

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, OCTOBER 13TH, 2020
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: Briana Brakefield, Choya Shropshire, Yolanda Thompson, Randy Chitwood (alt.)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Briana Brakefield. Members present: Briana Brakefield, Choya Shropshire and Yolanda Thompson. Members absent: none.

Others present: Mayor Larry Lees, Assistant Police Chief James Willyard, Police Captain Kevin Tramel, Animal Control Officer Becki Sams, Fire Chief BK Young, Library Director Cari Rerat, Recreation Board Chairman Houston Brittain, Chamber of Commerce President Barbara Hawkins, Kemie Shropshire and Terry Aylward.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE SEPTEMBER 8TH, 2020 REGULAR MEETING.

Motion was made by Shropshire, second by Thompson to approve the minutes of the September 8th, 2020 regular meeting. All voted yes.

3. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that the annualized Sales and Use taxes for the last four months come to \$10,564,941.00. The average monthly Sales Tax last year was \$775,698.00.

b. Review of Financial Status.

Mayor pointed out that all of the taxes will continue to fluctuate each month. Shropshire mentioned that Use Tax will likely increase as more building projects begin.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF THE BUDGET AND PERSONNEL MEETING SCHEDULE FOR 2021.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding approval of the Budget and Personnel Meeting Schedule for 2021. All voted yes.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING MARTIN MEEK TO FILL BUDGETED PATROL POSITION AT THE PRYOR CREEK POLICE DEPARTMENT AT RANGE J, STEP 2 (ANNUAL WAGE - \$42,292.00) EFFECTIVE NOVEMBER 9TH, 2020. MEEK HAS BEEN CLEET CERTIFIED SINCE 2016.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding hiring Martin Meek to fill budgeted Patrol position at the Pryor Creek Police Department at Range J, Step 2 (annual wage - \$42,292.00) effective November 9th, 2020. Meek has been CLEET certified since 2016. Shropshire and Thompson then amended their motion and second to include, "Pending approval by the Oklahoma Pension Board." All voted yes.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING HANNA SCOTT TO FILL BUDGETED PATROL POSITION AT THE PRYOR CREEK POLICE DEPARTMENT AT RANGE J, STEP 1 (ANNUAL WAGE - \$36,741.00) EFFECTIVE NOVEMBER 10TH, 2020.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding hiring Hanna Scott to fill budgeted Patrol position at the Pryor Creek Police Department at Range J, Step 1 (annual wage - \$36,741.00) effective November 10th, 2020, pending approval by the Oklahoma Pension Board. All voted yes.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING ZACH LENON TO FILL BUDGETED FIREFIGHTER POSITION AT THE PRYOR CREEK FIRE DEPARTMENT AT RANGE N, STEP 1 (ANNUAL WAGE - \$35,355.00) EFFECTIVE NOVEMBER 2ND, 2020.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding hiring Zach Lenon to fill budgeted firefighter position at the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$35,355.00) effective November 2nd, 2020. Shropshire and Thompson then amended their motion and second to include, "pending pension physical." All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING WALKER TAYLOR TO FILL BUDGETED FIREFIGHTER POSITION AT THE PRYOR CREEK FIRE DEPARTMENT AT RANGE N, STEP 2 (ANNUAL WAGE - \$40,697.00) PER CONTRACT EFFECTIVE NOVEMBER 3RD, 2020.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding hiring Walker Taylor to fill budgeted firefighter position at the Pryor Creek Fire Department at Range N, Step 2 (annual wage - \$40,697.00) per contract effective November 3rd, 2020. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING TAYLOR MELCHIOR TO FILL BUDGETED FIREFIGHTER POSITION AT THE PRYOR CREEK FIRE DEPARTMENT AT RANGE N, STEP 1 (ANNUAL WAGE - \$35,355.00) EFFECTIVE NOVEMBER 4TH, 2020.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding hiring Taylor Melchior to fill budgeted firefighter position at the Pryor Creek Fire Department at Range N, Step 1 (annual wage - \$35,355.00) effective November 4th, 2020, pending pension physical. All voted yes.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PURCHASE OF BUNKER BOOTS FOR THE PRYOR CREEK FIRE DEPARTMENT FROM CASCO AT STATE BID PRICE FROM FIRE CAPITAL OUTLAY ACCOUNT #02-217-5411.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding purchase of bunker boots for the Pryor Creek Fire Department from Casco at State bid price from Fire Capital Outlay Account #02-217-5411.

Young stated that he is still waiting on the quote, but this will be State bid price, if not less. He stated he would have the quote before Council. All voted yes.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING SEEKING APPLICATIONS FOR BUDGETED PART-TIME LIBRARY ASSISTANT - COMPUTER LAB FOR THE THOMAS J. HARRISON PRYOR PUBLIC LIBRARY.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding seeking applications for budgeted part-time Library Assistant - Computer Lab for the Thomas J. Harrison Pryor Public Library. All voted yes.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING SEEKING APPLICATIONS FOR BUDGETED PART-TIME LIBRARY ASSISTANT - ADULT SERVICES FOR THE THOMAS J. HARRISON PRYOR PUBLIC LIBRARY.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding seeking applications for budgeted part-time Library Assistant - Adult Services for the Thomas J. Harrison Pryor Public Library. All voted yes.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT 2019-2020 FINAL EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE IN THE AMOUNT OF \$29,216.43.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve Hotel / Motel Tax Grant 2019-2020 Final Expense Report for Pryor Area Chamber of Commerce in the amount of \$29,216.43. All voted yes.

14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT 2019-2020 FINAL EXPENSE REPORT FOR PRYOR PUBLIC SCHOOLS IN THE AMOUNT OF \$14,449.77.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve Hotel / Motel Tax Grant 2019-2020 Final Expense Report for Pryor Public Schools in the amount of \$14,449.77. All voted yes.

15. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT 2019-2020 FINAL EXPENSE REPORT FOR PRYOR MAIN STREET IN THE AMOUNT OF \$7,904.14.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve Hotel / Motel Tax Grant 2019-2020 Final Expense Report for Pryor Main Street in the amount of \$7,904.14. All voted yes.

16. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE THE 2020-2021 LETTER OF INTENT FOR PRYOR MAIN STREET.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve the 2020-2021 Letter of Intent for Pryor Main Street. All voted yes.

17. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE THE 2020-2021 LETTER OF INTENT FOR PRYOR AREA CHAMBER OF COMMERCE.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve the 2020-2021 Letter of Intent for Pryor Area Chamber of Commerce. All voted yes.

18. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE THE 2020-2021 LETTER OF INTENT FOR PRYOR PUBLIC SCHOOLS.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve the 2020-2021 Letter of Intent for Pryor Public Schools. All voted yes.

19. DISCUSS, POSSIBLY TO RECOMMEND COUNCIL ACTION TO APPROVE 2020 - 2021 HOTEL / MOTEL TAX ALLOCATION BUDGET.

- a. **Pryor Area Chamber of Commerce - 40% allocation: \$42,803.79 from Account #75-755-5090.**
- b. **Pryor Public Schools - 20% allocation, less \$2,500.00 Band Day allocation: \$18,901.90 from Account #75-755-5085. (There is no Band Day scheduled for this year.)**
- c. **Pryor Main Street - 10% allocation: \$10,700.95 from Account # 75-755-5110.**

Motion was made by Shropshire, second by Thompson to recommend Council action to approve 2020 - 2021 Hotel / Motel Tax Allocation Budget.

- a. Pryor Area Chamber of Commerce - 40% allocation: \$42,803.79 from Account #75-755-5090.
- b. Pryor Public Schools - 20% allocation, less \$2,500.00 Band Day allocation: \$18,901.90 from Account #75-755-5085. (There is no Band Day scheduled for this year.)
- c. Pryor Main Street - 10% allocation: \$10,700.95 from Account # 75-755-5110.

All voted yes.

20. PETITIONS FROM THE AUDIENCE.

There were no petitions.

21. UNFORESEEABLE BUSINESS. (Any matter not reasonably foreseen prior to posting agenda.)

There was no unforeseeable business.

22. ADJOURN.

Motion was made by Shropshire, second by Thompson to adjourn at 5:47 p.m. All voted yes.

Sales Tax Totals

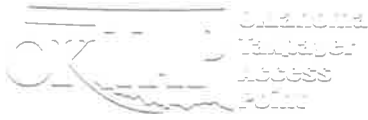
City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 751,820.11	\$ 750,055.85					
February	\$ 705,422.56	\$ 747,343.85					
March	\$ 692,054.30	\$ 673,114.50					
April	\$ 707,734.29	\$ 769,552.84					
May	\$ 716,194.09	\$ 830,287.14					
June	\$ 778,619.10	\$ 931,868.08					
July	\$ 762,210.98	\$ 883,069.62					
August	\$ 772,969.72	\$ 874,325.09					
September	\$ 797,162.40	\$ 778,537.41					
October	\$ 791,341.32	\$ 743,529.37					
November	\$ 729,869.64	\$ 761,329.87					
December	\$ 752,605.85						
Total	\$8,958,004.36	\$ 8,743,013.62	\$ -	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 762,210.98	\$ 883,069.62					
August	\$ 772,969.72	\$ 874,325.09					
September	\$ 797,162.40	\$ 778,537.41					
October	\$ 791,341.32	\$ 743,529.37					
November	\$ 729,869.64	\$ 761,329.87					
December	\$ 752,605.85						
January	\$ 750,055.85						
February	\$ 747,343.85						
March	\$ 673,114.50						
April	\$ 769,552.84						
May	\$ 830,287.14						
June	\$ 931,868.08						
Total	\$ 9,308,382.17	\$ 4,040,791.36	\$ -	\$ -	\$ -	\$ -	\$ -

OKLAHOMA TAX COMMISSION



City Sales Tax Deposit Letter

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City Sales Tax Deposit Letter

- Choose a year and month, and click "View Results".
- Results include all cities. To display a single city, enter the city COPO.
- The past 3 years of data is available for searching. For data older than 3 years, click the "Archived Data" link below.

For Treasurers:

Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Enter Search Parameters

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Year ▾

Month ▾

Entity

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City Sales Tax Deposit Letter

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Copo	City	Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
4909	Pryor	09-Nov-2020	764,531.22	0.00	0.00	3,822.66	621.31	761,329.87
			764,531.22	0.00	0.00	3,822.66	621.31	761,329.87

Data is updated each business day

Use Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 68,525.36	\$ 128,366.65					
February	\$ 75,691.84	\$ 116,848.79					
March	\$ 82,273.50	\$ 93,213.07					
April	\$ 149,970.94	\$ 101,408.96					
May	\$ 102,655.42	\$ 81,120.35					
June	\$ 97,779.29	\$ 85,146.64					
July	\$ 139,814.46	\$ 72,780.21					
August	\$ 139,921.75	\$ 20,686.72					
September	\$ 46,037.38	\$ 61,303.56					
October	\$ 73,880.30	\$ 87,415.09					
November	\$ 109,959.30	\$ 85,479.26					
December	\$ 73,391.80						
Total	\$ 1,159,901.34	\$ 933,769.30	\$ -	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 139,814.46	\$ 72,780.21					
August	\$ 139,921.75	\$ 20,686.72					
September	\$ 46,037.38	\$ 61,303.56					
October	\$ 73,880.30	\$ 87,415.09					
November	\$ 109,959.30	\$ 85,479.26					
December	\$ 73,391.80						
January	\$ 128,366.65						
February	\$ 116,848.79						
March	\$ 93,213.07						
April	\$ 101,408.96						
May	\$ 81,120.35						
June	\$ 85,146.64						
Total	\$ 1,189,109.45	\$ 327,664.84	\$ -	\$ -	\$ -	\$ -	\$ -

OKLAHOMA TAX COMMISSION



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Enter Search Parameters

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Year ▾

Month ▾

Entity

[View Results](#)

City Use Tax Deposit Letter

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Copo	City	Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
4909	Pryor	09-Nov-2020	85,831.03	0.00	0.00	429.16	77.39	85,479.26
			85,831.03	0.00	0.00	429.16	77.39	85,479.26

Data is updated each business day



Coats, Darla <coatsd@pryorcreek.org>

Fwd: [E] Re: iPad Quote

2 messages

Young, B.K. <youngbk@pryorcreek.org>
To: Darla Coats <coatsd@pryorcreek.org>

Thu, Nov 5, 2020 at 8:40 AM

----- Forwarded message -----

From: Llewellyn, Dennis Quinn (Quinn) <quinn.llewellyn@verizon.com>
Date: Tue, Nov 3, 2020 at 4:32 PM
Subject: Re: [E] Re: iPad Quote
To: Young, B.K. <youngbk@pryorcreek.org>

Thanks BK! To confirm, you would like to cancel the other one? 918-803-2913

verizon[✓]**Quinn Llewellyn**

Business Account Manager | Public Sector

E: quinn.llewellyn@verizon.com

M: 918-805-1703

<https://www.linkedin.com/in/quinnllewellyn/>

On Tue, Nov 3, 2020 at 11:15 AM Young, B.K. <youngbk@pryorcreek.org> wrote:

Will do. Jetpack we use 918-803-2903

On Thu, Oct 29, 2020 at 10:17 AM Llewellyn, Dennis Quinn (Quinn) <quinn.llewellyn@verizon.com> wrote:

You're welcome! Let me know once you've cut all the tape and are ready to proceed.

verizon[✓]**Quinn Llewellyn**

Business Account Manager | Public Sector

E: quinn.llewellyn@verizon.com

M: 918-805-1703

<https://www.linkedin.com/in/quinnllewellyn/>

On Thu, Oct 29, 2020 at 9:11 AM Young, B.K. <youngbk@pryorcreek.org> wrote:

Got it, thanks!

On Wed, Oct 28, 2020 at 5:20 PM Llewellyn, Dennis Quinn (Quinn) <quinn.llewellyn@verizon.com> wrote:

Hey BK,

Sorry for the delay on this. Everything got busy when I got back to the office. See the attached quote. I think I misspoke at the Fire Station the iPad Air is \$629.99 not \$529.99. The plan will stay the same, so I did not include that on the quote

iPad Pro 12.9" \$1,049.99

iPad Air 4th Gen \$629.99

Case: \$67.49



Quinn Llewellyn

Business Account Manager | Public Sector

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M: 918-805-1703

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Chief BK Young

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Pryor, OK 74361

Tel:(918)825-3131 Fax:(918)825-7175

youngbk@pryorcreek.org



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000072209546.1	Sales Rep	Jonathan Hernandez
Total	\$12,180.00	Phone	(800) 456-3355, 6179283
Customer #	70361194	Email	Jonathan_Hernandez1@Dell.com
Quoted On	Nov. 03, 2020	Billing To	ACCOUNTS PAYABLE
Expires by	Dec. 03, 2020		CITY OF PRYOR CREEK
Deal ID	21035553		P O BOX 1167
			6 NORTH ADAIR
			PRYOR, OK 74362

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Jonathan Hernandez

Shipping Group

Shipping To	Shipping Method
KEVIN TRAMEL CITY OF PRYOR CREEK 214 SOUTH MILL PRYOR, OK 74361 (918) 825-1212	Standard Delivery

Product	Unit Price	Qty	Subtotal
OptiPlex 7080 Small Form Factor	\$870.00	14	\$12,180.00

Subtotal:	\$12,180.00
Shipping:	\$0.00
Non-Taxable Amount:	\$12,180.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$12,180.00

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.