

**MINUTES  
BUDGET AND PERSONNEL  
REGULAR MEETING  
TUESDAY, AUGUST 10<sup>TH</sup>, 2021  
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 Control Officer Becki Sams-Benham, Fire Chief BK Young, Street Superintendent Buddy Glenn, Library Director Cari Rerat, Recreation Center Director Jessica Long, City Accountant Jeff Kolker, City Engineer Steve Powell and Terry Aylward.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JULY 13<sup>TH</sup>, 2021 REGULAR MEETING.**

Motion was made by Shropshire, second by Thompson to approve the minutes of the July 13<sup>th</sup>, 2021 regular meeting. All voted yes.

**3. PETITIONS FROM THE AUDIENCE.**

There were no petitions.

**4. MAYOR'S REPORT.**

**a. Tax Reports.**

Mayor gave annualizations of Sales and Use taxes. He stated that these numbers are not very useful at this stage in the fiscal year, but we will keep them updated.

**b. Review of Financial Status.**

No report.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ACCEPTING BID FROM CHUPP IMPLEMENT CO. FOR RHINO BOOM ARM MOWER FOR THE PRYOR CREEK STREET DEPARTMENT AT STATE BID PRICE OF \$9,860.50 FROM STREET CAPITAL OUTLAY ACCOUNT #14-145-5411.**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding accepting bid from Chupp Implement Co. for Rhino Boom Arm Mower for the Pryor Creek Street Department at State bid price of \$9,860.50 from Street Capital Outlay Account #14-145-5411. All voted yes.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ACCEPTING BID FROM CHUPP IMPLEMENT CO. FOR ZERO TURN MOWER FOR THE PRYOR CREEK STREET DEPARTMENT IN THE AMOUNT OF \$3,199.00 AS IN THE BEST INTEREST OF THE CITY FROM STREET CAPITAL OUTLAY ACCOUNT #14-145-5411. OTHER BIDS RECEIVED: SPRINGDALE TRACTOR CO. - \$4,058.00; P&K EQUIPMENT - \$2,999.00.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding accepting bid from Chupp Implement Co. for Zero Turn mower for the Pryor Creek Street Department in the amount of \$3,199.00 as in the best interest of the city from Street Capital Outlay Account #14-

145-5411. Other bids received: Springdale Tractor Co. - \$4,058.00; P&K Equipment - \$2,999.00. Glenn reported that the mower from Chupp has a steel deck and will last much longer than the others. All voted yes.

Brakefield moved to Item 14.

**14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING STREET REHABILITATION PROJECT FOR 2021.**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding Street Rehabilitation Project for 2021. Motion and second were then amended to read, "Recommend Council action regarding Street Rehabilitation Project for 2021 to include the number-one ranking projects as proposed by City Engineer and recommended by Street Committee in the amount of \$498,544.00 from proposed Budget line item #14-145-5410." All voted yes.

Brakefield moved to Item 16.

**16. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK STREET BUDGET (FUND #14).**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding the 2021-2022 City of Pryor Creek Street Budget (Fund #14). Mayor spoke to the changes made in this year's budget and pointed out some project expenses that will be shared with MUB. All voted yes.

Brakefield moved back to Item 7.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF TRENT HUMPHREY FROM CORPORAL RANGE K, STEP 4 TO SERGEANT RANGE L, STEP 4 (ANNUAL WAGE - \$55,075.00) AT THE PRYOR CREEK POLICE DEPARTMENT. THIS PROMOTION HAS BEEN BUDGETED IN THE 2021-2022 BUDGET.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding promotion of Trent Humphrey from Corporal Range K, Step 4 to Sergeant Range L, Step 4 (annual wage - \$55,075.00) at the Pryor Creek Police Department. This promotion has been budgeted in the 2021-2022 budget. Motion and second were then amended to include, "Pending approval of General Fund Budget." All voted yes.

**8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF DUSTIN VANHORN FROM CORPORAL RANGE K, STEP 4 TO SERGEANT RANGE L, STEP 4 (ANNUAL WAGE - \$55,075.00) AT THE PRYOR CREEK POLICE DEPARTMENT. THIS PROMOTION HAS BEEN BUDGETED IN THE 2021-2022 BUDGET.**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding promotion of Dustin VanHorn from Corporal Range K, Step 4 to Sergeant Range L, Step 4 (annual wage - \$55,075.00) at the Pryor Creek Police Department, pending approval of General Fund Budget. This promotion has been budgeted in the 2021-2022 budget. All voted yes.

**9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF JARED VANCE FROM CORPORAL RANGE K, STEP 4 TO SERGEANT RANGE L, STEP 4 (ANNUAL WAGE - \$55,075.00) AT THE PRYOR CREEK POLICE DEPARTMENT. THIS PROMOTION HAS BEEN BUDGETED IN THE 2021-2022 BUDGET.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding promotion of Jared Vance from Corporal Range K, Step 4 to Sergeant Range L, Step 4 (annual wage - \$55,075.00) at the Pryor Creek Police Department, pending approval of General Fund Budget. This promotion has been budgeted in the 2021-2022 budget. All voted yes.

**10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF JUSTIN ALLEN FROM CORPORAL RANGE K, STEP 3 TO SERGEANT RANGE L, STEP 3 (ANNUAL WAGE - \$48,448) AT THE PRYOR CREEK POLICE DEPARTMENT. THIS PROMOTION HAS BEEN BUDGETED IN THE 2021-2022 BUDGET.**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding promotion of Justin Allen from Corporal Range K, Step 3 to Sergeant Range L, Step 3 (annual wage - \$48,448) at the Pryor Creek Police Department, pending approval of General Fund Budget. This promotion has been budgeted in the 2021-2022 budget. All voted yes.

**11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF JOHN STANGLIN FROM PATROLMAN RANGE J, STEP 3 TO CORPORAL RANGE K, STEP 3 (ANNUAL WAGE - \$47,316.00) AT THE PRYOR CREEK POLICE DEPARTMENT. THIS PROMOTION HAS BEEN BUDGETED IN THE 2021-2022 BUDGET.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding promotion of John Stanglin from Patrolman Range J, Step 3 to Corporal Range K, Step 3 (annual wage - \$47,316.00) at the Pryor Creek Police Department, pending approval of General Fund Budget. This promotion has been budgeted in the 2021-2022 budget. All voted yes.

**12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF BILLY FRAZIER FROM PATROLMAN RANGE J, STEP 3 TO CORPORAL RANGE K, STEP 3 (ANNUAL WAGE - \$47,316.00) AT THE PRYOR CREEK POLICE DEPARTMENT. THIS PROMOTION HAS BEEN BUDGETED IN THE 2021-2022 BUDGET.**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding promotion of Billy Frazier from Patrolman Range J, Step 3 to Corporal Range K, Step 3 (annual wage - \$47,316.00) at the Pryor Creek Police Department, pending approval of General Fund Budget. This promotion has been budgeted in the 2021-2022 budget. All voted yes.

**13. BUDGET PRESENTATION BY CITY ACCOUNTANT JEFF KOLKER.**

No action. Kolker stated that we have \$9,422,231.43 available to budget this year. Our remaining fund balance from 2020-2021 was just over \$2.79 million.

**15. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK GENERAL FUND BUDGET (FUND #02).**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding the 2021-2022 City of Pryor Creek General Fund Budget (Fund #02). Mayor went over a number of items and explained changes in expenditures, as well as what some expenditures cover. One item of discussion was #02-201-5091 in the amount of \$500,000.00 that has been earmarked for Castle Theatre and the public pool. These projects will be determined at a later date, but Mayor prefers to have money budgeted. Chief Young pointed out a couple of line items on the Fire budget that were left off, so notes were made to make those changes. Kolker pointed out that making those changes would affect the balance of Unallocated Reserve. All voted yes.

**17. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK CEMETERY CARE FUND BUDGET (FUND #19).**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding the 2021-2022 City of Pryor Creek Cemetery Care Fund Budget (Fund #19). Mayor stated that there is currently \$91,247.70 in this fund's equity. All voted yes.

**18. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK GOLF FUND BUDGET (FUND #41).**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding the 2021-2022 City of Pryor Creek Golf Fund Budget (Fund #41). There were questions regarding how high the maintenance cost of the new carts was estimated to be, so they requested Bowman explain at the Council meeting. All voted yes.

**19. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK CAPITAL OUTLAY FUND BUDGET (FUND #44).**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding the 2021-2022 City of Pryor Creek Capital Outlay Fund Budget (Fund #44). The Committee requested a detailed list from the Police Department regarding their Capital needs. Mayor reported that this fund should have a balance of \$300,000.00 at the end of the fiscal year. All voted yes.

**20. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK REAL PROPERTY ACQUISITION RESERVE FUND BUDGET (FUND #46).**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding the 2021-2022 City of Pryor Creek Real Property Acquisition Reserve Fund Budget (Fund #46). All voted yes.

**21. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK RECREATION CENTER FUND BUDGET (FUND #84).**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding the 2021-2022 City of Pryor Creek Recreation Center Fund Budget (Fund #84). Mayor pointed out that the estimate for the roof work was added. It was also noted that the funds in item #5410 for the outdoor fitness court will be reimbursed by sponsorships. All voted yes.

**22. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK PUBLIC WORKS AUTHORITY FUND BUDGET (FUND #88).**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding the 2021-2022 City of Pryor Creek Public Works Authority Fund Budget (Fund #88). All voted yes.

**23. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK E-911 FUND BUDGET (FUND #91).**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding the 2021-2022 City of Pryor Creek E-911 Fund Budget (Fund #91). All voted yes.

**24. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK COVID REIMBURSEMENT FUND (FUND #05).**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding the 2021-2022 City of Pryor Creek COVID Reimbursement Fund (Fund #05). All voted yes.

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

There was no unforeseeable business.

**26. ADJOURN.**

Motion was made by Thompson, second by Shropshire to adjourn at 7:15 p.m. All voted yes.