

**MINUTES  
BUDGET AND PERSONNEL  
REGULAR MEETING  
TUESDAY, AUGUST 11<sup>TH</sup>, 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 14<sup>TH</sup>, 2020 REGULAR MEETING.**

Motion was made by Shropshire, second by Thompson to approve the minutes of the July 14<sup>th</sup>, 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.