

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, MAY 9TH, 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, _____, _____, 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 Randy Chitwood. Members absent: none.

Others present: Mayor Zac Doyle, Jeremy Cantrell, Justin Couch, Terry Aylward, Kevin Tramel and Courtney Davis.

2. PETITIONS FROM THE AUDIENCE.

There were no petitions.

3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE APRIL 11TH, 2023, REGULAR MEETING.

Motion was made by Chitwood, second by Shropshire to approve the minutes of the April 11th, 2023 regular meeting. Voting yes: Shropshire. Abstaining, counting as a no vote: Chitwood. Voting no: none.

4. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that Sales Tax came in at \$893,277.00 for May, which is up \$32,000.00 over last month, but under around \$65,142.00 from this time last year. We are annualizing at \$9,441,451.86.

Use Tax came in at \$96,950.06 for May, which is up \$18,723.00 over last month and \$19,868.00 over this time last year. We are currently at \$975,300.00 for the year.

Tobacco Tax continues to decline. May came in at \$5,951.36, which is \$868.00 under last month and \$1,743.59 under this time last year. We are currently at \$64,352.00 for the year, which is \$18,000.00 from last year.

b. Review of Financial Status.

No report.

c. General Fund Budget Review.

No report.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO EQUIP A 2022 CHEVY TRAVERSE (DETECTIVE VEHICLE) WITH LIGHTS, SIREN AND RADIO. EQUIPMENT COST IS \$6,158.47 AND INSTALLATION LABOR COST IS \$1,800.00, FOR A TOTAL OF \$7,958.47. \$2,619.00 FROM ACCOUNT #96-965-5528 AND \$5,339.47 FROM POLICE DRUG FORFEITURES 2020 DONATIONS ACCOUNT #96-965-5555.

Motion was made by Chitwood, second by Shropshire to recommend Council action to equip a 2022 Chevy Traverse (detective vehicle) with lights, siren and radio. Equipment cost is

\$6,158.47 and installation labor cost is \$1,800.00, for a total of \$7,958.47. \$2,619.00 from Account #96-965-5528 and \$5,339.47 from Police Drug Forfeitures 2020 Donations Account #96-965-5555. Voting yes: Chitwood and Shropshire. Voting no: none.

- 6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO EQUIP A 2021 CHEVY TAHOE (CHIEF'S VEHICLE) WITH LIGHTS, SIREN, GUN MOUNTS AND RADIO. EQUIPMENT COST IS \$8,491.55, AND INSTALLATION LABOR COST IS \$2,000.00, FOR A TOTAL OF \$10,491.55 FROM POLICE DRUG FORFEITURES 2020 DONATIONS ACCOUNT #96-965-5555.**

Motion was made by Chitwood, second by Shropshire to recommend Council action to equip a 2021 Chevy Tahoe (Chief's vehicle) with lights, siren, gun mounts and radio. Equipment cost is \$8,491.55, and installation labor cost is \$2,000.00, for a total of \$10,491.55 from Police Drug Forfeitures 2020 Donations Account #96-965-5555. Voting yes: Shropshire and Chitwood. Voting no: none.

- 7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO EQUIP A 2018 FORD EXPLORER (SRO VEHICLE) WITH LIGHTS AND SIREN. EQUIPMENT COST IS \$7,347.00 AND INSTALLATION LABOR COST IS \$1,800.00, FOR A TOTAL OF \$9,147.00 FROM POLICE REPAIR AND MAINTENANCE ACCOUNT #02-215-5091.**

Motion was made by Chitwood, second by Shropshire to recommend Council action to equip a 2018 Ford Explorer (SRO vehicle) with lights and siren. Equipment cost is \$7,347.00 and installation labor cost is \$1,800.00, for a total of \$9,147.00 from Police Repair and Maintenance Account #02-215-5091. Voting yes: Chitwood and Shropshire. Voting no: none.

- 8. DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT WITH BUFFY'S HOUSE CLEANING TO CLEAN THE NEW POLICE DEPARTMENT TWICE WEEKLY AT A COST OF \$400 PER WEEK FROM ACCOUNT #02-215-5011. THREE OTHER COMPANIES WERE ASKED TO BID BUT DECLINED.**

Motion was made by Chitwood, second by Shropshire to approve the contract with Buffy's House Cleaning to clean the new Police Department twice weekly at a cost of \$400 per week from Account #02-215-5011. Three other companies were asked to bid but declined. Voting yes: Shropshire and Chitwood. Voting no: none.

- 9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CREATING A NEW POSITION FOR RECORDS CLERK AT THE PRYOR CREEK POLICE DEPARTMENT.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding creating a new position for Records Clerk at the Pryor Creek Police Department. Voting yes: Chitwood and Shropshire. Voting no: none.

- 10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF NATALIE MAYHER FROM DISPATCHER TO POLICE RECORDS CLERK AT RANGE U, STEP 2 (ANNUAL WAGE - \$41,526.00).**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding promotion of Natalie Mayher from Dispatcher to Police Records Clerk at Range U, Step 2 (annual wage - \$41,526.00) in accordance with job description and approval of new position. Voting yes: Shropshire and Chitwood. Voting no: none.

- 11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING TAKING APPLICATIONS FOR NEW DISPATCH POSITION AT THE PRYOR CREEK POLICE DEPARTMENT.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding taking applications for new dispatch position at the Pryor Creek Police Department. Voting yes: Chitwood and Shropshire. Voting no: none.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF HALEY BOGLE TO DISPATCH SUPERVISOR AT THE PRYOR CREEK POLICE DEPARTMENT AT RANGE U, STEP 2 (ANNUAL WAGE - \$41,526.00).

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding promotion of Haley Bogle to Dispatch Supervisor at the Pryor Creek Police Department at Range U, Step 2 (annual wage - \$41,526.00). Voting yes: Shropshire and Chitwood. Voting no: none.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PAYMENT APPLICATION #3 TO ENVISION CIVIL CONTRACTORS, LLC FOR 2022 WHITAKER PARK TENNIS FACILITY PARKING IMPROVEMENT PROJECT PRY21-07 IN THE AMOUNT OF \$15,990.00 ORIGINALLY TO BE PAID FROM PARKS CAPITAL OUTLAY ACCOUNT #44-445-5415. THIS WILL NOT BE PAID FROM THAT ACCOUNT. PAYMENT WILL COME FROM PARK OUTSIDE SERVICES ACCOUNT #02-219-5075 IN THE AMOUNT OF \$10,000.00 AND PARK REPAIR AND MAINTENANCE ACCOUNT #02-219-5091 IN THE AMOUNT OF \$5,990.00.

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding Payment Application #3 to Envision Civil Contractors, LLC for 2022 Whitaker Park Tennis Facility Parking Improvement Project PRY21-07 in the amount of \$15,990.00 originally to be paid from Parks Capital Outlay Account #44-445-5415. This will not be paid from that account. Payment will come from Park Outside Services Account #02-219-5075 in the amount of \$10,000.00 and Park Repair and Maintenance Account #02-219-5091 in the amount of \$5,990.00. Voting yes: Chitwood and Shropshire. Voting no: none.

14. UNFORESEEABLE BUSINESS.

There was no unforeseeable business.

15. ADJOURN.

Motion was made by Chitwood, second by Shropshire to adjourn at 6:02 p.m. Voting yes: Shropshire and Chitwood. Voting no: none.