

**MINUTES
CITY COUNCIL MEETING
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, NOVEMBER 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 Kim Ritchie. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Jimmy Tramel, Yolanda Thompson. Members absent: Briana Brakefield.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Assistant Police Chief James Willyard, Fire Chief BK Young, Library Director Cari Rerat and Recreation Center Director Jessica Long.

Others present: Police Captain Kevin Tramel, Animal Control Officer Becki Sams-Benham, Police Officer Michael Moore, Abatement Officer Zac Doyle, City Engineer Steve Powell, CMSWillowbrook representatives Gary Rosebrough and Brenna Wells, Dan Hazelton, Clifford Wofford, Bryce Moore, Kimmie Shropshire 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

No report.

b. Emergency Management

No report.

c. Fire

Young had no report but asked if the Council had any questions.

d. Golf

No report.

e. Library

Rerat reported that their numbers are a little lower this year than last, and they think it may be due to the fencing around the construction.

f. Parks / Cemetery

No report.

g. Police

Willyard had no report.

h. Recreation Center

Long reported that the flooring in the Boys and Girls Club is going down and looks really nice. There is also a dodgeball tournament this week.

i. Street

Glenn was unable to attend tonight, but Steve Powell reported that the Street project is going well and they are making great progress.

Mayor moved to the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 16TH, 2021 AT 6:00 P.M.**

1. Police & Fire Emergency Services Center / Library Expansion update report – CMS Willowbrook.
No action. CMSWillowbrook representatives Gary Rosebrough and Brenna Wells spoke regarding the status of the Police & Fire Emergency Services Center / Library Expansion.

Mayor moved to Item 3.

3. Discussion and possible action regarding hiring Tyler Bordwine to fill vacant patrolman position at the Pryor Creek Police Department at Range J, Step 2 (annual wage - \$43,561.00). Bordwine is CLEET Certified. This is pending approval by the Oklahoma Police Pension and Retirement System. This position was left vacant by the retirement of Doug Barham.

Motion was made by Ketcher, second by Chitwood to approve hiring Tyler Bordwine to fill vacant patrolman position at the Pryor Creek Police Department at Range J, Step 2 (annual wage - \$43,561.00). Bordwine is CLEET Certified. This is pending approval by the Oklahoma Police Pension and Retirement System. This position was left vacant by the retirement of Doug Barham. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel, Thompson. Voting no: none.

Mayor moved back to Mayor’s Report.

4. MAYOR’S REPORT:

a. Discussion and possible action regarding removing from the table Item 6.i. from the November 2nd, 2021, Council meeting.

Motion was made by Shropshire, second by Smith to approve removing from the table Item 6.i. from the November 2nd, 2021, Council meeting. Voting yes: Shropshire, Nance, Smith, Chitwood, Tramel, Thompson, Ketcher. Voting no: none.

b. Discussion and possible action regarding an On-Call service for street patch with Dunham Asphalt while they are in town for the 2021 Street Rehabilitation Project. This expense is estimated to cost \$32,000.00 to spend from Street Asphalt Overlay Account #14-145-5410.

Motion was made by Smith, second by Nance to approve an On-Call service for street patch with Dunham Asphalt while they are in town for the 2021 Street Rehabilitation Project. This expense is estimated to cost \$32,000.00 to spend from Street Asphalt Overlay Account #14-145-5410.

Motion and second were then amended to include, “as in the best interest of the city.” Voting yes: Nance, Smith, Chitwood, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

5. CITY ATTORNEY’S REPORT:

Mayor moved back to Item 2 of the Addendum.

**ADDENDUM
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 16TH, 2021 AT 6:00 P.M.**

2. Discussion and possible action regarding accepting or denying an appeal by Clifford Wofford regarding declaring 1104 SE 14th St. dilapidated property and proceeding with abatement/dilapidation process, as per City Code 4-4-8.A.5, Nuisance Abatement.

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

Mr. Wofford spoke, as did Zac Doyle and Kim Ritchie. It was stated that Code Enforcement Officer Trent Humphrey began gathering information on December 20th, 2020. First notice was issued to Mr. Wofford on March 17th, 2021 for the April Abatement Hearing.

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

Motion was made by Tramel, second by Thompson to deny appeal by Clifford Wofford regarding declaring 1104 SE 14th St. dilapidated property and proceeding with abatement/dilapidation process, as per City Code 4-4-8.A.5, Nuisance Abatement. Voting yes: Tramel, Thompson, Shropshire, Nance. Voting no: Ketcher, Smith, Chitwood.

Appeal was denied. Demolition is to proceed.

Mayor moved back to regular Agenda.

6. 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 November 2nd, 2021 Council meeting.
- b. Approve payroll purchase orders through November 26th, 2021.

c. Approve claims for purchase orders through November 16th, 2021.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2120211230 – 2120211223	156,256.80
STREET & DRAINAGE	2120211223 – 911258B	9,208.43
GOLF COURSE	2120211212 – 911277B	8,499.54
CAPITAL OUTLAY	911230B – 911229B	9,803.76
REAL PROPERTY ACQUIS.	2120211127 - 2120211228	3,268.00
RECREATION CENTER	2120211144 – 2120211223	12,285.89
PPWA	2120211130 - 2120211131	4,600.00
DONATIONS AND EARMARKED	2120211204	322.76
TOTAL		204,245.18
BLANKETS		
911281B	HARRELL'S	20,000.00
TOTAL		20,000.00

d. Acknowledge receipt of deficient purchase orders.

There were no deficient purchase orders.

e. Approve July Appropriations Request.

JULY 2021

FEE IN LIEU	\$	(0.64)
STREET & DRAINAGE	\$	145,965.54
CEMETERY CARE INTEREST	\$	13.97
CEMETERY CARE FUND	\$	1,531.25
GOLF COURSE CASH FUND	\$	68,753.97
CAPITAL OUTLAY FUND	\$	48,324.51
CAPITAL OUTLAY RESERVE	\$	1,344.23
REAL PROPERTY ACQUISITION	\$	706.66
HOTEL/MOTEL TAX	\$	8,418.50
2019 BOND PROJECT	\$	68.12
LIBRARY BUILDING FUND	\$	1.53
GOB 2020	\$	-
RECREATION CASH FUND	\$	88,672.25
PPWA BOND PROCEEDS (86)	\$	-
PPWA SINKING FUNDS	\$	96,630.35
PPWA BOND PROCEEDS (88)	\$	3,198.99
E-911	\$	2,910.97
LIBRARY SPECIAL	\$	722.15
SEIZURES	\$	0.02
DONATIONS	\$	39.30
COMMUNITY DEVELOPMENT BLOCK GRANT	\$	-
FUND 47	\$	400.90
MAIN STREET BOND ACCOUNT-2019	\$	10,744.25
TOTAL	\$	478,446.82

f. Discussion and possible action regarding approval of the 2022 City of Pryor Creek Holiday Calendar.

g. Discussion and possible action regarding approval of the schedule for the 2022 City of Pryor Creek Council meetings.

h. Discussion and possible action regarding approval of the schedule for the 2022 City of Pryor Creek Budget and Personnel Committee meetings.

i. Discussion and possible action regarding approval of the schedule for the 2022 City of Pryor Creek Street Committee meetings.

j. Discussion and possible action regarding approval of the schedule for the 2022 City of Pryor Creek Park / Cemetery Board meetings.

k. Discussion and possible action regarding approval of the schedule for the 2022 City of Pryor Creek Planning and Zoning Commission meetings.

l. Discussion and possible action regarding approval of the schedule for the 2022 City of Pryor Creek Planning and Zoning Board of Adjustments / Multi-Hazard Mitigation Committee meetings.

m. Discussion and possible action regarding approval of the schedule for the 2022 City of Pryor Creek Recreation Center Board meetings.

n. Discussion and possible action regarding approval of the schedule for the 2022 Library Board meetings.

o. Discussion and possible action regarding approval of the schedule for the 2022 Ordinance and Insurance Committee meetings.

- p. Discussion and possible action regarding approval of the schedule for the 2022 Flood Plain Board meetings.
- q. Discussion and possible action regarding approval of the schedule for the 2022 Hotel / Motel Tax Allocation Board meetings.
- r. Discussion and possible action regarding approval of the schedule for the 2022 Economic Development Trust Authority meetings.
- s. Discussion and possible action regarding approval of the schedule for the 2022 Personnel Board meetings.
- t. Acknowledge 2022 Municipal Utility Board Holiday Schedule.
- u. Acknowledge 2022 Municipal Utility Board Meeting Schedule.
- v. Discussion and possible action regarding an expenditure in the amount of \$2,817.00 to Idemia for the renewal of the annual maintenance agreement for the LiveScan fingerprint machine at the Pryor Creek Police Department, from Police Technology Account #02-215-5260.
- w. Discussion and possible action regarding hiring Bryce Moore to Volunteer Firefighter position at the Pryor Creek Fire Department, effective November 17th, 2021.
- x. Discussion and possible action regarding the annual contracted wage paid from City of Pryor Creek to Johnny Janzen, Director of Mayes County Emergency Management, be increased from \$15,996.00 per year to \$20,000.00 per year retroactive to October 1st, 2021, from CEM Salaries Account #02-225-5011. This satisfies new 2021-2022 (FY, Oct-Sept) requirements of the \$10,000.00 Emergency Management Performance Grant (EMPG) which is awarded annually to City of Pryor Creek.

Motion was made by Smith, second by Chitwood to approve items a – x, less items a, w and x. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood, Tramel. Voting no: none.

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

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

w. Discussion and possible action regarding hiring Bryce Moore to Volunteer Firefighter position at the Pryor Creek Fire Department, effective November 17th, 2021.

Motion was made by Ketcher, second by Chitwood to approve hiring Bryce Moore to Volunteer Firefighter position at the Pryor Creek Fire Department, effective November 17th, 2021. Voting yes: Shropshire, Nance, Smith, Chitwood, Tramel, Thompson, Ketcher. Voting no: none.

x. Discussion and possible action regarding the annual contracted wage paid from City of Pryor Creek to Johnny Janzen, Director of Mayes County Emergency Management, be increased from \$15,996.00 per year to \$20,000.00 per year retroactive to October 1st, 2021, from CEM Salaries Account #02-225-5011. This satisfies new 2021-2022 (FY, Oct-Sept) requirements of the \$10,000.00 Emergency Management Performance Grant (EMPG) which is awarded annually to City of Pryor Creek.

Motion was made by Thompson, second by Smith to approve the annual contracted wage paid from City of Pryor Creek to Johnny Janzen, Director of Mayes County Emergency Management, be increased from \$15,996.00 per year to \$20,000.00 per year retroactive to October 1st, 2021, from CEM Salaries Account #02-225-5011. This satisfies new 2021-2022 (FY, Oct-Sept) requirements of the \$10,000.00 Emergency Management Performance Grant (EMPG) which is awarded annually to City of Pryor Creek. Voting yes: Nance, Chitwood, Tramel, Thompson, Ketcher, Shropshire. Abstaining, counting as a no vote: Smith. Voting no: none.

7. COMMITTEE REPORTS:

a. Budget and Personnel (Brakefield)

Shropshire reported that the next Budget and Personnel meeting will be December 14th, 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 they will have a meeting next Tuesday and expect to have some updates on some projects.

8. UNFORESEEABLE BUSINESS.

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

There was no unforeseeable business.

9. ADJOURN.

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

PRYOR PUBLIC WORKS AUTHORITY
1. CALL TO ORDER.

Meeting was called to order at 7:05 p.m.

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

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

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

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