

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, AUGUST 11TH, 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, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Animal Shelter Supervisor Becky Sams-Benham, Fire Chief BK Young, Street Superintendent Buddy Glenn, Park Superintendent Frank Powell, Library Director Cari Rerat, Golf Superintendent Dennis Bowman, Recreation Center Director Jessica Long, Recreation Center Assistant Director Jerome Hopkins, Library Board Chairman Jeanette Anderson, Park Board Chairman Bill Kannegiesser, Park Board member Pat Richard, City Accountant Jeff Kolker, Steve Wyneken, Kemie Shropshire and Terry Aylward.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JULY 14TH, 2020 REGULAR MEETING.

Motion was made by Shropshire, second by Thompson to approve the minutes of the July 14th, 2020 regular meeting. All voted yes.

3. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that the tax reports for the new fiscal year total \$1,869,246.32.

b. Review of Financial Status.

He anticipates that tax income will gradually fall over the next few months.

Brakefield moved to Item 11.

11. BUDGET PRESENTATION BY CITY ACCOUNTANT JEFF KOLKER.

No action. Jeff Kolker presented his report of the City Budget. He reported that revenues from last fiscal year were high, at approximately \$7.5 million. We had a carry-over of \$3.18 million into the new fiscal year. We are allowed to budget 90% of our revenue, which allows us a budgetable amount of approximately \$10,032,000.00 for the 2020-2021 fiscal year; the highest in Pryor Creek's history.

A few questions were asked of Kolker and Mayor by the Committee, and then Kolker left the meeting at 6:00 p.m.

Shropshire questioned the large amount change on 02-201-5075 – General Outside Services. Mayor explained that it was overspent by \$83,000.00 last year. The Committee questioned whether \$68,000.00 would be enough to cover it, which Mayor explained it should be.

Brakefield asked for a job description for the proposed new position under Community Development.

Thompson asked why Mayor chose to remove the three new positions for Police and Fire departments, respectively. Mayor explained his thoughts on addressing them as they become necessary.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING OBTAINING AN RFQ FROM OUR LOCAL LENDING INSTITUTIONS TO FUND 50 NEW GOLF CARTS. THE ANTICIPATED TERM IS 4 YEARS AND IN THE ESTIMATED AMOUNT UP TO \$135,000.00.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve obtaining an RFQ from our local lending institutions to fund 50 new golf carts. The anticipated term is 4 years and in the estimated amount up to \$135,000.00.

Bowman reported that the current fleet is on its sixth season, and he would like to start the process while these carts still have some trade-in value. Mayor stated that he got a quote from a local bank to give an idea of what it would cost to finance, and the estimated \$135,000.00 will be a comfortable amount. When asked how much it would cost to keep and continue to repair the current carts, it was stated that it would be very costly and take some time to determine. Bowman also stated that the carts are their biggest revenue-maker and it is impossible to predict future revenues.

All voted yes.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ACCEPTING LOW BID FOR DEMOLITION OF THE HOUSE AT THE GOLF COURSE FROM DAVID BARTON/TRUE CUT EXCAVATION IN THE AMOUNT OF \$3,000.00. OTHER BIDS RECEIVED: PEST OFF EXTERMINATORS IN THE AMOUNT OF \$6,000.00; HANSEN DIRT AND DEMO, LLC IN THE AMOUNT OF \$6,800.00 INCLUDING CONCRETE REMOVAL; WADE'S WRECKER SERVICE IN THE AMOUNT OF \$22,000.00, INCLUDING CONCRETE REMOVAL AND TOPSOIL AND LEVELING.

Motion was made by Shropshire, second by Thompson to table this item, due to the large discrepancies in bid amounts received. All voted yes.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING REPLACING HOUSE AT THE GOLF COURSE WITH AN APPROPRIATE MOBILE HOME - TWO-BED/ONE-BATH. MOVE-IN AND SET-UP ARE ESTIMATED TO COST \$50,000.00, UNFURNISHED.

Motion was made by Shropshire, second by Thompson to table until demolition is rebid. All voted yes.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING AN ASSISTANT GOLF SUPERINTENDENT AT A RATE OF \$16.77 PER HOUR.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding hiring an Assistant Golf Superintendent at a rate of \$16.77 per hour.

Questions were presented regarding what qualifications would be required. Bowman stated: education, four years of experience, qualification to spray chemicals.

Motion was then made by Shropshire, second by Thompson to table this item until qualifications are added to the job description. All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING A GOLF COURSE EQUIPMENT MANAGER AT A RATE OF \$15.50 PER HOUR.

Motion was made by Thompson, second by Shropshire to table this item until qualifications are added to this job description. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING UPDATING THE CITY OF PRYOR CREEK PAY PLAN TO INCLUDE RANGE S (GOLF ASSISTANT

SUPERINTENDENT AT STEP 1 ANNUAL WAGE - \$34,882.00) AND RANGE T (GOLF EQUIPMENT MANAGER AT STEP 1 ANNUAL WAGE - \$32,240.00).

Motion was made by Shropshire, second by Thompson to table this item until job descriptions are modified. All voted yes.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING UPDATING THE CITY OF PRYOR CREEK PAY PLAN (TEMPORARY OUTSIDE – LIFEGUARDS TO \$10.00 PER HOUR AND SWIM INSTRUCTORS TO \$11.00 PER HOUR.)

Motion was made by Thompson, second by Shropshire to recommend Council action regarding updating the City of Pryor Creek pay plan (Temporary Outside – Lifeguards to \$10.00 per hour and Swim Instructors to \$11.00 per hour.) All voted yes.

Brakefield called for a five-minute recess at 6:50 p.m.

Meeting resumed at 6:55 p.m.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2020-2021 CITY OF PRYOR CREEK GENERAL FUND BUDGET.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve the 2020-2021 City of Pryor Creek General Fund Budget.

After much discussion, motion and second were amended to recommend Council action to approve with the following changes:

- Add three positions back to Police Department
- Add three positions back to Fire Department
- Add \$1,100.00 to the Library Postage line item
- Adjust the Unallocated Reserve accordingly

All voted yes.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2020-2021 CITY OF PRYOR CREEK STREET BUDGET.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve the 2020-2021 City of Pryor Creek Street Budget as presented. All voted yes.

14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2020-2021 CITY OF PRYOR CREEK CEMETERY CARE FUND BUDGET.

Motion was made by Thompson, second by Shropshire to recommend Council to approve the 2020-2021 City of Pryor Creek Cemetery Care Fund Budget as presented. All voted yes.

15. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2020-2021 CITY OF PRYOR CREEK GOLF FUND BUDGET.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve the 2020-2021 City of Pryor Creek Golf Fund Budget as presented. All voted yes.

16. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2020-2021 CITY OF PRYOR CREEK CAPITAL OUTLAY FUND BUDGET.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve the 2020-2021 City of Pryor Creek Capital Outlay Fund Budget as presented. All voted yes.

17. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2020-2021 CITY OF PRYOR CREEK REAL PROPERTY ACQUISITION RESERVE FUND BUDGET.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve the 2020-2021 City of Pryor Creek Real Property Acquisition Reserve Fund Budget as presented. All voted yes.

18. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2020-2021 CITY OF PRYOR CREEK RECREATION CENTER FUND BUDGET.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve the 2020-2021 City of Pryor Creek Recreation Center Fund Budget as presented. All voted yes.

19. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2020-2021 CITY OF PRYOR CREEK PUBLIC WORKS AUTHORITY FUND BUDGET.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve the 2020-2021 City of Pryor Creek Public Works Authority Fund Budget as presented. All voted yes.

20. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2020-2021 CITY OF PRYOR CREEK E-911 FUND BUDGET.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve the 2020-2021 City of Pryor Creek E-911 Fund Budget as presented. All voted yes.

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

There was no unforeseeable business.

22. ADJOURN.

Motion was made by Thompson, second by Shropshire to adjourn at 8:22 p.m. All voted yes.

ASSISTANT GOLF COURSE SUPERINTENDENT For Pryor Creek Golf Course

8/21/2020

Overview

The assistant golf course superintendent reports directly to the golf course superintendent. Under the superintendent's supervision, the assistant superintendent directs and participates in the maintenance of the golf course areas, including but not limited to, tees, greens, fairways, and cart paths; supervises the maintenance and repair of motorized and other mechanical equipment; and does related work as required. The assistant superintendent may serve in the superintendent's capacity during his/her absence.

Functions

- Assists in planning and supervising the maintenance of greens, tees and fairways; schedules work; and supervises the employees and the use of the equipment.
- Instructs equipment operators on the operation and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; and supervises and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.
- Strongly motivated to align and partner with superintendent to complete all tasks to the highest standards and achieve team goals.
- Assists in personnel management and evaluation, employee safety and personnel discipline.
- May modify the daily work schedule based on professional interpretation.

Employment standards

- Working knowledge of the maintenance of golf course tees, fairways and greens; seeding and maintenance practices for golf course turf; planting, cultivating, pruning, and caring for plants, shrubs and trees; characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation systems, including wells, pumps and automatic controls.
- Proficiency in computer use, knowledge of Microsoft Office and other applications as specified by supervisor.
- Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment; prepare clear and concise reports; and maintain effective employee and public relations.
- Possession of a valid driver's license.
- May require current state certification or licensing as a pesticide applicator.

QUALIFICATIONS: High School Diploma or equivalent (GED) preferred. Possess, enrolled or seeking a degree in a turfgrass management related field or applicable past experience (2 to 3 years of past golf course experience may be an applicable substitute). Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education. Possession of or ability to readily obtain a valid driver's license issued by the State of Oklahoma for the type of vehicle or equipment operated. OK Pesticide Certificate designation or ability to obtain certification within 90 days.

SCOPE AND EFFECT: The purpose of this position is to participate and assist in the maintenance of golf courses and all associated aspects. Success in this position results in safe and well-maintained courses.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has functional supervision over assigned seasonal personnel.

EQUIPMENT MANAGER For Pryor Creek Golf Course

8/21/2020

Overview

The equipment manager reports to the golf course superintendent and/or the assistant golf course superintendent and oversees a comprehensive preventive maintenance program for the golf course assets. This program includes the diagnostics and repair of failing equipment, keeping records of parts and labor needed to maintain each piece of equipment, and placing orders for parts and supplies needed for equipment or service. The equipment manager properly communicates any needs or problems relating to the maintenance or repair of equipment to the superintendent and/or the assistant superintendent, and schedules and directs the work assignments of the assistant equipment manager. The equipment manager places safety as a top priority and is responsible for maintaining a clean service area and maintenance building.

Functions

- Inspects, diagnoses and repairs mechanical defects/failures in various golf course maintenance equipment, including, diesel-, electric- and gasoline-powered automobiles, trucks, trenchers, sweepers, rollers, mowers, and other mechanical equipment used in utility work.
- Instructs and/or trains golf course maintenance workers regarding preventive maintenance, and the proper cleaning of and safe operation of equipment.
- Prioritizes equipment repair and maintenance work.
- Maintains a preventive maintenance program within budget on all equipment, and purchases repair parts and replacement supplies.
- Keeps a complete set of records for equipment and parts inventory purchases, equipment conditions, costs of repairs and preventive maintenance for all equipment.
- Spot checks equipment for performance on the course, makes emergency repairs to equipment on the course, and services or supervises servicing of equipment prior to use.
- Oversees the shop area maintenance.
- Regulates employees' use of equipment in absence of superintendent and assistant superintendent, if needed, and performs other duties as directed by the superintendent.
- Recommends equipment purchases and leases.

Employment standards

- Working knowledge of light and heavy maintenance equipment and automotive apparatuses.
- Skill in the use of a variety of equipment repair tools, and the making of various types of mechanical repair.
- Working knowledge of the theory, care, and operation of internal combustion engines and mowing equipment.
- Working knowledge of the hazards and safety precautions of the profession.
- Ability to move heavy objects.
- Ability to work in a variety of weather conditions while repairing equipment.
- Ability to diagnose mechanical troubles and determine appropriate maintenance work.

- Proficiency in computer use, knowledge of Microsoft Office and other applications as specified by supervisor.
- Ability to communicate effectively and keep business records.
- Knowledge of and/or ability to play the game of golf and understand how job performance affects the playing conditions of the golf course.
- Possession of a valid driver's license, possibly a commercial driver's license (CDL).

Qualifications

- High School Diploma or equivalent (GED) preferred. One year certificate from college or technical school; or three to six months related experience and/or training preferred. Valid Driver's License preferred and possibly a Commercial Drivers License. Requires a working knowledge of the general operation of gasoline, diesel and electric powered equipment, the proper methods of servicing golf course equipment, and the repair and adjustment of power mowing equipment. Basic math skills (addition, subtraction, division). Speak English and have ability to understand and follow oral and written direction. Requires a mechanical ability; ability to use common mechanical tools.