

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, APRIL 16TH, 2024 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 Randy Chitwood. Roll Call was conducted by City Clerk Courtney Davis. Council members present included Terry Lamar, Choya Shropshire, Lori Bradshaw, Travis Mileur, Randy Chitwood, Charles Tramel, Chris Gonthier and Bruce Smith. Members absent: none.

Department Heads and other City Officials present: Chase McBride, Jeremy Cantrell, Kevin Tramel, Cari Rerat and Mike Moore.

Others present: Kemmie Shropshire, Gilbert Graybill, Autumn Graybill, Angela Smith, Nana Roberts, Dale Burke and Seth Jacobs.

2. PETITIONS FROM THE AUDIENCE:

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

Mayor Doyle recognized the students and coaches from Pryor Youth Cheer for their upcoming trip to Orlando, Florida for a national cheer competition.

3. 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 April 2nd, 2024 Council meeting.
- b. Approve payroll purchase orders through April 26th, 2024.
- c. Approve claims for purchase orders through April 16th, 2024.

FUNDS	PURCHASE ORDER NUMBER	TOTALS
GENERAL	2320232432 - 2320232519	\$180,829.18
STREET & DRAINAGE	2320232519 - 911413B	\$285,575.27
GOLF COURSE	2320232413 - 911380B	\$15,595.42
CAPITAL OUTLAY	911447B - 2320232474	\$83,568.34
POLICE TRAINING FEES	2320232475	\$2,490.50
HOTEL/MOTEL TAX REVENUE	2320232435 - 2320232433	\$18,000.00
RECREATION CENTER	2320232529 - 2320232509	\$8,583.85
P.P.W.A. SINKING FUND	911449B	\$9,000.00
DONATIONS AND EARMARKED	2320232447 - 2320232476	\$1,072.64
TOTAL		\$604,715.20
BLANKETS		
911452B	BANK OF COMMERCE	\$35,511.99
911453B	FIBER INTERACTIVE TECHNOLOGIES	\$12,195.00
TOTAL		\$47,706.99

- d. Approve Mayor to sign a proclamation declaring April 2024 Fair Housing Month.
- e. Approve multiple road closures requested by Cherokee Nation Public Health for the WINGS Race scheduled June 1st, 2024 from 7:30 a.m. – 10:30 a.m. The closures affect 9th Street from the Recreation Center to Elliott Street, Elliott Street to Hogan Street, Hogan Street to 2nd Street, 2nd Street to Rowe Street, Rowe Street to Park Avenue, Park Avenue to Vann Street, Vann Street to 9th Street and 9th Street back to the Recreation Center.
- f. Approve accepting a bid in the amount of \$10,000.00 to Carman Concrete to build a retaining wall in the kennel area of the Pryor Creek Animal Shelter to be paid from Animal Shelter Capital Outlay Account #44-445-5425. Other bids received:

GW Construction and Fencing Co. in the amount of \$10,565.00 and Matlock Construction in the amount of \$11,000.00.

- g. Approve accepting a bid in the amount of \$4,200.00 to GW Construction and Fencing Co. to replace damaged metal in the kennel area and cut to fit the new retaining wall to be paid from Animal Shelter Capital Outlay Account #44-445-5425. Other bids received: Couch Construction in the amount of \$4,500.00 and M&M Properties in the amount of \$4,800.00.
- h. Approve amending Chapter One of the City of Pryor Creek Personnel Policy and Procedure Manual to include Procedures for Responding to Discrimination Complaints from Clients, Customers, Program Participants of the City of Pryor Creek and/or Pryor Creek Police Department and VAWA/VOCA Confidentiality Policy.
- i. Approve an expenditure in the amount of \$17,203.00 to Muskogee Communications for Invoice #2024-0174 regarding the antenna system and power equipment for the new repeater to be paid from Police Department Capital Outlay Account #44-445-6424. This purchase was previously approved at the June 16th, 2020 City Council meeting.
- j. Approve an expenditure in the amount of \$14,381.25 to Motorola Solutions for the annual license and support fees for the Evidence Library, Vista and 4RE to be paid from Police Capital Outlay Account #44-445-5424.
- k. Approve the Hotel / Motel Final Expense Report from Pryor Main Street in the amount of \$6,000.00 for the Lights On Downtown event November 16th, 2023.
- l. Approve the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$3,500.00 for the Pryor Hometown Christmas Parade December 9th, 2023.
- m. Approve the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$5,000.00 for the Oklahoma Tackle Hunting & Boat Show February 10th - February 13th, 2024.
- n. Approve the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$3,500.00 for the Okie Homesteading Expo March 22nd - March 23rd, 2024.
- o. Approve bid from Tibbets Trucking for the demolition of a dilapidated structure at 311 SW Graham Ct in the amount of \$3,800.00 from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: Wades Wrecker, \$6,350.00; Guthrie Excavation \$9,500.00; Buckboard Investments, LLC \$10,000.00; McWhirt Trucking \$20,000.00; Ball Construction, LLC \$21,000.00.
- p. Approve bid from Tibbets Trucking for the demolition of a dilapidated structure at 1200 SW 1st in the amount of \$4,000.00 from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: Wades Wrecker, \$4,950.00; Buckboard Investments, LLC \$7,500.00; Guthrie Excavation \$8,500.00; McWhirt Trucking \$15,000.00; Ball Construction LLC \$15,000.00.
- q. Approve Street Rehabilitation Phase 1 Change Order #1 in the amount of \$4,179.00. The payment for this change order is included in Street Rehabilitation Phase 1 Pay Application #3 to APAC Central DBA Dunham's Asphalt.
- r. Approve Street Rehabilitation Phase 1 Change Order #2 in the amount of \$72,261.00 to APAC Central DBA Dunham's Asphalt.
- s. Approve an expenditure in the amount of \$129,251.30 to APAC Central DBA Dunham's Asphalt Services for Street Rehabilitation Phase 1 Pay Application #3 to be paid from Street Asphalt Overlay Account #14-145-5410. This project was approved at the September 5th, 2023 Council meeting.
- t. Approve an expenditure in the amount of \$63,160.75 to Key Maintenance for Salt Creek Branch Phase 1 Pay App #2 to be paid from Street & Drainage Projects Account #14-145-5092. This project was approved at the November 7th, 2023 Council meeting.
- u. Approve accepting a bid for Salt Creek Branch Phase 2 from Evison Civil Contractors in the amount of \$180,000.00 in the best interest of the city. Other

bids received from VOY Construction in the amount of \$491,090.00 and Key Maintenance \$789,00.00.

- v. Approve an expenditure in the amount of \$85,025.00 to Envision Civil Contractors for Salt Creek Branch Phase 2 Pay App #1 to be paid from Street & Drainage Projects Account #14-145-5092.
- w. Approve Pryor Creek Recreation Center to accept a bid from Jayco in the amount of \$279,000.00 for the replacement of a roof top unit over the pool to be paid from Recreation Center Repair & Maintenance Account #84-845-5091. A deposit in the amount of \$100,000.00 will be paid in this fiscal year, the balance will be paid in the next fiscal year's budget once the equipment has been delivered.
- x. Approve Pryor Creek Recreation Center to accept a bid from Green Thumb Landscape and Lawncare at a monthly cost of \$1,800.00 to be paid from Recreation Center Grounds Keeping Account #84-845-5047. Two other companies were solicited but no bids were received.
- y. Approve Pryor Creek Recreation Center to accept a bid from Electrical Services in the amount of \$67,850.00 for a retrofit LED lighting project to be paid from the Oklahoma Department of Commerce Grant. Four bids were solicited, two were received.
- z. Approve an expenditure in the amount of \$3,355.00 to BSN for a set of volleyball standards to be paid from Recreation Center Equipment Capital Outlay Account #84-845-5410.

Motion was made by Shropshire, second by Gonthier to approve the consent agenda less items f, g, h, i, q, r, s, u, v, w and x. Voting yes: Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

3f. Approve accepting a bid in the amount of \$10,000.00 to Carman Concrete to build a retaining wall in the kennel area of the Pryor Creek Animal Shelter to be paid from Animal Shelter Capital Outlay Account #44-445-5425. Other bids received: GW Construction and Fencing Co. in the amount of \$10,565.00 and Matlock Construction in the amount of \$11,000.00.

Motion was made by Chitwood, second by Gonthier to approve accepting a bid in the amount of \$10,000.00 to Carman Concrete to build a retaining wall in the kennel area of the Pryor Creek Animal Shelter to be paid from Animal Shelter Capital Outlay Account #44-445-5425. Other bids received: GW Construction and Fencing Co. in the amount of \$10,565.00 and Matlock Construction in the amount of \$11,000.00. Motion was amended by Chitwood, second by Gonthier to be paid from Animal Shelter Capital Outlay Account #44-445-5448. Voting yes: Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. Voting no: none.

3g. Approve accepting a bid in the amount of \$4,200.00 to GW Construction and Fencing Co. to replace damaged metal in the kennel area and cut to fit the new retaining wall to be paid from Animal Shelter Capital Outlay Account #44-445-5425. Other bids received: Couch Construction in the amount of \$4,500.00 and M&M Properties in the amount of \$4,800.00.

Motion was made by Gonthier, second by Chitwood to approve accepting a bid in the amount of \$4,200.00 to GW Construction and Fencing Co. to replace damaged metal in the kennel area and cut to fit the new retaining wall to be paid from Animal Shelter Capital Outlay Account #44-445-5425. Other bids received: Couch Construction in the amount of \$4,500.00 and M&M Properties in the amount of \$4,800.00. (*Scrivener's error: this item is to be paid from Animal Shelter Capital Outlay Account #44-445-5448.*) Voting yes: Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

3h. Approve amending Chapter One of the City of Pryor Creek Personnel Policy and Procedure Manual to include Procedures for Responding to Discrimination Complaints from Clients, Customers, Program Participants of the City of Pryor Creek and/or Pryor Creek Police Department and VAWA/VOCA Confidentiality Policy.

Motion was made by Chitwood, second by Shropshire to approve amending Chapter One of the City of Pryor Creek Personnel Policy and Procedure Manual to include Procedures for Responding to Discrimination Complaints from Clients, Customers, Program Participants of the City of Pryor Creek and/or Pryor Creek Police Department and VAWA/VOCA Confidentiality

Policy. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Bradshaw. Voting no: none.

- 3i. Approve an expenditure in the amount of \$17,203.00 to Muskogee Communications for Invoice #2024-0174 regarding the antenna system and power equipment for the new repeater to be paid from Police Department Capital Outlay Account #44-445-6424. This purchase was previously approved at the June 16th, 2020 City Council meeting.**

Motion was made by Chitwood, second by Bradshaw to table an expenditure in the amount of \$17,203.00 to Muskogee Communications for Invoice #2024-0174 regarding the antenna system and power equipment for the new repeater to be paid from Police Department Capital Outlay Account #44-445-6424 until the next Council meeting. This purchase was previously approved at the June 16th, 2020 City Council meeting. (*Scrivener's error: this item is to be paid from Police Equipment Capital Outlay Account #4-445-5424.*) Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw and Mileur. Voting no: none.

- 3q. Approve Street Rehabilitation Phase 1 Change Order #1 in the amount of \$4,179.00.**

The payment for this change order is included in Street Rehabilitation Phase 1 Pay Application #3 to APAC Central DBA Dunham's Asphalt.

Motion was made by Chitwood, second by Gonthier to approve Street Rehabilitation Phase 1 Change Order #1 in the amount of \$4,179.00. The payment for this change order is included in Street Rehabilitation Phase 1 Pay Application #3 to APAC Central DBA Dunham's Asphalt. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur and Chitwood. Voting no: none.

- 3r. Approve Street Rehabilitation Phase 1 Change Order #2 in the amount of \$72,261.00 to APAC Central DBA Dunham's Asphalt.**

Motion was made by Shropshire, second by Chitwood to approve Street Rehabilitation Phase 1 Change Order #2 in the amount of \$72,261.00 to APAC Central DBA Dunham's Asphalt. Voting yes: Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood and Tramel. Voting no: none.

- 3s. Approve an expenditure in the amount of \$129,251.30 to APAC Central DBA Dunham's Asphalt Services for Street Rehabilitation Phase 1 Pay Application #3 to be paid from Street Asphalt Overlay Account #14-145-5410. This project was approved at the September 5th, 2023 Council meeting.**

Motion was made by Chitwood, second by Gonthier to approve an expenditure in the amount of \$129,251.30 to APAC Central DBA Dunham's Asphalt Services for Street Rehabilitation Phase 1 Pay Application #3 to be paid from Street Asphalt Overlay Account #14-145-5410. This project was approved at the September 5th, 2023 Council meeting. Voting yes: Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel and Gonthier. Voting no: none.

- 3u. Approve accepting a bid for Salt Creek Branch Phase 2 from Evison Civil Contractors in the amount of \$180,000.00 in the best interest of the city. Other bids received from VOY Construction in the amount of \$491,090.00 and Key Maintenance \$789,00.00.**

Motion was made by Chitwood, second by Shropshire to approve accepting a bid for Salt Creek Branch Phase 2 from Evison Civil Contractors in the amount of \$180,000.00 in the best interest of the city. Other bids received from VOY Construction in the amount of \$491,090.00 and Key Maintenance \$789,00.00. Voting yes: Shropshire, Bradshaw, Mileur, Chitwood, Tramel and Gonthier. Voting no: Lamar and Smith.

- 3v. Approve an expenditure in the amount of \$85,025.00 to Envision Civil Contractors for Salt Creek Branch Phase 2 Pay App #1 to be paid from Street & Drainage Projects Account #14-145-5092.**

Motion was made by Chitwood, second by Mileur to approve an expenditure in the amount of \$85,025.00 to Envision Civil Contractors for Salt Creek Branch Phase 2 Pay App #1 to be paid from Street & Drainage Projects Account #14-145-5092. Voting yes: Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: Lamar.

- 3w. Approve Pryor Creek Recreation Center to accept a bid from Jayco in the amount of \$279,000.00 for the replacement of a roof top unit over the pool to be paid from Recreation Center Repair & Maintenance Account #84-845-5091. A deposit in the amount of**

\$100,000.00 will be paid in this fiscal year, the balance will be paid in the next fiscal year's budget once the equipment has been delivered.

Motion was made by Chitwood, second by Bradshaw to approve Pryor Creek Recreation Center to accept a bid from Jayco in the amount of \$279,000.00 for the replacement of a roof top unit over the pool to be paid from Recreation Center Repair & Maintenance Account #84-845-5091. A deposit in the amount of \$100,000.00 will be paid in this fiscal year, the balance will be paid in the next fiscal year's budget once the equipment has been delivered. (*Scrivener's error: total deposit is in the amount of \$130,000.00*) Motion was amended by Chitwood, second by Bradshaw to reject the current bid and reopen bidding from April 17th, 2024 to May 1st, 2024 and publish the bid request once in the paper. Bids will be opened May 6th, 2024. Voting yes: Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. Voting no: none.

3x. Approve Pryor Creek Recreation Center to accept a bid from Green Thumb Landscape and Lawncare at a monthly cost of \$1,800.00 to be paid from Recreation Center Grounds Keeping Account #84-845-5047. Two other companies were solicited but no bids were received.

Motion was made by Chitwood, second by Bradshaw to approve Pryor Creek Recreation Center to accept a bid from Green Thumb Landscape and Lawncare at a monthly cost of \$1,800.00 to be paid from Recreation Center Grounds Keeping Account #84-845-5047. Two other companies were solicited but no bids were received. Voting yes: Mileur, Chitwood, Tramel, Lamar, Shropshire and Bradshaw. Voting no: Gonthier and Smith.

4. MAYOR'S REPORT

(These are items possibly requiring discussion and action.)

a. Discussion and possible action regarding an expenditure in the amount of \$5,167.00 to Lakeland Office Systems for a smart display board for the Council Chambers to be paid from Clerk Capital Outlay Account #44-445-5417. This purchase will be reimbursed with GRDA grant funds.

Motion was made by Chitwood, second by Mileur to approve an expenditure in the amount of \$5,167.00 to Lakeland Office Systems for a smart display board for the Council Chambers to be paid from Clerk Capital Outlay Account #44-445-5417. This purchase will be reimbursed with GRDA grant funds. Voting yes: Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw and Mileur. Voting no: none.

Mayor moved to the addendum.

ADDENDUM

CITY COUNCIL MEETING

APRIL 16TH, 2024 AT 6:00 P.M.

A1. Discussion and possible action regarding a transfer in the amount of \$75,000.00 from Fund 68 to a new fund to be created under the Economic Development Trust Authority for the use of funding the Bluegrass and Chili Festival event in Downtown Pryor.

Motion was made by Shropshire, second by Chitwood to approve a transfer in the amount of \$75,000.00 from Fund 68 to a new fund to be created under the Economic Development Trust Authority for the use of funding the Bluegrass and Chili Festival event in Downtown Pryor. Voting yes: Tramel, Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur and Chitwood. Voting no: none.

Mayor moved back to the regular agenda.

5. CITY ATTORNEY'S REPORT:

a. Possible Executive Session pursuant to 25 O.S. 307(B) (4) of the Oklahoma Open Meeting Act for the purpose of confidential communications with attorney regarding pending police grievance and arbitration entitled *Mayes County Fraternal Order of Police, Lodge No 116 and Dillion Hamil v The City of Pryor Creek*.

Motion was made by Gonthier, second by Chitwood to enter Executive Session at 7:31 p.m. Voting yes: Gonthier, Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood and Tramel. Voting no: none.

b. Consider resuming regular session. No action taken during Executive Session.
Motion was made by Chitwood, second by Gonthier to exit Executive Session at 8:08 p.m.
Voting yes: Smith, Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel and Gonthier.
Voting no: none.

c. Possible action based on Executive Session pursuant to 25 O.S. 307(B) (4) of the Oklahoma Open Meeting Act for the purpose of confidential communications with attorney regarding pending police grievance and arbitration entitled *Mayes County Fraternal Order of Police, Lodge No 116 and Dillion Hamil v The City of Pryor Creek*.
Motion was made by Gonthier, second by Chitwood to take no action based on Executive Session pursuant to 25 O.S. 307(B) (4) of the Oklahoma Open Meeting Act for the purpose of confidential communications with attorney regarding pending police grievance and arbitration entitled *Mayes County Fraternal Order of Police, Lodge No 116 and Dillion Hamil v The City of Pryor Creek*. Voting yes: Lamar, Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier and Smith. Voting no: none.

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, May 14th.

b. Ordinance and Insurance

Gonthier reported that the next meeting will be Tuesday, April 30th.

c. Street

Mileur reported that the next meeting will be Tuesday, April 23rd.

7. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

8. ADJOURN.

Motion was made by Chitwood, second by Gonthier to adjourn. Voting yes: Shropshire, Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith and Lamar. 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 THE APRIL 2ND, 2024 MEETING.

Motion was made by Chitwood, second by Gonthier to approve the minutes of the April 2nd, 2024 meeting. Voting yes: Bradshaw, Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar and Shropshire. 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 Mileur to adjourn. Voting yes: Mileur, Chitwood, Tramel, Gonthier, Smith, Lamar, Shropshire and Bradshaw. Voting no: none.

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

MINUTES WRITTEN BY CITY CLERK COURTNEY DAVIS

