting a zoning change to CAR (Commercial Automotive Recreation).

Motion was made by Ketcher, second by Chitwood to Enter Public Hearing. Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

Kim Ritchie explained what this zoning request would allow. Mr. Tibbets was in attendance to answer questions.

b. Exit Public Hearing.

Motion was made by Chitwood, second by Nance to exit public hearing. Voting yes: Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

8. DISCUSSION AND POSSIBLE ACTION ON APPLICANT'S REQUEST FOR REZONING FROM AG (AGRICULTURE) TO CAR (COMMERCIAL AUTOMOTIVE RECREATION).

Motion was made by Shropshire, second by Chitwood to approve Applicant's request for rezoning from AG (Agriculture) to CAR (Commercial Automotive Recreation). Voting yes: Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Voting no: none.

9. 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 March 2nd, 2021 Council meeting.
b. Approve payroll purchase orders through March 19th and April 2nd, 2021.
c. Approve claims for purchase orders through March 16th, 2021.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2020202137 – 2020202294	188,682.43
STREET & DRAINAGE	2020202294 – 911226B	10,648.34
GOLF COURSE	2020202283 - 2020202243	6,706.68
CAPITAL OUTLAY	911173B - 2020202235	31,275.94
RECREATION CENTER	2020202269 - 2020202248	10,081.50
E-911 CASH FUND	2020202249 - 2020202295	4,405.60
	TOTAL	251,800.49
	NO BLANKETS	

d. Acknowledge receipt of deficient purchase orders.
   There were no deficient purchase orders.
e. Approve December 2020 Appropriation Requests.

DECEMBER 2020

FEE IN LIEU .	$	(0.65)
STREET & DRAINAGE	$	135,925.28
CEMETERY CARE INTEREST	$	13.12
CEMETERY CARE FUND	$	681.25
GOLF COURSE CASH FUND	$	37,005.13
CAPITAL OUTLAY FUND	$	44,662.08
CAPITAL OUTLAY RESERVE	$	344.14
REAL PROPERTY ACQUISITION	$	154.99
HOTEL/MOTEL TAX	$	12,637.18
2019 BOND PROJECT	$	-
LIBRARY BUILDING FUND	$	1.49
GOB 2020	$	-
RECREATION CASH FUND	$	66,328.51
PPWA BOND PROCEEDS (86)	$	-
PPWA SINKING FUNDS	$	89,292.98
PPWA BOND PROCEEDS (88)	$	3,174.27
E-911	$	1,007.11
LIBRARY SPECIAL	$	68.94
SEIZURES	$	0.01
DONATIONS	$	30,673.86
COMMUNITY DEVELOPMENT BLOCK GRANT	$	-
FUND 47	$	730.43
MAIN STREET BOND ACCOUNT-2019	$	9,923.16
TOTAL	$	432,623.28

f. Discussion and possible action regarding approval from bids received to purchase a new 16mm LED Sign in the amount of $37,451.25 from Premier Signs & Design, as in the best interest of the city, to be paid from Recreation Capital Outlay-Equipment Account #84-845-5410. Other bids received: Image Builders, $31,681.00; Amax Sign Company, $43,250.00.
g. Discussion and possible action regarding disposal of city records as listed on attachment according to City of Pryor Creek Retention Policy.
h. Discussion and possible action regarding closing Graham Avenue from Adair to Vann on April 1st, 2021 from 4:30 pm – 8:30 pm for a Pryor Main Street Spring Carnival Kickoff block party. ***(Amended to include South Adair from Graham Avenue to SE 1st Street.)***
i. Discussion and possible action regarding an expenditure of $30,000.00 in the form of a matching grant for a National Fitness Campaign "Fitness Court," which would be constructed on the Recreation Center grounds on the West side and toward the South perimeter, from Recreation Capital Outlay Account #84-845-5410.
j. Discussion and possible action regarding hiring Angelique Cunningham to fill vacant dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - $32,534.00) effective March 22nd, 2021. This position was left vacant by the resignation of Hannah Thompson.
k. Discussion and possible action regarding accepting the resignation of Stephanie Perry from dispatch position at the Pryor Creek Police Department, effective March 19th, 2021.
l. Discussion and possible action regarding an expenditure in the amount of $34,237.45 for the purchase of 5-year maintenance and a backup phone for the new Motorola CallWorks 911 system that was received through the Oklahoma 911 Management Authority Grant, from Covid Reimbursement Account #02-201-5401.
m. Discussion and possible action regarding an expenditure in the amount of $3,166.72 to GT Distributors for the purchase of (32) Streamlight Protac Rifle Lights @ $98.96 each, from Police Equipment Capital Outlay #44-445-5424. Other quotes received: $4,159.68, Midway USA; $5,375.68, Galls.
n. Discussion and possible action regarding an expenditure in the amount of $11,947.52 to GT Distributors for the purchase of (32) Vortex Strike Eagle 1-6x24 AR-BDC3 Rifle Optics @ $243.68 each and (32) Pro 30mm Cantilever Mounts @ $129.68 each, for the Police Department from Covid Reimbursement Account #02-201-5401. This price includes a lifetime warranty. Other quotes received: $11,999.36, Vortex Optics; $14,336.00, Amazon.
o. Discussion and possible action regarding authorizing Mayor to sign the 2021 Emergency Operations Plan for Mayes County Emergency Management.

p. Discussion and possible action regarding hiring Brody Willyard as B Operator, Range C, Step 1 (annual wage - $30,834.00) at the Pryor Creek Street Department effective March 29th, 2021.

Motion was made by Ketcher, second by Smith to approve items a – p, less items a, f, i, j and k, with amendment on h. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

a. Approve minutes of the March 2nd, 2021 Council meeting.

Motion was made by Brakefield, second by Chitwood to approve minutes of the March 2nd, 2021 Council meeting. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Chitwood, Brakefield. Abstaining, counting as a no vote: Smith. Voting no: none.

Steve Smith took a moment to thank Johnny Janzen and Mike Dunham for all the hard work that went into the 2021 Emergency Operations Plan for Mayes County Emergency Management. Mayor agreed, and he made it known that Mr. Janzen is very well known and highly respected in the area for the work he does.

f. Discussion and possible action regarding approval from bids received to purchase a new 16mm LED Sign in the amount of $37,451.25 from Premier Signs & Design, as in the best interest of the city, to be paid from Recreation Capital Outlay-Equipment Account #84-845-5410. Other bids received: Image Builders, $31,681.00; Amax Sign Company, $43,250.00.

Motion was made by Thompson, second by Ketcher to approve purchase of a new 16mm LED Sign in the amount of $37,451.25 from Premier Signs & Design, as in the best interest of the city due to the quality of their product, to be paid from Recreation Capital Outlay-Equipment Account #84-845-5410. Other bids received: Image Builders, $31,681.00; Amax Sign Company, $43,250.00. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

i. Discussion and possible action regarding an expenditure of $30,000.00 in the form of a matching grant for a National Fitness Campaign "Fitness Court," which would be constructed on the Recreation Center grounds on the West side and toward the South perimeter, from Recreation Capital Outlay Account #84-845-5410.

Motion was made by Chitwood, second by Smith to approve an expenditure of $30,000.00 in the form of a matching grant for a National Fitness Campaign "Fitness Court," which would be constructed on the Recreation Center grounds on the West side and toward the South perimeter, from Recreation Capital Outlay Account #84-845-5410.

Long provided a short video to explain what this entails. She stated that after more discussion, it was agreed that this would serve the community better if it were placed on the East side of the Recreation Center property.

Chitwood and Smith then amended their motion and second to strike, "on the West side and toward Southern perimeter." Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

j. Discussion and possible action regarding hiring Angelique Cunningham to fill vacant dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - $32,534.00) effective March 22nd, 2021. This position was left vacant by the resignation of Hannah Thompson.

Motion was made by Ketcher, second by Smith to approve hiring Angelique Cunningham to fill vacant dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - $32,534.00) effective March 22nd, 2021. This position was left vacant by the resignation of Hannah Thompson. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

k. Discussion and possible action regarding accepting the resignation of Stephanie Perry from dispatch position at the Pryor Creek Police Department, effective March 19th, 2021.

Motion was made by Chitwood, second by Smith to accept the resignation of Stephanie Perry from dispatch position at the Pryor Creek Police Department, effective March 19th, 2021. Chitwood thanked Perry for her service to the City. Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

10. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Brakefield had nothing to report other than that the Committee will meet on April 13th, 2021, at 5:30 p.m.

b. Ordinance and Insurance (Shropshire)

Shropshire had nothing to report at this time.

c. Street (Smith)

Smith reported that the Street Committee will meet next Tuesday.

11. UNFORESEEABLE BUSINESS.

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

No action. Mayor spoke regarding use of Cemetery Care Fund 19 and asked permission to have our City Engineer, Steve Powell, seek bids for street repair at the cemeteries, estimated cost of $60,000, with hopes of completion by May 28th, 2021, before Memorial Day. City Attorney explained that this does not qualify as Unforeseeable Business. He also stated that there are some statutory regulations regarding usage of Cemetery Care funds that will need to be investigated before any decision is made. Once this research is done, this will need to be an item on a Council agenda for approval, due to the costs involved.

12. ADJOURN.

Motion was made by Ketcher, second by Chitwood to adjourn. Voting yes: Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

PRYOR PUBLIC WORKS AUTHORITY

1. CALL TO ORDER.

Meeting was called to order at 8:25 p.m.

2. APPROVE MINUTES OF MARCH 2ND, 2021 MEETING.

Motion was made by Shropshire, second by Chitwood to approve minutes of March 2nd, 2021 meeting. Voting yes: Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. 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 Ketcher, second by Smith to adjourn. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN LARRY LEES

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MINUTES WRITTEN BY CITY CLERK/P.P.W.A. SECRETARY EVA SMITH

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