

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, SEPTEMBER 13TH, 2022
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 Siever, Evett Barham, Randy Chitwood (alt.)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Choya Shropshire. Members present: Choya Shropshire and Lori Siever. Members absent: Evett Barham.

Others present: Mayor Lees, James Willyard, Kevin Tramel, Dustin Van Horn, Frank Powell, Dusty Hopper, BK Young, Steve Powell, Dalton Powell, Barbara Hawkins and Terry Aylward.

2. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATION OF BUDGET / PERSONNEL COMMITTEE CHAIRPERSON.

Motion was made by Siever to nominate Choya Shropshire as Budget / Personnel Committee Chairperson. Voting yes: Siever and Shropshire. Voting no: none.

3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE AUGUST 9TH, 2022, REGULAR MEETING.

Motion was made by Siever, second by Shropshire to approve the minutes of the August 9th, 2022 regular meeting. Voting yes: Shropshire and Siever. Voting no: none.

4. PETITIONS FROM THE AUDIENCE.

There were no petitions.

5. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that Sales and Use Tax are up this month. Annualized Sales Tax comes to \$10,345,213 and Annualized Use Tax comes to \$1,028,276. Together, they annualize to \$11,373,490. Sales Tax is up \$27,045.85 this month and Use Tax is up \$28,823.08 this month.

b. Review of Financial Status.

All the numbers from 2021-2022 have not been reconciled yet, so the reports are not complete. When asked how much revenue we receive from the medical marijuana sales, Mayor stated that is 6% - 9% in Sales Tax.

c. General Fund Budget Review.

No report.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING INCREASING PELIVAN FUNDING FROM \$25,000.00 TO \$32,000.00 PER THE REQUEST OF GRAND GATEWAY ECONOMIC DEVELOPMENT ASSOCIATION. THIS ACTION IS PROPOSED TO OVERSPEND LINE ITEM #02-201-5337.

Motion was made by Siever, second by Shropshire to recommend Council action regarding increasing Pelivan funding from \$25,000.00 to \$32,000.00 per the request of Grand Gateway

Economic Development Association. This action is proposed to overspend line item #02-201-5337. Mayor explained that the request letter was not received in our office, so we were unaware of the needed increase at the time the budget was approved. Mayor prefers that this line item be overspent at this time to cover this. Voting yes: Siever and Shropshire. Voting no: none.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL FINAL EXPENSE REPORT FOR PRYOR PUBLIC SCHOOLS FROM 2021-2022.

Motion was made by Siever, second by Shropshire to recommend Council action to approve Hotel / Motel Final Expense Report for Pryor Public Schools from 2021-2022. Voting yes: Shropshire and Siever. Voting no: none.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL FINAL EXPENSE REPORT FOR PRYOR MAIN STREET FROM 2021-2022.

Motion was made by Siever, second by Shropshire to recommend Council action to approve Hotel / Motel Final Expense Report for Pryor Main Street from 2021-2022. Voting yes: Shropshire and Siever. Voting no: none.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL FINAL EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE FROM 2021-2022.

Motion was made by Siever, second by Shropshire to recommend Council action to approve Hotel / Motel Final Expense Report for Pryor Area Chamber of Commerce from 2021-2022. Voting yes: Siever and Shropshire. Voting no: none.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HOTEL / MOTEL TAX ALLOCATION FOR THE 2022-2023 FISCAL YEAR.

- a. Pryor Area Chamber of Commerce – 40% - \$49,699.52
- b. Pryor Public Schools – 20% - 24,849.76
- c. Pryor Main Street – 10% - \$12,424.88

Motion was made by Siever, second by Shropshire to recommend Council action regarding Hotel / Motel Tax Allocation for the 2022-2023 fiscal year.

- a. Pryor Area Chamber of Commerce – 40% - \$49,699.52
- b. Pryor Public Schools – 20% - 24,849.76
- c. Pryor Main Street – 10% - \$12,424.88

Voting yes: Shropshire and Siever. Voting no: none.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HOTEL / MOTEL TAX ALLOCATION GRANT APPLICATION FROM LAKE AREA SOFTBALL ASSOCIATION IN THE AMOUNT OF \$5,000.00.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Hotel / Motel Tax Allocation grant application from Lake Area Softball Association in the amount of \$5,000.00. Voting yes: Siever and Shropshire. Voting no: none.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF CONTRACTOR FOR TENNIS COURT PARKING LOT FROM BIDS RECEIVED. BIDS WERE UNAVAILABLE PRIOR TO POSTING OF AGENDA BUT WILL BE PRESENTED AT MEETING.

Motion was made by Siever, second by Shropshire to reject all bids and go back out for new bids with changes in the specifications. Steve Powell explained that all the bids came in much higher than was budgeted for this job. Voting yes: Shropshire and Siever. Voting no: none.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF BID FOR WHITAKER PARK LIGHTS FROM BIDS RECEIVED. BIDS WERE UNAVAILABLE PRIOR TO POSTING OF AGENDA BUT WILL BE PRESENTED AT MEETING.

Motion was made by Siever, second by Shropshire to recommend Council action regarding approval of bid for Whitaker Park tennis court lights from CBI Wholesale Electric, Inc., in the amount of \$11,961.60. Other bids received: Lighting Inc. – BA, in the amount of \$6,806.87 for half the number of lights; Locke Supply, in the amount of \$22,288.00. Voting yes: Siever and Shropshire. Voting no: none.

14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$22,425.25 TO P&K EQUIPMENT FOR THE PURCHASE OF A JOHN DEERE Z997R DIESEL MOWER FOR THE PRYOR CREEK CEMETERY AT STATE CONTRACT PRICE, FROM CEMETERY CAPITAL OUTLAY ACCOUNT #44-445-5413.

Motion was made by Siever, second by Shropshire to recommend Council action regarding an expenditure in the amount of \$22,425.25 to P&K Equipment for the purchase of a John Deere Z997R Diesel mower for the Pryor Creek Cemetery at State Contract price, from Cemetery Capital Outlay Account #44-445-5413. Voting yes: Shropshire and Siever. Voting no: none.

15. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$9,238.00 TO MATLOCK SECURITY SERVICES FOR A SECURITY DOOR SYSTEM TO MATCH THE NEW STATION SECURITY LOCK SYSTEM FROM BIDS RECEIVED. BIDS WERE UNAVAILABLE PRIOR TO POST OF AGENDA BUT WILL BE PRESENTED AT MEETING.

Motion was made by Siever, second by Shropshire to recommend Council action regarding an expenditure in the amount of \$9,238.00 to Matlock Security Services for a security door system to match the new station security lock system from bids received. Other bids received: Monitoring Oklahoma, in the amount of \$15,574.00; Kingdom Alarms, in the amount of \$14,744.00.

Barham arrived at 6:00 p.m.

Voting yes: Siever and Shropshire. Abstaining, counting as a no vote: Barham. Voting no: none.

16. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING BEGINNING THE HIRING PROCESS FOR THREE (3) NEW FIREFIGHTERS AND ONE (1) REPLACEMENT FIREFIGHTER. STARTING DATES TO BE EFFECTIVE WHEN THE NEW BUILDING IS IN OPERATION AND UPON THE RETIREMENT OF CAPTAIN GIBBS.

Motion was made by Siever, second by Barham to recommend Council action regarding beginning the hiring process for three (3) new firefighters and one (1) replacement firefighter. Starting dates to be effective when the new building is in operation and upon the retirement of Captain Gibbs. Voting yes: Barham, Shropshire and Siever. Voting no: none.

17. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF JOB DESCRIPTIONS FOR THE THOMAS J. HARRISON PRYOR PUBLIC LIBRARY, WHICH WERE APPROVED BY LIBRARY BOARD ON AUGUST 25TH, 2022.

Motion was made by Siever, second by Barham to recommend Council action regarding approval of job descriptions for the Thomas J. Harrison Pryor Public Library, which were approved by Library Board on August 25th, 2022. Voting yes: Shropshire, Siever and Barham. Voting no: none.

18. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF KENNY BENNETT FROM PRYOR CREEK POLICE PATROLMAN RANGE J, STEP 4 TO CORPORAL RANGE K, STEP 4 (ANNUAL WAGE - \$54,630.00).

Motion was made by Siever, second by Barham to recommend Council action regarding promotion of Kenny Bennett from Pryor Creek Police Patrolman Range J, Step 4 to Corporal Range K, Step 4 (annual wage - \$54,630.00). Voting yes: Siever, Barham and Shropshire. Voting no: none.

19. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF JAMAL GUNTER FROM PRYOR CREEK POLICE PATROLMAN RANGE J, STEP 3 TO CORPORAL RANGE K, STEP 3 (ANNUAL WAGE - \$49,209.00).

Motion was made by Barham, second by Siever to recommend Council action regarding promotion of Jamal Gunter from Pryor Creek Police Patrolman Range J, Step 3 to Corporal Range K, Step 3 (annual wage - \$49,209.00). Voting yes: Barham, Shropshire and Siever. Voting no: none.

20. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF JOHN GANN FROM PRYOR CREEK POLICE PATROLMAN RANGE J, STEP 3 TO CORPORAL RANGE K, STEP 3 (ANNUAL WAGE - \$49,209.00).

Motion was made by Siever, second by Barham to recommend Council action regarding promotion of John Gann from Pryor Creek Police Patrolman Range J, Step 3 to Corporal Range K, Step 3 (annual wage - \$49,209.00). Voting yes: Shropshire, Siever and Barham. Voting no: none.

21. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF BILLY FRAZIER FROM PRYOR CREEK POLICE CORPORAL RANGE K, STEP 3 TO SERGEANT RANGE L, STEP 3 (ANNUAL WAGE - \$50,386.00).

Motion was made by Barham, second by Siever to recommend Council action regarding promotion of Billy Frazier from Pryor Creek Police Corporal Range K, Step 3 to Sergeant Range L, Step 3 (annual wage - \$50,386.00). Voting yes: Siever, Barham and Shropshire. Voting no: none.

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

There was no unforeseeable business.

23. ADJOURN.

Motion was made by Siever, second by Barham to adjourn at 6:15 p.m. Voting yes: Barham, Shropshire and Siever. Voting no: none.