

**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.