

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, FEBRUARY 13TH, 2024
5:30 P.M.**

THE BUDGET AND PERSONNEL COMMITTEE MET IN REGULAR SESSION IN THE COUNCIL CHAMBER AT 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

Committee Members: Choya Shropshire, Lori Bradshaw, Charles Tramel, Travis Mileur (alt)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Choya Shropshire. Members present: Choya Shropshire, Charles Tramel and Travis Mileur. Members absent: Lori Bradshaw.

Others present: Zac Doyle, Kemmie Shropshire, Courtney Davis, Nena Roberts, Frank Powell and Terry Aylward.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JANUARY 9TH, 2024 REGULAR MEETING.

Motion was made by Mileur, second by Tramel to approve the minutes of the January 9th, 2024 regular meeting. Voting yes: Tramel and Shropshire. Abstaining, counting as a no vote: Mileur. Voting no: none.

3. MAYOR'S REPORT:

a. Tax Reports.

Doyle presented the sales tax reports to the committee. He stated that the use tax is the highest the city has seen all year.

b. Review of Financial Status.

Davis presented the current financial statement. She also reviewed the issues faced while creating the financial statement and how they were resolved.

c. General Fund Budget Review.

Doyle explained that the Clerk's Office is still fully integrating all the new technology the city has purchased and financial processes will continue to grow more accurate and efficient as they make progress.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THREE PURCHASE ORDERS TOTTALLING \$15,680.00 TO INFRASTRUCTURE SOLUTIONS GROUP, LLC FOR PRY-21-03-01 FOR FRONT ENTRANCE AWNING STUDY, PRY-21-08-01 FOR THE ROOF REPLACEMENT, PRY-22-01-01 FOR FITNESS COURT PAD, PRY-22-02-01 FOR HVAC REPLACEMENT FROM AN ACCOUNT TO BE DECIDED.

Motion was made by Tramel, second by Mileur to recommend Council action regarding three purchase orders totalling \$15,680.00 to Infrastructure Solutions Group, LLC for PRY-21-03-01 for Front Entrance Awning Study, PRY-21-08-01 for the Roof Replacement, PRY-22-01-01 for Fitness Court Pad, PRY-22-02-01 for HVAC Replacement from an account to be decided. Motion was amended by Tramel, second by Mileur to require the proposed account number be included on the Council agenda. Voting yes: Mileur, Shropshire and Bradshaw. Voting no: none.

- 5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$2,593.00 FROM FIRE REPAIR & MAINTENANCE ACCOUNT #02-217-5091 (CURRENT BALANCE \$11,171.29) TO FIRE PROGRAMS FOR ANNUAL ACCESS, SUPPORT AND UPDATES. THIS SOFTWARE IS USED TO RUN REPORTS AND LOG RUNS AT THE FIRE DEPARTMENT.**

Motion was made by Mileur, second by Tramel to recommend Council action regarding an expenditure in the amount of \$2,593.00 from Fire Repair & Maintenance Account #02-217-5091 (Current balance \$11,171.29) to Fire Programs for annual access, support and updates. This software is used to run reports and log runs at the Fire Department. Voting yes: Shropshire, Tramel and Mileur. Voting no: none.

- 6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF DUSTIN HOPPER TO ASSISTANT SUPERINTENDENT AT THE PRYOR CREEK PARK DEPARTMENT AT RANGE E, STEP 2.**

Motion by Tramel, second by Mileur to recommend Council action regarding promotion of Dustin Hopper to Assistant Superintendent at the Pryor Creek Park Department at Range E, Step 2. Voting yes: Tramel, Mileur and Shropshire. Voting no: none.

- 7. UNFORESEEABLE BUSINESS.**

There was no unforeseeable business.

- 8. ADJOURN.**

Motion was made by Mileur, second by Tramel to adjourn at 6:02 p.m. Voting yes: Mileur, Shropshire and Tramel. Voting no: none.