

**MINUTES  
BUDGET AND PERSONNEL  
REGULAR MEETING  
TUESDAY, JANUARY 10<sup>TH</sup>, 2023  
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 5:36 p.m. by Choya Shropshire. Members present: Choya Shropshire, Lori Siever and Evett Barham. Members absent: none.

Others present: Mayor Lees, Dennis Nichols, Dustin VanHorn, Kevin Tramel and Houston Brittain.

**2. PETITIONS FROM THE AUDIENCE.**

There were no petitions.

**3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE DECEMBER 13<sup>TH</sup>, 2022, REGULAR MEETING.**

Motion was made by Barham, second by Siever to approve the minutes of the December 13<sup>th</sup>, 2022, regular meeting. Voting yes: Barham and Siever. Abstaining, counting as a no vote: Shropshire. Voting no: none.

**4. MAYOR'S REPORT.**

**a. Tax Reports.**

Mayor reported on Sales, Use and Tobacco Tax numbers. He stated that Sales Tax annualized is at \$10,381,000.00, Use Tax annualized is at \$1,093,000.00 and Tobacco Tax annualized is at \$74,000.00. Total annualization of all three is \$11,548,607.00.

**b. Review of Financial Status.**

Mayor reported that the budget continues to hold steady and remain flat. He reminded the committee that these reports run two months behind, so this is the report for November revenues.

**c. General Fund Budget Review.**

Barham asked for a comparison reporting taxes received vs. expenses being paid out for the last few years to see the change in costs. Mayor stated he would get that information for her. He also reminded the committee that wages are a major portion of our budget. This year, employees received a 4% cost-of-living adjustment.

Mayor referred to the November 30<sup>th</sup>, 2022 Combined Cash Investment Report and spoke to department heads doing a great job keeping down their expenses. He stated that in March, Jeff Kolker will provide a mid-year budget review.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING BEGINNING THE HIRING PROCESS FOR THE PRYOR CREEK RECREATION CENTER DIRECTOR POSITION WHICH WILL BE VACANT APRIL 7<sup>TH</sup>, 2023. THE JOB WILL BE POSTED FOR THREE**

**WEEKS FROM JANUARY 18<sup>TH</sup>, 2023, UNTIL FEBRUARY 7<sup>TH</sup>, 2023. THIS ACTION IS PENDING APPROVAL BY THE RECREATION BOARD MONDAY, JANUARY 9<sup>TH</sup>, 2023.**

Motion was made by Siever, second by Barham to recommend Council action regarding beginning the hiring process for the Pryor Creek Recreation Center Director position which will be vacant April 7<sup>th</sup>, 2023. The job will be posted for three weeks from January 18<sup>th</sup>, 2023, until February 7<sup>th</sup>, 2023. This action was approved by the Recreation Board Monday, January 9<sup>th</sup>, 2023. Voting yes: Barham, Siever, Shropshire. Voting no: none.

- 6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING THE APPROVED PCRC DIRECTOR APPLICANT EFFECTIVE MARCH 1<sup>ST</sup>, 2023, AT THE BUDGETED RECEPTIONIST / FRONT DESK POSITION -RANGE A, STEP 1 (ANNUAL WAGE - \$31,200.00) TO ALLOW FOR ORIENTATION AND ON-THE-JOB TRAINING WITH THE CURRENT DIRECTOR. (EFFECTIVE APRIL 7<sup>TH</sup>, 2023, THE APPROVED APPLICANT WOULD MOVE INTO THE DIRECTOR PAY SCALE AT RANGE G, STEP 1 - ANNUAL WAGE - \$55,180.00.) THIS ACTION IS PENDING APPROVAL BY THE RECREATION BOARD MONDAY, JANUARY 9<sup>TH</sup>, 2023.**

Motion was made by Siever, second by Barham to amend recommendation to Council regarding hiring the approved PCRC Director applicant effective March 1<sup>st</sup>, 2023, at the budgeted Range G, Step 1 (annual wage - \$55,180.00) to allow for orientation and on-the-job training with the current Director.

Mayor reported that this was the recommendation of the Recreation Center Board on January 9<sup>th</sup>, 2023. Voting yes: Siever, Shropshire, Barham. Voting no: none.

- 7. UNFORESEEABLE BUSINESS.** (Any matter not reasonably foreseen prior to posting agenda.)  
There was no unforeseeable business.

**8. ADJOURN.**

Motion was made by Siever, second by Barham to adjourn at 5:47 p.m. Voting yes: Shropshire, Barham, Siever. Voting no: none.