

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, JANUARY 9TH, 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 5:33 p.m. by Choya Shropshire. Members present: Choya Shropshire, Lori Bradshaw and Charles Tramel. Members absent: none.

Others present: Zac Doyle, Jeremy Cantrell, Justin Couch, BK Young and Terry Aylward.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE DECEMBER 12TH, 2023 REGULAR MEETING.

Motion was made by Bradshaw, second by Tramel to approve the minutes of the December 12th, 2023 Voting yes: Bradshaw, Tramel and Shropshire. Voting no: none.

3. MAYOR'S REPORT:

a. Tax Reports.

Doyle stated that tax revenue is up slightly compared to the previous month and trending upward when compared to last year's revenue.

b. Review of Financial Status.

Doyle stated that the financial reports are delayed due to the City Clerk being out of office.

c. General Fund Budget Review.

Doyle stated that he is working on a plan to pay back the City's furniture leases by August 2027, saving the City over \$25,000.00 in interest.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING TRANSFERRING \$46.24 FROM CLERK SUPPLIES ACCOUNT #02-209-5032 TO RECREATION CENTER SUPPLIES ACCOUNT #84-845-5032 TO CORRECT PAYMENT ERROR ON PURCHASE ORDER #2320231184 PAID TO CULLIGAN OF TULSA.

Motion was made by Tramel, second by Bradshaw to recommend Council action regarding transferring \$46.24 from Clerk Supplies Account #02-209-5032 to Recreation Center Supplies Account #84-845-5032 to correct payment error on Purchase Order #2320231184 paid to Culligan of Tulsa. Voting yes: Tramel, Shropshire and Bradshaw. Voting no: none.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING MOVING \$150,000.00 FROM FIRE DEPARTMENT CAPITAL OUTLAY ACCOUNT #44-445-5422 TO FIRE TRUCK RESERVE ACCOUNT #45-455-5412.

Motion was made by Bradshaw, second by Tramel to recommend Council action regarding moving \$150,000.00 from Fire Department Capital Outlay Account #44-445-5422 to Fire Truck Reserve Account #45-455-5412. Voting yes: Shropshire, Bradshaw and Tramel. Voting no: none.

6. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$14,219.00 FOR A RESCUE COMBI TOOL WITH BATTERY AND REMOVAL KIT TO DAVENPORT FIRE EQUIPMENT SALES, LLC. TO BE PAID FROM FIRE DEPARTMENT CAPITAL OUTLAY ACCOUNT #44-445-5422. THIS RESCUE TOOL IS COMPATIBLE WITH THE CURRENT TOOLS ON THE TRUCKS.**

Motion was made by Bradshaw, second by Tramel to recommend Council action regarding an expenditure in the amount of \$14,219.00 for a Rescue Combi Tool with Battery and Removal Kit to Davenport Fire Equipment Sales, LLC. to be paid from Fire Department Capital Outlay Account #44-445-5422. This rescue tool is compatible with the current tools on the trucks. Voting yes: Bradshaw, Tramel and Shropshire. Voting no: none.

7. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING CAMRYN MCCALL AS A PRYOR CREEK POLICE OFFICER (RANGE J, STEP 1) PENDING THE SUCCESSFUL COMPLETION OF THE POLICE PENSION PHYSICAL. THIS HIRE WILL FILL THE COPS GRANT POSITION.**

No action taken.

8. **UNFORESEEABLE BUSINESS.**

Doyle announced that the City has received a \$10,000.00 technology grant from Google to purchase Chromebooks and any other technology upgrades needed. He also stated that the Recreation Center has received a \$75,000.00 grant for lighting upgrades. Doyle also reported that Arianna Derr and the EDTA are working on a grant for improvements to the Graham Community Building.

9. **ADJOURN.**

Motion was made by Tramel, second by Bradshaw to adjourn. Voting yes: Tramel, Shropshire and Bradshaw. Voting no: none.

**CITY OR PRYOR CREEK, OKLAHOMA
 FORMULA TO DISTRIBUTE SALES TAX
 (Transferred electronically each month from Oklahoma Tax Commission)**

<u>DATE NOTICE RECEIVED</u>	<u>February 10, 2024</u>	<u>TOTAL AMOUNT OF CHECK</u>	<u>935,029.44</u>		
1	\$	<u>935,029.44</u>	X	130 / 800 = \$	<u>151,942.28</u>
				(Street & Drainage)	
2	\$	<u>935,029.44</u>	X	45 / 800 = \$	<u>52,595.41</u>
				(***)Capital Improvements)	
3	\$	<u>935,029.44</u>	X	375 / 800 = \$	<u>438,295.05</u>
				(General Fund)	
4	\$	<u>935,029.44</u>	X	100 / 800 = \$	<u>116,878.68</u>
				(Utility Systems Imp.)	
5	\$	<u>935,029.44</u>	X	90 / 800 = \$	<u>105,190.81</u>
				Bond - New (Police and Fire, etc.)	
6	\$	<u>935,029.44</u>	X	50 / 800 = \$	<u>58,439.34</u>
				Recreation Center Cash Fund	
7	\$	<u>935,029.44</u>	X	10 / 800 = \$	<u>11,687.87</u>
				Bond - New (Main Street)	
				Total \$	<u>935,029.44</u>

Division of 4.00% Sales Tax is as follows: 1.875

1.7725 to the General Fund	.650 to Street / Drainage
	.500 to Utility Systems Impr. (MUB)
	.250 to Recreation Center (Operations)
	.450 to Bond - New (Police/Fire, etc.)
8/21/18 - Back to Real Prop.	.050 to Main Street)
8/21/18 - 1/10 of 1% moved from Gen to Cap. Imp.	.225 to Capital Improvements

** This .10% is now allocated to the General Fund per 2/17/09 Council meeting.

*** This 1/10 of 1% was approved by Council to be moved from the General Fund to Capital Outlay (approved by Council 8/7/12 to become effective 9/1/12).

*** The 1/10 of 1% that was moved to Cap O/L was moved back to the General Fund 6/7/16

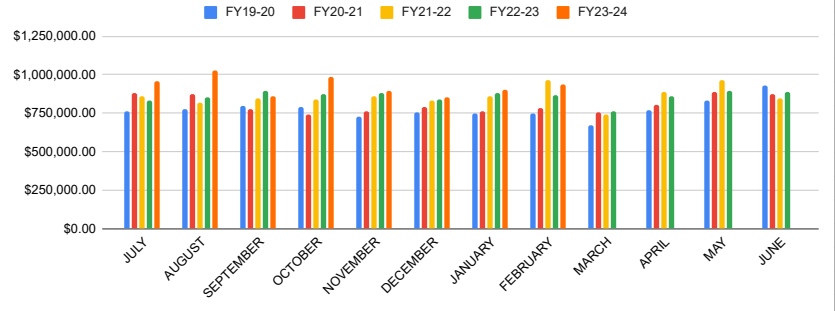
***10% moved from General Fund to RealProperty Acquisition on 8/21/18 (This was rescinded on 05/07/19)

****1/10 of 1% moved from General Fund to Capital Outlay on 8/21/18

**2019 Election the people voted to use .450 for construction projects (Police / Fire) and .050 for Main Street

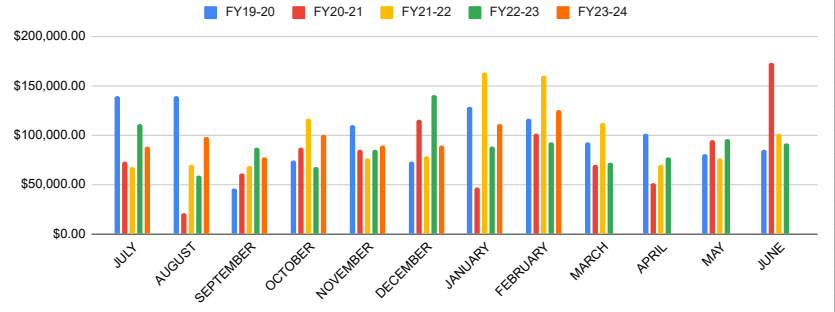
Sales Tax for Pryor Creek

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
JULY	\$762,210.98	\$883,069.62	\$858,434.01	\$829,117.54	\$957,034.17			
AUGUST	\$772,969.72	\$874,325.09	\$815,988.59	\$854,954.15	\$1,027,800.08			
SEPTEMBER	\$797,162.40	\$778,537.41	\$846,481.64	\$892,231.76	\$862,289.51			
OCTOBER	\$791,341.32	\$743,529.37	\$836,959.44	\$871,433.02	\$985,589.29			
NOVEMBER	\$729,869.64	\$761,329.87	\$857,087.62	\$880,402.24	\$891,924.90			
DECEMBER	\$752,605.85	\$793,356.56	\$828,875.55	\$838,559.55	\$855,746.83			
JANUARY	\$750,055.85	\$763,166.19	\$858,330.73	\$878,922.23	\$898,848.18			
FEBRUARY	\$747,343.85	\$784,577.85	\$965,223.87	\$870,243.28	\$935,029.44			
MARCH	\$673,114.50	\$758,530.01	\$739,268.97	\$761,804.55				
APRIL	\$769,552.84	\$805,283.96	\$888,320.02	\$860,505.22				
MAY	\$830,287.14	\$888,357.25	\$961,420.02	\$893,277.72				
JUNE	\$931,868.08	\$871,739.01	\$844,161.50	\$889,018.00				
TOTAL	\$9,308,382.17	\$9,705,802.19	\$10,300,551.96	\$10,320,469.26	\$7,414,262.40	\$0.00	\$0.00	\$0.00



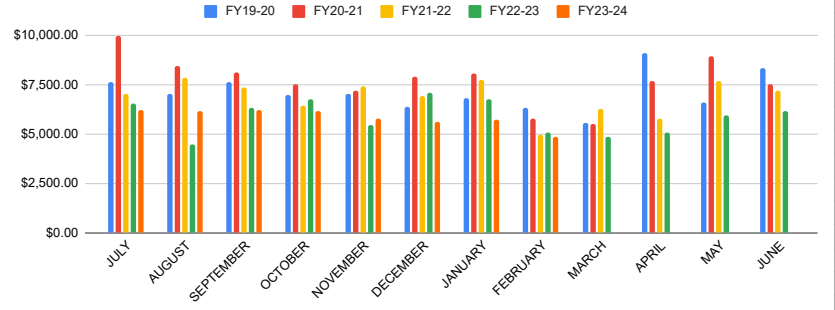
Use Tax for Pryor Creek

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
JULY	\$139,814.46	\$72,780.21	\$68,145.11	\$110,868.18	\$88,248.72			
AUGUST	\$139,921.75	\$20,687.72	\$69,921.89	\$58,688.91	\$97,615.96			
SEPTEMBER	\$46,037.38	\$61,303.56	\$68,791.50	\$87,511.99	\$77,660.56			
OCTOBER	\$73,880.30	\$87,415.09	\$116,979.12	\$67,324.75	\$99,858.54			
NOVEMBER	\$109,959.30	\$85,479.26	\$76,090.86	\$84,759.18	\$89,908.81			
DECEMBER	\$73,391.80	\$115,292.71	\$78,048.71	\$140,512.94	\$89,807.23			
JANUARY	\$128,366.65	\$47,239.19	\$163,297.12	\$87,984.16	\$111,299.89			
FEBRUARY	\$116,848.79	\$101,872.56	\$159,740.83	\$92,908.68	\$124,920.89			
MARCH	\$93,213.07	\$70,027.53	\$112,038.64	\$71,504.18				
APRIL	\$101,408.96	\$51,642.76	\$70,017.53	\$77,257.33				
MAY	\$81,120.35	\$95,247.85	\$76,112.48	\$95,980.06				
JUNE	\$85,146.64	\$173,325.88	\$101,915.75	\$91,161.69				
TOTAL	\$1,189,109.45	\$982,314.32	\$1,161,099.54	\$1,066,462.05	\$779,320.60	\$0.00	\$0.00	\$0.00



Tobacco Tax for Pryor Creek

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
JULY	\$7,651.74	\$9,952.29	\$7,053.48	\$6,551.62	\$6,188.47			
AUGUST	\$7,002.62	\$8,432.39	\$7,836.26	\$4,491.53	\$6,153.49			
SEPTEMBER	\$7,626.68	\$8,131.46	\$7,353.37	\$6,321.36	\$6,196.13			
OCTOBER	\$6,979.41	\$7,502.43	\$6,453.01	\$6,779.97	\$6,132.81			
NOVEMBER	\$7,031.16	\$7,192.36	\$7,400.29	\$5,466.42	\$5,775.52			
DECEMBER	\$6,403.07	\$7,910.53	\$6,894.86	\$7,068.45	\$5,613.85			
JANUARY	\$6,797.30	\$8,038.11	\$7,739.58	\$6,737.06	\$5,707.55			
FEBRUARY	\$6,340.63	\$5,785.89	\$4,945.37	\$5,047.67	\$4,855.90			
MARCH	\$5,556.34	\$5,507.90	\$6,260.76	\$4,853.31				
APRIL	\$9,111.80	\$7,684.27	\$5,753.23	\$5,083.05				
MAY	\$6,594.97	\$8,952.43	\$7,694.95	\$5,951.36				
JUNE	\$8,343.59	\$7,525.81	\$7,196.86	\$6,133.68				
TOTAL	\$85,439.31	\$92,615.87	\$82,582.02	\$70,485.48	\$46,623.72	\$0.00	\$0.00	\$0.00



Combined Total	\$10,582,930.93	\$10,780,732.38	\$11,544,233.52	\$11,457,416.79	\$8,240,206.72	\$0.00	\$0.00	\$0.00
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December 26, 2022

City of Pryor
Attn: Larry Lees – Mayor
12 N. Rowe; Suite B
Pryor, OK 74361

Re: REC Center Front Entrance Awning Study

Dear Mr. Lees:

Enclosed, please find invoice PRY-21-03-01. Please place this invoice on the agenda for approval at your next meeting.

Once approved, please forward a check to Infrastructure Solutions Group, LLC's McAlester office at 500 Village Boulevard; Suite A; McAlester, OK 74501.

If you have any questions concerning these documents, please contact me at (918) 420-5500.

Sincerely,
Infrastructure Solutions Group, LLC

Dale Burke, P.E.
President

Project # PRY-21-03



December 26, 2022

INVOICE SUBMITTED TO:

City of Pryor Creek
12 N. Rowe, Suite B
Pryor, OK 74361

ATTN: Mr. Larry Lees, Mayor

Invoice # PRY-21-03-01 REC CENTER FRONT ENTRANCE AWNING STUDY:
(Billings from October 30th 2021 thru December 31st 2022)

In Reference To: General City Engineering Services

ENGINEERING SERVICES: (Previous Billed See Inv # PRY-19-02-18 for Summary)

REC CENTER FRONT ENTRANCE AWNING STUDY:

The design and bidding assistance on this project took place in 1-21 thru 11-21. A contract was awarded to Oklahoma Awning in Feb. 2021 from concept drawings. Detailed drawings were provided by Cyntergy and reviewed by ISG in April 2021 and work began in June 2021. The completion of the awning was in done in July and final review was conducted in September 2021.

The project was deemed complete and close out drawings were produced and provided to the city archive.

PE Time: 8 hr. X \$200/hr.	\$1,600.00
EI Time: 12 hr. x \$105/hr.	\$1,260.00
Tech Time: 1 hr. X \$100/hr.	\$100.00

TOTAL BILLED TO DATE	\$2,960.00
TOTAL PREVIOUSLY BILLED	<u>\$0.00</u>

TOTAL DUE THIS INVOICE **\$2,960.00**

Please mail payment to: **Infrastructure Solutions Group, LLC**
500 Village Boulevard, Suite A
McAlester, OK 74501



December 26, 2022

City of Pryor
Attn: Larry Lees – Mayor
12 N. Rowe; Suite B
Pryor, OK 74361

Re: REC Center Roof Replacement

Dear Mr. Lees:

Enclosed, please find invoice PRY-22-08-01. Please place this invoice on the agenda for approval at your next meeting.

Once approved, please forward a check to Infrastructure Solutions Group, LLC's McAlester office at 500 Village Boulevard; Suite A; McAlester, OK 74501.

If you have any questions concerning these documents, please contact me at (918) 420-5500.

Sincerely,
Infrastructure Solutions Group, LLC

Dale Burke, P.E.
President

Project # PRY-21-08



December 26, 2022

INVOICE SUBMITTED TO:

City of Pryor Creek
12 N. Rowe, Suite B
Pryor, OK 74361

ATTN: Mr. Larry Lees, Mayor

Invoice # PRY-21-08-01 (Hourly per EJCDC)
(Billings thru December 31st 2022)

In Reference To: REC Center Roof Replacement

ISG was requested to prepare detailed specifications for the replacement of the roof at the REC Center. Once the documents were prepared ISG prepared bid notifications, conducted a bid opening, pre-bid conference and monthly const. admin. Including pay estimate reviews, issues during and after construction completion for contractor call backs to repair leaks found. The project was deemed complete when no further leaks were observed. This invoice covers all services from beginning to project close out.

PE Time: 26 hr. X \$200/hr	\$5,200.00
EI Time: 4 hr. X \$105/hr	\$420.00
Tech Time: 5 hrs X \$100/hr	\$500.00

TOTAL BILLED TO DATE	\$6,120.00
TOTAL PREVIOUSLY BILLED	<u>\$0.00</u>
TOTAL DUE THIS INVOICE	\$6,120.00

Please mail payment to: **Infrastructure Solutions Group, LLC**
500 Village Boulevard, Suite A
McAlester, OK 74501



December 26, 2022

City of Pryor
Attn: Larry Lees – Mayor
12 N. Rowe; Suite B
Pryor, OK 74361

Re: Fitness Court Pad

Dear Mr. Lees:

Enclosed, please find invoice PRY-22-01-01. Please place this invoice on the agenda for approval at your next meeting.

Once approved, please forward a check to Infrastructure Solutions Group, LLC's McAlester office at 500 Village Boulevard; Suite A; McAlester, OK 74501.

If you have any questions concerning these documents, please contact me at (918) 420-5500.

Sincerely,
Infrastructure Solutions Group, LLC

Dale Burke, P.E.
President

Project # PRY-22-01



December 26, 2022

INVOICE SUBMITTED TO:

City of Pryor Creek
12 N. Rowe, Suite B
Pryor, OK 74361

ATTN: Mr. Larry Lees, Mayor

Invoice # PRY-22-01-01 (Hourly per EJCDC)
(Billings thru December 31st 2022)

In Reference To: Fitness Court Pad

The REC Board requested ISG prepare detailed site concrete slab plans and advertise for bids from selected local contractors. The city Street department agreed to construct the pad in accordance with the detailed plans after advertisement received no bids. ISG advised the Pryor Street Department Crews during construction as to placement of construction joints, required standing wall to preserve grades, and minor construction technique requirements. A final inspection of the finish of the concrete slab was done thus allowing the equipment manufacturer to enter the site and install the specialized equipment.

PE Time: 8 hr. X \$200/hr	\$1,600.00
EI Time: 16 hr. X \$105/hr	\$1,680.00
Tech Time: 4 hrs X \$100/hr	\$400.00

TOTAL BILLED TO DATE	\$3,680.00
TOTAL PREVIOUSLY BILLED	<u>\$0.00</u>
TOTAL DUE THIS INVOICE	\$3,680.00

Please mail payment to:

Infrastructure Solutions Group, LLC
500 Village Boulevard, Suite A
McAlester, OK 74501



December 26, 2022

City of Pryor
Attn: Larry Lees – Mayor
12 N. Rowe; Suite B
Pryor, OK 74361

Re: REC Center HVAC Replacement

Dear Mr. Lees:

Enclosed, please find invoice PRY-22-02-01. Please place this invoice on the agenda for approval at your next meeting.

Once approved, please forward a check to Infrastructure Solutions Group, LLC's McAlester office at 500 Village Boulevard; Suite A; McAlester, OK 74501.

If you have any questions concerning these documents, please contact me at (918) 420-5500.

Sincerely,
Infrastructure Solutions Group, LLC

Dale Burke, P.E.
President

Project # PRY-22-02



December 26, 2022

INVOICE SUBMITTED TO:

City of Pryor Creek
12 N. Rowe, Suite B
Pryor, OK 74361

ATTN: Mr. Larry Lees, Mayor

Invoice # PRY-22-02-01 (Hourly per EJCDC)
(Billings thru December 31st 2022)

In Reference To: REC Center HVAC Replacement

ISG requested of secure quotes for replacement of the HVAC unit as outlined in a report by T. Keeter, PE to the Board. Mr. Keeter provided detailed specifications for which ISG submitted to select HVAC companies for comparison quotes. The award of this work is pending but expected at the Feb. REC Board meeting

PE Time: 2 hr. X \$200/hr	\$400.00
EI Time: 24 hrs X \$105/hr	\$2,520.00
Tech Time: 0 hrs X \$100/hr	\$0.00

TOTAL BILLED TO DATE	\$2,920.00
TOTAL PREVIOUSLY BILLED	<u>\$0.00</u>
TOTAL DUE THIS INVOICE	\$2,920.00

Please mail payment to: **Infrastructure Solutions Group, LLC**
500 Village Boulevard, Suite A
McAlester, OK 74501



FirePrograms
 6405 SW 38TH ST
 Bldg 200
 Ocala, FL 34474
 (352) 447-5000

Bill To:
Pryor Fire Department Attn: B K Young 833 S Elliot Pryor, OK 74361

Date	Invoice
02/01/2024	245180
Account	
Pryor FD 74361	

Terms	Due Date	PO Number	Reference
Net 90 Days	05/01/2024		Annual Billing for 2024-2025

Managed Services Details	Quantity	Price	Amount
Agreement SM RM			
FPWeb Station & Risk Manager Annual Access, Support & Update Service 1 User	1.00	\$2,593.00	\$2,593.00
Total Managed Services Details:			\$2,593.00
Make checks payable to FirePrograms	Invoice Subtotal:		\$2,593.00
	Sales Tax:		\$0.00
	Invoice Total:		\$2,593.00
	Payments:		\$0.00
	Credits:		\$0.00
Balance Due:		\$2,593.00	