

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, JANUARY 14TH, 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: Zac Doyle, Choya Shropshire, Briana Brakefield, Randy Chitwood (alt.)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Zac Doyle. Members present: Zac Doyle, Choya Shropshire and Briana Brakefield. Members absent: none.

Others present: Mayor Larry Lees, City Clerk Eva Smith, Chief of Police Dennis Nichols, Assistant Chief of Police James Willyard, Police Captain Kevin Tramel, Fire Chief BK Young, Library Director Cari Rerat, Park Board member Pat Richard, Brooks Digital owner Brook Rouge, Terry Aylward, Kemmie Shropshire.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE DECEMBER 10TH, 2019 REGULAR MEETING.

Motion was made by Shropshire, second by Brakefield to approve the minutes of the December 10th, 2019 regular meeting. All voted yes.

3. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that sales tax for the first seven months of the fiscal year are at \$5,356,215.76. Sales and Use Tax combined total is \$5,939,220.75, and adding in Tobacco Tax the total is \$5,988,712.73. Annualized, Sales and Use Tax numbers average out to \$848,460.00 per month. Projected average per month by fiscal year-end could be approximately \$1.1 million.

b. Review of Financial Status.

Mayor reported that the City is in good shape. Budget expenditures are pretty much on target, and are actually a little lower than projected. This is not exact, due to December not being closed as of yet.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING EMPLOYING THE SERVICES OF BROOKS DIGITAL AS PER THE PROPOSAL.

Motion was made by Brakefield, second by Shropshire to discuss employing the services of Brooks Digital as per the proposal.

Mayor stated that this was put out for RFP, but no one else turned in a proposal. Doyle suggested the item be tabled until next month in order to give Council a chance to vote to approve the process. Brakefield questioned the benefit of tabling, and options were discussed.

Motion was made by Shropshire, second by Brakefield to recommend Council action regarding employing the services of Brooks Digital, pending Council approval of the web process. All voted yes.

5. DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATION TO COUNCIL TO APPROVE FINAL EXPENSE REPORT FOR NORTHEAST OKLAHOMA AREA ARTIST SHOW HELD OCTOBER 11TH – 25TH, 2019, IN THE AMOUNT OF \$2,000.00.

Motion was made by Brakefield, second by Shropshire to recommend Council action to approve Final Expense Report for Northeast Oklahoma Area Artist Show held October 11th – 25th, 2019, in the amount of \$2,000.00. All voted yes.

6. DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATION TO COUNCIL TO APPROVE GRANT APPLICATION FROM LAKE AREA SOFTBALL ASSOCIATION FOR THE “BRING THE PRYOR SOFTBALL FIELDS BACK TO LIFE” PROJECT FROM OCTOBER 2019 – JUNE 2020 IN THE AMOUNT OF \$550.00.

Motion was made by Shropshire, second by Brakefield to recommend Council action to approve Grant Application from Lake Area Softball Association for the “Bring the Pryor Softball Fields Back to Life” project from October 2019 – June 2020 in the amount of \$550.00.

It was clarified that this amount was used to purchase and install a new garage door, in order to protect their mower.

All voted yes.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FUNDING OF ITEMS NEEDED FOR NEW POLICE AND FIRE EMERGENCY SERVICE CENTER.

Motion was made by Brakefield, second by Shropshire to recommend Council action regarding funding of items needed for new Police and Fire Emergency Service Center.

Willyard and Young talked through the packet they provided to the Committee. Regarding the new radio equipment, it would service both the Police and Fire departments.

All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING REPAIR OF METAL WALLS AT ANIMAL SHELTER.

Motion was made by Brakefield, second by Shropshire to recommend Council action regarding repair of metal walls at Animal Shelter.

Doyle suggested Willyard check with Bill Dinsmore about treating the new metal with a coating that would prevent corrosion and add life to it.

All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING LEASE PURCHASE OF THREE (3) 2020 CHEVY TAHOES AND THREE (3) FORD F150 PICKUPS FOR THE PRYOR CREEK POLICE DEPARTMENT.

Motion was made by Shropshire, second by Brakefield to recommend Council action regarding lease purchase of three (3) 2020 Chevy Tahoes and three (3) Ford F150 pickups for the Pryor Creek Police Department.

Bank of Commerce has quoted a rate of 2.25%, which they are willing to honor once this has been approved by Council.

All voted yes.

10. DISCUSSION AND POSSIBLE ACTION REGARDING ITEMS THAT NEED TO COME BEFORE BUDGET AND PERSONNEL COMMITTEE.

Motion was made by Brakefield, second by Shropshire to discuss items that need to come before Budget and Personnel Committee. No action.

It was stated that Mayor can approve expenditures up to \$2,500.00 without Budget or Council approval. Not every situation is black and white. Some items are urgent and cannot wait until the next Budget meeting. The question was asked whether items could be discussed and voted on via email, to which it was stated that it is not appropriate nor allowed in our setting to make decisions via email, as it is prohibited in the Best Practices Handbook. Eva Smith stated that there are provisions for calling an emergency meeting, if necessary.

11. DISCUSSION ONLY REGARDING \$6,000.00 FROM OMAG FROM LAST YEAR, AS WELL AS NEED FOR CURRENT BEST PRACTICES TRAINING.

Motion was made by Shropshire, second by Brakefield to discuss \$6,000.00 from OMAG from last year, as well as need for current Best Practices training. No action.

Eva Smith stated that the \$6,000.00 we received last year was deposited in the General Budget. OMAG provides this as a yearly incentive, and OMAG recommends the Council go through this training each year. She stated that Bill Tackett with OMAG is working on getting a date set up for training and will let us know once that is confirmed.

12. DISCUSSION ONLY REGARDING ABATEMENT HEARINGS AND COMPENSATION TO ABATEMENT HEARING OFFICER FOR HEARINGS.

Motion was made by Brakefield, second by Shropshire to discuss abatement hearings and compensation to abatement hearing officer for hearings. No action.

Mayor would like for this to be an agenda item. City Attorney recommends taking this to Council, and the Committee agrees it is completely appropriate to discuss compensation.

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

There was no unforeseeable business.

14. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

15. ADJOURN.

Motion was made by Brakefield, second by Shropshire to adjourn at 6:38 p.m. All voted yes.