MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, APRIL 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, Chief of Police Dennis Nichols, Police Officer Dustin VanHorn, Recreation Center Director Rachel Sordahl and Terry Aylward.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE MARCH 10TH, 2020 REGULAR MEETING.

Motion was made by Brakefield, second by Shropshire to approve the minutes of the March 10th, 2020 regular meeting. All voted yes.

3. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that income from all tax sources was up from last month. Annualized projection is $10,289,933 overall. Mayor has begun the budget process for the next fiscal year with each of the department heads.

b. Review of Financial Status.

Department heads are doing a good job keeping their spending down. At this point, 75% of the fiscal year has lapsed and only approximately 68% of the budget has been used.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING SURPLUS AND TRADE-IN OF THE FOLLOWING EQUIPMENT FROM THE PRYOR CREEK RECREATION CENTER, PER CITY CODE 2-1-4 (E 4):

a. Four (4) Cybex Arc Trainers (Inventory numbers 03482, 03483, 03484, 03485)
b. Three (3) Precor 954 Treadmills (Inventory numbers 04626, 04631, 04632)
c. Two (2) Sportsart Recumbent Bikes (Inventory numbers 03490, 03491)
d. Nine (9) Spin Bikes total (for surplus and haul away – no $ value)
   a. Seven (7) Livestrong (Inventory numbers 04618, 04620, 04621, 04622, 04623, 04624, 04625)
   b. Two (2) LeMond (Inventory numbers 03958, 03959)

Motion was made by Shropshire, second by Brakefield to recommend Council action regarding surplus and trade-in of the following equipment from the Pryor Creek Recreation Center, per City code 2-1-4 (E 4):

a. Four (4) Cybex Arc Trainers (Inventory numbers 03482, 03483, 03484, 03485)
b. Three (3) Precor 954 Treadmills (Inventory numbers 04626, 04631, 04632)
c. Two (2) Sportsart Recumbent Bikes (Inventory numbers 03490, 03491)
d. Nine (9) Spin Bikes total (for surplus and haul away – no $ value)
   a. Seven (7) Livestrong (Inventory numbers 04618, 04620, 04621, 04622, 04623, 04624, 04625)

b. Two (2) LeMond (Inventory numbers 03958, 03959)

Sordahl stated that items a, b and c will have a little bit of trade-in value. All voted yes.

5. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE TO PUSH-PEDAL-PULL IN THE AMOUNT OF $22,223.76 + FREIGHT, DELIVERY AND INSTALLATION, LESS $600.00 TRADE-IN OF THREE (3) PRECOR 954 TREADMILLS FOR THE PURCHASE OF THREE (3) TRM 781 TREADMILLS FOR THE PRYOR CREEK RECREATION CENTER FROM CAPITAL OUTLAY EQUIPMENT ACCOUNT #84-845-5410. OTHER QUOTES RECEIVED: ELITE EXERCISE EQUIPMENT - $22,497.00 + FREIGHT, DELIVERY AND INSTALLATION, LESS $600.00 TRADE-IN; ALL AMERICAN FITNESS – $23,085.00+ FREIGHT, DELIVERY AND INSTALLATION, LESS $450.00 TRADE-IN.**

Motion was made by Brakefield, second by Shropshire to recommend Council action regarding an expenditure to Push-Pedal-Pull in the amount of $22,223.76 + freight, delivery and installation, less $600.00 trade-in of three (3) Precor 954 Treadmills for the purchase of three (3) TRM 781 Treadmills for the Pryor Creek Recreation Center from Capital Outlay Equipment Account #84-845-5410. Other quotes received: Elite Exercise Equipment - $22,497.00 + freight, delivery and installation, less $600.00 trade-in; All American Fitness – $23,085.00 + freight, delivery and installation, less $450.00 trade-in. All voted yes.

6. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE TO PUSH-PEDAL-PULL IN THE AMOUNT OF $15,446.88 + FREIGHT, DELIVERY AND INSTALLATION, FOR THE PURCHASE OF TWO (2) EFX 885 ELLIPTICALS FOR THE PRYOR CREEK RECREATION CENTER FROM CAPITAL OUTLAY EQUIPMENT ACCOUNT #84-845-5410. OTHER QUOTES RECEIVED: ELITE EXERCISE EQUIPMENT - $15,580.00 + FREIGHT, DELIVERY AND INSTALLATION; ALL AMERICAN FITNESS - $15,580.00 + FREIGHT, DELIVERY AND INSTALLATION.**

Motion was made by Shropshire, second by Brakefield to recommend Council action regarding an expenditure to Push-Pedal-Pull in the amount of $15,446.88 + freight, delivery and installation, for the purchase of two (2) EFX 885 Ellipticals for the Pryor Creek Recreation Center from Capital Outlay Equipment Account #84-845-5410. Other quotes received: Elite Exercise Equipment - $15,580.00 + freight, delivery and installation; All American Fitness - $15,580.00 + freight, delivery and installation. All voted yes.

7. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE TO PUSH-PEDAL-PULL IN THE AMOUNT OF $7,073.36 + FREIGHT, DELIVERY AND INSTALLATION, FOR THE PURCHASE OF ONE (1) EFX 883 ELLIPTICAL FOR THE PRYOR CREEK RECREATION CENTER FROM CAPITAL OUTLAY EQUIPMENT ACCOUNT #84-845-5410. OTHER QUOTES RECEIVED: ELITE EXERCISE EQUIPMENT - $7,250.00 + FREIGHT, DELIVERY AND INSTALLATION; ALL AMERICAN FITNESS - $7,490.00 + FREIGHT, DELIVERY AND INSTALLATION.**

Motion was made by Brakefield, second by Shropshire to recommend Council action regarding an expenditure to Push-Pedal-Pull in the amount of $7,073.36 + freight, delivery and installation, for the purchase of one (1) EFX 883 Elliptical for the Pryor Creek Recreation Center from Capital Outlay Equipment Account #84-845-5410. Other quotes received: Elite Exercise Equipment - $7,250.00 + freight, delivery and installation; All American Fitness - $7,490.00 + freight, delivery and installation. All voted yes.

8. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE TO PUSH-PEDAL-PULL IN THE AMOUNT OF $5,493.33 + FREIGHT, DELIVERY AND INSTALLATION, LESS $800.00 TRADE-IN OF FOUR (4) CYBEX ARC TRAINERS, FOR THE**

PURCHASE OF ONE (1) CYBEX TOTAL BODY ARC TRAINER FOR THE PRYOR CREEK RECREATION CENTER FROM CAPITAL OUTLAY EQUIPMENT ACCOUNT #84-845-5410. OTHER QUOTES RECEIVED: ELITE EXERCISE EQUIPMENT – $5,550.00 + FREIGHT, DELIVERY AND INSTALLATION, LESS $800.00 TRADE-IN; ALL AMERICAN FITNESS - $5,550.00 + FREIGHT, DELIVERY AND INSTALLATION, LESS $600.00 TRADE-IN.

Motion was made by Shropshire, second by Brakefield to recommend Council action regarding an expenditure to Push-Pedal-Pull in the amount of $5,493.33 + freight, delivery and installation, less $800.00 trade-in of four (4) Cybex Arc Trainers, for the purchase of one (1) Cybex Total Body Arc Trainer for the Pryor Creek Recreation Center from Capital Outlay Equipment Account #84-845-5410. Other quotes received: Elite Exercise Equipment – $5,550.00 + freight, delivery and installation, less $800.00 trade-in; All American Fitness - $5,550.00 + freight, delivery and installation, less $600.00 trade-in. All voted yes.

9. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE TO PUSH-PEDAL-PULL IN THE AMOUNT OF $4,216.00 + FREIGHT, DELIVERY AND INSTALLATION, FOR THE PURCHASE OF ONE (1) PRO SERIES PREMIUM TOTAL BODY FOR THE PRYOR CREEK RECREATION CENTER FROM CAPITAL OUTLAY EQUIPMENT ACCOUNT #84-845-5410. OTHER QUOTES RECEIVED: ELITE EXERCISE EQUIPMENT - $4,250.00 + FREIGHT, DELIVERY AND INSTALLATION; ALL AMERICAN FITNESS - $4,540.00 + FREIGHT, DELIVERY AND INSTALLATION.**

Motion was made by Brakefield, second by Shropshire to recommend Council action regarding an expenditure to Push-Pedal-Pull in the amount of $4,216.00 + freight, delivery and installation, for the purchase of one (1) Pro Series Premium Total Body for the Pryor Creek Recreation Center from Capital Outlay Equipment Account #84-845-5410. Other quotes received: Elite Exercise Equipment - $4,250.00 + freight, delivery and installation; All American Fitness - $4,540.00 + freight, delivery and installation. All voted yes.

10. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE TO PUSH-PEDAL-PULL IN THE AMOUNT OF $5,025.20 + FREIGHT, DELIVERY AND INSTALLATION, LESS $200.00 TRADE-IN OF TWO (2) SPORTSART RECUMBENT BIKES, FOR ONE (1) RBK 885 RECUMBENT BIKE FOR THE PRYOR CREEK RECREATION CENTER FROM CAPITAL OUTLAY EQUIPMENT ACCOUNT #84-845-5410. OTHER QUOTES RECEIVED: ELITE EXERCISE EQUIPMENT - $5,190.00 + FREIGHT, DELIVERY AND INSTALLATION, LESS $200.00 TRADE-IN; ALL AMERICAN FITNESS – $5,250.00 + FREIGHT, DELIVERY AND INSTALLATION, LESS $200 TRADE-IN.**

Motion was made by Shropshire, second by Brakefield to recommend Council action regarding an expenditure to Push-Pedal-Pull in the amount of $5,025.20 + freight, delivery and installation, less $200.00 trade-in of two (2) Sportsart Recumbent bikes, for one (1) RBK 885 Recumbent Bike for the Pryor Creek Recreation Center from Capital Outlay Equipment Account #84-845-5410. Other quotes received: Elite Exercise Equipment - $5,190.00 + freight, delivery and installation, less $200.00 trade-in; All American Fitness – $5,250.00 + freight, delivery and installation, less $200 trade-in. All voted yes.

11. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE TO PUSH-PEDAL-PULL IN THE AMOUNT OF $15,077.97 + FREIGHT, DELIVERY AND INSTALLATION, FOR NINE (9) M3 INDOOR CYCLES W/COMPUTERS FOR THE PRYOR CREEK RECREATION CENTER FROM CAPITAL OUTLAY EQUIPMENT ACCOUNT #84-845-5410. OTHER QUOTES RECEIVED: ELITE EXERCISE EQUIPMENT - $15,480.00 + FREIGHT, DELIVERY AND INSTALLATION; ALL AMERICAN FITNESS - $15,210.00 + FREIGHT, DELIVERY AND INSTALLATION.**

Motion was made by Shropshire, second by Brakefield to recommend Council action regarding an expenditure to Push-Pedal-Pull in the amount of $15,077.97 + freight, delivery and installation, for nine (9) M3 Indoor Cycles w/computers for the Pryor Creek Recreation Center from Capital Outlay Equipment Account #84-845-5410. Other quotes received: Elite Exercise Equipment - $15,480.00 + freight, delivery and installation; All American Fitness - $15,210.00 + freight, delivery and installation. All voted yes.

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

13. PETITIONS FROM THE AUDIENCE.
There were no petitions from the audience.

14. ADJOURN.
Motion was made by Brakefield, second by Shropshire to adjourn at 5:45 p.m. All voted yes.

Sales Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	$ 751,820.11	$ 750,055.85					
February	$ 705,422.56	$ 747,343.85					
March	$ 692,054.30	$ 673,114.50					
April	$ 707,734.29	$ 769,552.84					
May	$ 716,194.09	$ 830,287.14					
June	$ 778,619.10						
July	$ 762,210.98						
August	$ 772,969.72						
September	$ 797,162.40						
October	$ 791,341.32						
November	$ 729,869.64						
December	$ 752,605.85						
Total	**$8,958,004.36**	**$ 3,770,354.18**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	$ 762,210.98						
August	$ 772,969.72						
September	$ 797,162.40						
October	$ 791,341.32						
November	$ 729,869.64						
December	$ 752,605.85						
January	$ 750,055.85						
February	$ 747,343.85						
March	$ 673,114.50						
April	$ 769,552.84						
May	$ 830,287.14						
June							
Total	**$ 8,376,514.09**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

OKLAHOMA TAX COMMISSION

OKTAP Oklahoma Taxpayer Access Point

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City Sales Tax Deposit Letter

- Choose a year and month, and click "View Results".
- Results include all cities. To display a single city, enter the city COPO.
- The past 3 years of data is available for searching. For data older than 3 years, click the "Archived Data" link below.

For Treasurers:
Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Enter Search Parameters Archived Data Print

Year 2020
Month 05. May
Entity 4909 - Pryor
View Results

City Sales Tax Deposit Letter Filter Export

Copo	City	Effective Date	Tax, Penalty & Interes	Refunded	Suspended	Retention	Interest	Total
4909	Pryor	08-May-2020	833,606.47	0.00	0.00	4,168.03	848.70	830,287.14
			833,606.47	0.00	0.00	4,168.03	848.70	830,287.14

Data is updated each business day

Foll

Use Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	$ 68,525.36	$ 128,366.65					
February	$ 75,691.84	$ 116,848.79					
March	$ 82,273.50	$ 93,213.07					
April	$ 149,970.94	$ 101,408.96					
May	$ 102,655.42	$ 81,120.35					
June	$ 97,779.29						
July	$ 139,814.46						
August	$ 139,921.75						
September	$ 46,037.38						
October	$ 73,880.30						
November	$ 109,959.30						
December	$ 73,391.80						
Total	**$ 1,159,901.34**	**$ 520,957.82**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	$ 139,814.46						
August	$ 139,921.75						
September	$ 46,037.38						
October	$ 73,880.30						
November	$ 109,959.30						
December	$ 73,391.80						
January	$ 128,366.65						
February	$ 116,848.79						
March	$ 93,213.07						
April	$ 101,408.96						
May	$ 81,120.35						
June							
Total	**$ 1,103,962.81**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

OKLAHOMA TAX COMMISSION

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- Choose a year and month, and click "View Results".
- Results include all cities. To display a single city, enter the city COPO.
- The past 3 years of data is available for searching. For data older than 3 years, click the "Archived Data" link below.

For Treasurers:
Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Enter Search Parameters   Archived Data Print

Year 2020
Month 05. May
Entity 4909 - Pryor
View Results

City Use Tax Deposit Letter   Filter Export

Copo	City	Effective Date	Tax, Penalty & Interes	Refunded	Suspended	Retention	Interest	Total
4909	Pryor	08-May-2020	81,438.27	0.00	0.00	407.19	89.27	81,120.35
			81,438.27	0.00	0.00	407.19	89.27	81,120.35

Data is updated each business day

Foll

TOBACCO Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	$ 7,183.48	$ 6,797.30					
February	$ 4,392.65	$ 6,340.63					
March	$ 5,212.38	$ 5,556.34					
April	$ 7,092.57	$ 9,111.80					
May	$ 6,997.49	$ 6,594.97					
June	$ 7,394.72						
July	$ 7,651.74						
August	$ 7,002.62						
September	$ 7,626.68						
October	$ 6,979.41						
November	$ 7,031.16						
December	$ 6,403.07						
Total	**$ 80,967.97**	**$ 34,401.04**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	$ 7,651.74						
August	$ 7,002.62						
September	$ 7,626.68						
October	$ 6,979.41						
November	$ 7,031.16						
December	$ 6,403.07						
January	$ 6,797.30						
February	$ 6,340.63						
March	$ 5,556.34						
April	$ 9,111.80						
May	$ 6,594.97						
June							
Total	**$ 77,095.72**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

OKLAHOMA TAX COMMISSION

OkTAP Oklahoma Taxpayer Access Point

Cigarette/Tobacco Tax Deposit Letter

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Cigarette/Tobacco Tax Deposit Letter

- Choose a year and month, and click "View Results".
- Results include all COPOs. To display a single COPO, enter the COPO.
- The past 3 years of data is available for searching. For data older than 3 years, click the "Archived Data" link below.

For Treasurers:
Funds were transferred electronically, effective the date shown, for your share of tax collections received by the Oklahoma Tax Commission during the previous month.

If there are any questions concerning this apportionment, please contact our Accounting Office at (405) 522-8827.

Enter Search Parameters Archived Data Print

Year 2020

Month 05. May

Entity 4909 - Pryor

View Results

Cigarette/Tobacco Tax Deposit Letter Filter Export

Copo	City/County	Effective Date	Cigarette	Tobacco	Total
4909	Pryor	12-May-2020	4,526.73	2,068.24	6,594.97
			4,526.73	2,068.24	6,594.97

Data is updated each business day

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PROPOSAL

3486 E. 480
Pryor, OK 74361-2690
Email: dawsonroofing@gmail.com

DAWSON ROOFING, INC.
WE STOP LEAKS

OK License# 80000309
COMMERCIAL ENDORSEMENT
TERO CERTIFIED
Phone # 918-824-2412

Submitted To:
City of Pryor Creek
P.O. Box 1167
Pryor, OK 74361

Date
4/15/2020

Contact		Project	

Description	TOTAL
Where all 4 roofs and vertical wall meet with 2 existing leaks: Pre-soak, power wash, and clean entire area including vertical wall. Caulk all seams in vertical wall above leaking area. Put down a buttergrade material embedded with fabric on all voids and seams. Re-coat area over leaks to stop existing 2 leaks. ***6 Month Labor Guarantee on existing leaks***	1,990.00
-OR-	
To do all the above work plus the following: Perform a general repair over entire building. Pre-soak, power wash, and clean all horizontal roof seams, pipes, A/Cs, and penetrations. Put down a buttegrade mastic and fabric as needed and another coat of mastic. Flash and seal walls and any cracks along rake trim and edges as needed. ***6 Month Labor Guarantee on existing leaks***	9,995.00
NOTE: Any Satellite on roof will have to be removed and Dawson Roofing can not guarantee signal upon reinstallation. You may want to contact your provider for reinstallation.	
*** DAWSON ROOFING NOT RESPONSIBLE FOR INTERIOR DAMAGE ***	

PAYMENT TO BE MADE UPON COMPLETION

Note: 3% up-charge for credit card payments

Comments: We carry $2,000,000 General Liability and Worker's Comp insurance.

Authorized by: Matt Dawson, President

NOTICE TO OWNER: You are hereby notified that any person performing labor on your property or furnishing materials for the construction, repair or improvement of your property will be entitled to a lien against your property if he is not paid in full, even though you may have paid the full contract price to your contractor. This could result in your paying for labor and materials twice. This LIEN can be enforced by the sale of your property. To avoid this result you may demand from your contractor lien waivers from all persons performing labor or furnishing materials for the work on your property. You may withhold payment to the contractor in the amount of any unpaid claims for labor or materials. You also have the right to demand from your contractor a complete list of all laborers and material suppliers under your contract, and the right to determine from them if they have been paid for labor performed and materials furnished.

DISCLOSURES: ALL WORK TO BE COMPLETED IN A WORKMANSHIP-LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR deviation from above specifications involving additional costs will be executed only upon written change orders and will become an extra charge above and beyond the proposal price. Dawson Roofing Inc. reserves the right to change any of the above specifications as they see necessary. Contractor workmanship, guarantee or warranty does not include damages to building or contents arising from the following: Acts of God, Rodents, Limbs, Ice/Snow, Debris, Animals, Mold, Wind, Discoloration, Work performed By Contractors or Persons other than Dawson Roofing Inc. All Product and Material described above is subject to the manufacturer's Warranty Only. Dawson Roofing does mot provide any Warranty or Guarantee for Product or Materials. This Proposal my be withdrawn by us if not Accepted within 14 days. If After Signing this Contract you Cancel, there is a Cancellation Fee of 20% of Total Contract Price.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. Your are authoriced to to the work as specified. Payment will be made as outlined above.

Date of Acceptance: ____________________ Signature: ____________________

TERMS AND CONDITIONS - PLEASE READ CAREFULLY

1. All contracts are subject to management approval.
2. All contracts are contingent upon delays caused by either accidents, war, strikes, inability to obtain materials from the usual sources, or other action beyond our control.
3. Any and all unused or excess material is the property of Dawson Roofing, Inc. and same has the right to order excess materials.
4. This contract cannot be cancelled once insurance negotiations begin or work is commenced except by mutual written agreement of the parties.
5. Any and all proposals covered by insurance are subject to change based on the accurate number of materials and/or labor used to complete the job.
6. The Insurance Company and/or Mortgage Company is authorized to include Dawson Roofing, Inc. as additional payee on all drafts.
7. In the event customer refuses delivery of materials covered by this contract, customer agrees to pay Dawson Roofing, Inc. a sum equal to twenty-five percent (25%) of the contract price for liquidated damages.
8. Dawson Roofing, Inc. is not responsible for cracked or rusted guttering and/or driveway/sidewalk/curbing damage. Further driveway cracking or damage could occur from workers' trucks if your driveway is in poor condition or if there is erosion under your driveway. Dawson Roofing, Inc. will not be responsible for any damage occurring as a result of existing poor driveway conditions.
9. Replacements of deteriorated decking, fascia board, soffit material, deteriorated paint, roof jacks, ventilators, flashing or other material(s) unless otherwise specified in contract are not included. Any additional work must be agreed upon and in writing before performed.
10. Labor warranty does not cover damages caused by lightening, gale winds (50 m.p.h), hurricane, tornado, hail storms, impact of foreign objects, and other acts of nature or casualty. Any additional damage due to settlement, distortion, failure or cracking of the roof deck, walls or foundation of a building are not covered. Labor warranty applies to the roof only. Dawson Roofing, Inc. is not responsible for contents or property damage after installation or during the warranty period.
11. All discounts and/or warranties are void if balance, including all interest, costs of collection, and applicable attorneys' fees, is not paid in full upon completion.
12. Customer agrees to pay any and all legal and/or collection fees, including but not limited to, court costs and attorneys' fees incurred by Dawson Roofing, Inc. in the event payment is not made within the 15-day period and the Contract is placed in the hands of an attorney for collection.
13. Nothing shall in any way restrict the right of Dawson Roofing, Inc. to bring an action against the customer for non-payment or any default under this contract.
14. Dawson Roofing, Inc. is not an insurance adjuster, it does not represent any insurance company and is not responsible for customer's payment by insured company or Mortgage Company.
15. Dawson Roofing, Inc. will not be responsible for freon lines to air conditioner units or electrical lines within the house that may become loose, punctured, or damaged during the re-roofing process.
16. Drywall nail heads may pop during roof installation over certain type ceiling construction. Although all care will be taken to minimize any problems, Dawson Roofing, Inc. cannot accept any responsibility should this situation occur.
17. **Special Order Goods: I know that I cannot cancel this contract at any time after the period of time given to me by law in which to cancel. After that legal period of time, I know that I have the obligation to pay Dawson Roofing, Inc. in full the amount owed.**
18. Dawson Roofing, Inc. shall have no responsibility for damages from fire, windstorm or other hazard, as is normally contemplated to be covered by Homeowners Insurance, unless a specific written agreement has been made prior to commencement of the work.
19. The quotation on the face hereof does not include expenses or charges for additional bond or insurance premiums or costs beyond normal bond and insurance coverage, and any such additional expenses, premiums or costs shall be added to the amount of the contract.
20. Dawson Roofing, Inc. will have the right to supplement the Insurance Company in the event material and labor increases over five percent from the date of the damage or if labor and materials exceed the original scope of loss.
21. Supplement paid by the Insurance Company for additional labor and materials needed beyond the original scope of repairs shall be paid directly to Dawson Roofing, Inc.
22. Full scope of insurance proceeds shall be defined as the full price for repairs allowed by the Insurance Company before any deduction for deductible or depreciation are subtracted.
23. Dawson Roofing, Inc. is not responsible for lowering roofs height when removing multiple layers. This includes painting and siding areas that are either exposed or covered up.
24. Dawson Roofing, Inc. is not responsible for any "bodily injury", "property damage" or "personal and advertising injury" caused directly or indirectly, in whole or in part, by: 1. Any "fungus(es)" or "spore(s)," or 2. Any substance, or vapor or gas produced by or arising out of any "fungus(es)" or; "spore(s), or 3. Any material, product, building component, building or structure that contains, harbors, nurtures or acts as a medium for any "fungus(es)" or " "spore(s)," regardless of any cause, event material, product and/or building component that contributed concurrently or in any sequence to that injury or damage. "Fungus(es)" includes, but is not limited to, any form or type of mold, mushroom or mildew. "Spore(s)" means any reproductive body produced by or arising out of any "fungus(es)."

LIMITED WARRANTY: Seller warrants that the material is of the quality specified and will transfer to the Buyer all manufacturers' written warranties. Seller warrants workmanship for one year after the date of substantial completion and will remedy a substantial defect without charge to the Buyer, on written notice from the Buyer, within such one-year period. Thereafter, a service fee will be charged to the Buyer. Said limited warranty shall not be transferable and shall not become effective until the outstanding balance, including all interest, is paid in full. Seller makes no other warranty of any kind, either express or implied, in contract or tort, including specifically no implied warranty of merchantability or fitness. Seller must be notified in writing within 24 hours of first occurrence of leak.

DEFAULT: I will be in default under this contract if 1. I do not make a payment when due; or 2. I break any promise I made to you in this contract; 3. Something else happens which caused you to believe in good faith that I do not intend to pay you as promised; or 4. I default on any obligations for which I am using my home as collateral; or 5. Something happens to my house, which threatens your rights.

ARBITRATION: If I have a dispute or claim with you concerning the quantity, quality or performance of the Products, I understand that my dispute may be submitted to and settled according to the mediation/arbitration program developed in Oklahoma City, Oklahoma or residing county. All costs for such mediation/arbitration shall be divided equally between Dawson Roofing, Inc. and myself unless otherwise agreed in writing. I also know that any decision made by the arbitrator would be entered in the appropriate court having jurisdiction over you and me.

INSURANCE COVERAGE: I understand that payment for your labor and materials is not contingent upon the coverage of your labor and materials under any policy of insurance, which I may have on any home. Dawson Roofing, Inc. has made no representation or warranties regarding any payment, in whole or in part, by any insurance policy, which I may possess. I understand that it is my responsibility, as a homeowner to determine the nature and extent of any applicable insurance coverage for the work to be performed under this Contract.

INVALID PROVISIONS: If any provision of this contract violates the law and is unenforceable, the rest of the contract will be valid. If any part of this contract requires payment of more interest than the law permits, then you will only have the right to collect from me the amount of interest which the law allows you to collect.

COMPLETENESS OF THIS CONTRACT: This contract can only be changed if both you and I agree in writing.

HOMEOWNERS CHECKLISTS: Please have the driveway cleared of all vehicles. We will utilize it for material storage and debris removal. In most cases we should be in and out in one day. Your associate will inform you concerning your particular project requirements. Remove any items that may be broken due to vibrations from hammering and the removal and replacement of materials. We don't like surprises any more than you do! We do our very best to protect plants and shrubs around the house, but sometimes these can be damaged. Please alert us to any special items that require additional protection. Confirm that we have access to electrical plugs, at least two if possible. Should a circuit breaker trip, we will need to know its location and have access to it, or someone at home to reset it. Have the lawn freshly mowed, the shorter the better. We run magnets over the lawn to remove extraneous nails throughout your project. Also check your driveway carefully for the next few weeks for nails caught in the down spouts of the gutters. Some homes have large trees that have grown above the roof and may impede our crews. Some trimming may be required to assure a safe and timely installation. Imperfections in the existing decking may appear as high or low areas, which you may have not noticed before. If your home is being re-decked, you should be aware that some dust and debris will be released into the attic. If you have breakable items stored in the attic, please remove or protect them. You may wish to cover stored items with plastic or other suitable materials. Sorry, but we cannot be responsible for items stored in the attic, or dust and debris that my enter it during the re-decking process!!!

Lemus Roofing Inc.

2053 County Road 405 ~ Berryville, AR 72616

Lemusroofinginc@gmail.com ~ 479-332-1735

Pre-soak, power wash, and clean entire area

Caulk all seams

General repair over entire building

Pre-soak, power wash, and clean all roof seams,pipes, A/C's,and penetrations

Put down mastic and fabric as needed and another coat of mastic.

Total $11,200.00

ARCO
Roofing & Construction, LLC

802 Carlton St. • Springdale, AR 72764

(479) 966-0132 (479) 750-ARCO

Representative ______________________ Date 5-5-20

Name City of Pryor Phone ______________

Job Address P.O. Box 1167 Pryor OK 74361

Street City State Zip Code

The Undersigned Contractor agrees to furnish all materials and labor necessary for the work (specified below).

(I) (We) the OWNER agree to pay you the sum of ______________________ $ 14,900.00

SPECIFICATIONS FOR LABOR AND MATERIAL

Overlay ________
Tear off: 1 2 3
Install Metal Edging Yes No ____________
Type Metal Coating
Shingles: 20 25 30 40 Years ________
Underlayment ______ Ridge Ft ______
Screws X ______ Nails __________
Cornice: Open Box
Choice of Colors ________________
Vents ________ Ridge Vents __________

Turbines ____________
Pipe Boots Seal
Clean up and haul all trash from roof Yes
Clean gutters of roof debris _______
Roll yard with magnetic roller ________
Cement around all vents and flashing X
Does Driveway have cracks? Yes No
Height of Home: One Story Two Story Split/Tri-Level Higher
Roof Pitch: Flat to 6/12 7/12 to 9/12 10/12 and up

Power wash, clean and seal seams
Coat mastic + fabric as needed

1 YEAR LABOR WARRANTY

I, ______________________, owner of the above address, give my consent for ***ARCO Roofing & Construction, LLC*** to act as my agent concerning all roofing related matters with my insurance company. Upon insurance company agreement, this becomes a binding contract.

Insurance Company and/or Agent, ______________________ . Policy # ______________

Payable upon completion of roof job *unless other arrangements are made. This proposal is for materials listed above. Any extras, such as roof jacks and rotten wood which is hidden, will be an extra charge. Pay upon completion , or when insurance check is received.*

Profit and overhead will apply if applicable.

1. All proposals subject to approval of management.
2. Owner further agrees that the equity in this property is security for this Contract. This contract shall become binding only upon written acceptance hereof by the Contractor or by an authorized Agent of the Contractor or upon commencement of the work.
3. Contractor shall be liable for any damage to the interior to this building while work is in progress, and it is understood that the Contractor is not an agent nor a subcontractor of any other corporation and that no other corporation is a party to this Contract.
4. This Contract constitutes the entire understanding of the parties, and no other understanding collateral or otherwise shall be binding unless in writing by both parties.
5. Replacement of deteriorated decking is $40 per sheet after the 1st sheet. Fascia boards, roof jack, ventilators, flashing, or other materials, unless otherwise stated in this contract, are not include and will be charged as an extra on a time and material basis.
6. This proposal will expire 20 days from date unless extended in writing by the Company. After 20 days, we reserve the right to revise our price in accordance with costs in effect at the time.
7. If material has to be reordered or restocked because of a cancellation by the customer, there will be a restocking fee equal to fifteen percent (15%) of the contract price.
8. Any representations or other communications not written in this Contract are agreed to be immaterial and relied on by either party and do not survive the executive of this Contract.
9. Labor Warranty does not cover damage to roofs caused by lightening, gale (50MPH), hurricane, tornado, hailstorm, impact or foreign objects or other violent storm or casualty or damage to roofs due to settlement, distortion, failure, or cracking of the roof deck, walls or foundation of a building.

By ______________________

Purchaser ______________________ Date ____________

Joint Purchaser ______________________ Date ____________

Gmail by Google

Sordahl, Rachel <sordahlr@pryorcreek.org>

Rec Center meeting agenda item

1 message

Larry Lees <leesl@pryorcreek.org> Tue, May 5, 2020 at 3:55 PM
To: Darla Coats <coatsd@pryorcreek.org>
Cc: Rachel Sordahl <sordahlr@pryorcreek.org>

DAPAR purchase of a Clorox Total 360 System from Massco at a cost of $3,995.00 from acct# 84-845-5410. Other quotes are from Dobmeier Janitorial Supply @ 6,300.00 and Industrial Soap Company @ 5,990.00.

Larry Lees

Mayor

12 N Rowe St

PO Box 1167

Pryor, OK 74362-1167

LeesL@PryorCreek.org

84-845-5410
capital outlay - equipment

Sent from Mail for Windows 10

PCRC positions: staff support, staff support, staff support, fitness coordinator, aquatics coordinator, rec office manager, assistant director, director

CITY OF PRYOR CREEK

2019-2020 PAY PLAN

RANGE			STEP 1 Hire Date	STEP 2 1 Year	STEP 3 4 Year	STEP 4 7 Year
A	ANIMAL CONTROL LABORER STAFF SUPPORT	FITNESS TRAINER LIBRARIAN	$26,858	$29,046	$31,255	$34,726
B	ANIMAL CONTROL SUPERVISOR CLERK	LIBRARIAN 1 FITNESS COORDINATOR	$28,493	$30,815	$32,691	$35,617
C	B OPERATOR	LIBRARIAN 2	$30,229	$32,691	$34,682	$38,148
D	A OPERATOR AQUATICS COORDINATOR LIBRARIAN 3 ACCOUNTS PAYABLE	COURT CLERK DISPATCHER PAYROLL REC OFFICE MANAGER	$31,896	$34,416	$35,883	$40,400
E	CEM ASST. SUPERINTENDENT	ASST. CITY CLERK MECHANIC	$38,055	$39,117	$43,407	$48,229
F	DEPARTMENT HEAD		$43,138	$47,137	$49,495	$53,569
G	RECREATION CENTER DIRECTOR		$50,502	$55,550	$57,216	$60,078
H	ASST POLICE/FIRE (NON-BARGAINING)		$48,551	$50,008	$51,462	$65,620
I	FIRE CHIEF		$57,596	$59,326	$64,708	$71,837
J	POLICE PATROLMAN		$36,021	$41,463	$43,810	$48,668
K	POLICE CORPORAL		$37,021	$42,620	$45,037	$49,999
L	POLICE SERGEANT		$38,055	$43,810	$46,115	$52,423
M	POLICE CAPTAIN					$52,985
N	FIREFIGHTER		$34,662	$39,899	$42,157	$46,831
O	FIRE LIEUTENANT		$35,624	$41,011	$43,337	$48,113
P	FIRE CAPTAIN		$36,619	$42,157	$44,376	$51,307
Q	BUILDING INSPECTOR, CODE ENFORCEMENT OFFICER		$59,617	$60,888	$64,596	$65,027
R	DISPATCH SUPERVISOR		$32,853	$35,449	$36,960	$41,612

Non-Classified Employees

Part-time Library Assistant	$9.25 per hour
Part-time Seasonal Park	$10.28 per hour
Part-time Special Projects Clerk	$16.00 per hour
Part-time General Facilities Maintenance	$18.00 per hour
Temporary positions whose primary duties are located in a climate-controlled environment and/or are primarily sedentary.	$9.00 per hour
Temporary positions whose primary duties are located outside and/or require physical labor	$10.00 per hour

Lifeguards	$9.00 per hour	**Temporary Rate Charges**	
Swim Instructors	$10.00 per hour	Payrolling	Staffing
Group Fitness Instructors	$15.00 per hour	1.34%	1.39%

Assistant Director Range e

The assistant director is responsible for assisting the oversight of facility operations. He/she assists in the hiring and training process for all employees. He/she is accountable for leading the team in a positive, motivating manner. He/she assists in routine maintenance of the facility and equipment. He/she is responsible for ensuring a successful facility.

Responsibilities Include:

1. Staff Management
   a. Create staff schedules and ensure that all shifts are covered
   b. Lead by example and maintain consistent accountability by training staff to provide exceptional customer service
   c. Resolve employee issues or concerns in a professional manner
   d. Must be willing to work flexible hours, including weekend sand holidays
2. Customer Service/Front Desk Activities
   a. Greet members and guests, provide exceptional customer service, make members and guests feel comfortable and welcome
   b. Answer phones in a friendly manner and assist callers with a variety of questions
   c. Check members in, give tours of the facility, sign up/register new members, schedule and/or communicate activities, events, and updates to the community
   d. Respond to member questions and concerns in a timely and professional manner
   e. Conduce merchandise purchases, facility rentals, etc. on the point of sale system
3. Member Accounts
   a. Utilize point of sale system with new memberships, change of address, and billing or payment questions
   b. Authorize expenditures and refunds
4. Facility Cleanliness and Maintenance
   a. Keep the front desk and lobby area clean and orderly
   b. Regular cleaning of exercise equipment and all areas of the facility
   c. Ensure locker rooms/bathrooms/showers are cleaned, stocked, and clutter free by creating and following routine cleaning schedule
   d. Oversee the safety of employees, members, and the facility by determining when equipment or facilities are in need of repair. Communicate the issue(s) to appropriate maintenance in a timely manner
5. Miscellaneous
   a. Make daily deposits and visits to city hall
   b. Track key performance indicators such as: guest visits, class attendance, pool parties, facility rentals, swim lessons, etc. (weekly, monthly, annually)

c. Manage marketing efforts/campaigns by ensuring staff is aware and knowledgeable on all marketing, facility events, etc.
d. Certified pool operator
e. Other duties as assigned

Office Manager Range d

The office manager is responsible for the general operation of the office. Duties involve greeting members and visitors, answering incoming phone calls, purchasing office supplies and taking proper inventory, and supervising office/PCRC staff to ensure maximum productivity. The office manager will be required to create presentations and produce management-level reports.

Responsibilities Include:

1. Overseeing general office operation
2. Greeting visitors, answering a high volume of incoming phone calls and delivering world class service
3. Coordinating appointments/meetings and managing staff and/or facility calendars and schedules
4. Supervising, mentoring, training, and coaching our staff and delegating assignments to ensure maximum productivity
5. Purchasing office supplies and equipment and maintaining proper stock levels
6. Coordinating continuing education courses, seminars, conferences, etc. (including travel, accommodations, etc.)
7. Producing reports, composing correspondence, and drafting new contracts
8. Creating presentations and other management level reports
9. Other duties as assigned

Requirements

- Bachelor's degree or equivalent
- Experience in office administration/office management
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint

Aquatics Coordinator Range d

The aquatics coordinator will spend the majority of his/her time working directly with the public, so good communication and customer service skills are necessary. Communication skills are crucial to managing the lifeguards, swim instructors, and other various aquatic staff. The ability to build positive relationships is necessary. An aquatic coordinator must have excellent problem solving skills in order to come up with strategies or solutions to address the chaotic nature of aquatic facility scheduling. He/she needs good organizational skills to help ensure he/she has an appropriate facility (optimal water/chemical chemistry, temperature, high standard of cleanliness) as well as resources for the community.

Responsibilities Include:

1. Manage and oversee the operation of the aquatic facility—including: pool activities/events, aquatic classes, swimming programs, open swim, etc.
2. Mange and supervise all aquatic staff. Lead by example and maintain consistent accountability by training staff to provide exceptional customer service
3. Plan and organize staff assignments and schedules. Ensure aquatic shifts are covered
4. Adhere to aquatic safety standards and guidelines
5. Maintain and/or arrange for maintenance of aquatic equipment and/or facility
6. Manage and oversee the implementation, administration, and promotion of PCRC's aquatic programs and events
7. Respond to member/visitor, community, and/or social media requests for information regarding PCRC aquatic programs and/or services
8. Organize and promote various aquatic activities and entertainment
9. Assist in the research , facilitation, and implementation of quality aquatic programs and services

Requirements

- Bachelor's degree
- Red cross lifeguard certification
- Red cross water safety instructor certification
- Certified pool operator

Fitness Coordinator Range b to Range d

The fitness coordinator will spend the majority of his/her time working directly with members/clients/students, so good communication and customer service skills are necessary. He/she must have the ability to build positive relationships. Communication skills are crucial to managing multiple fitness instructors and fitness classes. A fitness coordinator must have excellent problem solving skills in order to come up with strategies or solutions to address the hectic nature of fitness class scheduling. He/she needs good organizational skills to help ensure he/she has appropriate facilities ans resources (equipment, instructors, etc.) for the fitness instructors and classes he/she teaches and oversees.

Responsibilities Include:

1. Manage and supervise fitness instructors
2. Teach fitness classes to improve strength, flexibility, cardiovascular conditioning, and/or general fitness or participants
3. Develop fitness and/or wellness classes, such as: yoga, Pilates, aerobics, weightlifting, aquatics, etc. to ensure diverse schedule of classes is offered
4. Manage and oversee fitness or recreation facilities, ensuring safe and clean facility and equipment
5. Maintain and arrange for maintenance of fitness equipment
6. Operate, and instruct others in proper operation of fitness equipment, such as weight machines, cardio equipment, hand weights, and fitness assessment devices
7. Respond to member, visitor, community, and/or social media requests for information regarding PCRC wellness/fitness programs and/or services
8. Track attendance and/or performance data related to fitness classes/wellness activities and events
9. Maintain and organize fitness related schedules, records, and reports
10. Develop marketing campaigns to promote a healthy lifestyle and/or participation in fitness and wellness programs
11. Organize and oversee fitness and/or wellness events or programs such as: informative presentations, blood drives, CPR and first aid training, and/or intramural sports tournaments

Requirements

- Bachelor's Degree
- Certified personal trainer

formally staff support

Weightroom Coordinator/Supervisor Range a to Range d

The weightroom coordinator is responsible for the supervision of the weightroom and its members and visitors. He/she is responsible for securing the facilities. He/she is responsible for setting a high standard regarding the appropriate use and cleanliness of all weight and cardio equipment. The weightroom coordinator will spend the majority of his/her time working directly with the public, so good communication and customer service skills are necessary. He/she is required to provide a welcoming, inclusive, safe, and service-oriented environment for the community at all times.

Responsibilities Include:

1. Oversee the facility at all times to ensure the safety of the public and security of the equipment
2. Work all scheduled shifts and ensure all floor staff shifts are covered
3. Lead by example and maintain consistent accountability by training floor staff to provide exceptional customer service. Supervising, mentoring, training, and coaching floor staff and delegating assignments to ensure maximum productivity.
4. Educate members and visitors and enforce rules/regulations regarding safe and proper use of the equipment and facility
5. Familiarize participants with the safe and effective use of cardiovascular, strength, resistance, and free weight equipment
6. Maintain equipment and report any safety or maintenance needs
7. Prepare incident injury reports when appropriate
8. Clean and sanitize equipment and facility on a regular basis
9. Restock/maintain cleaning supply inventory
10. Provide a friendly, upbeat, and customer service atmosphere at all times
11. Other duties as assigned

Requirements

- Experience and knowledge of fitness and fitness facilities
- Certified personal trainer
- Knowledge/awareness of safety/risk management

formally staff support

Custodian/Maintenance

Range a

The custodian/maintenance position has the responsibility of maintaining and protecting the facility. The external and internal appearance of the Pryor Creek Recreation Center reflects on the City of Pryor Creek. It is important for the person in this position to be careful and thorough in working, maintenance, cleaning, and tidying the premises, as well as preventing vandalism. It is preferred that he/she have experience in a custodian role focused on building upkeep. He/she must have great physical endurance to cover a large facility. A keen eye for detail and diligence are also crucial.

Responsibilities Include:

1. Ensure spaces are prepared for the next class, event/activity, and day by taking out trash, tidying furniture, and dusting surfaces.
2. Sweep, vacuum, mop, and buff floors
3. Clean, wash, and sanitize toilets, sinks, showers, lockers/dressing area and restock disposables (soap, shampoo, paper goods)
4. Clean mirrors, windows, and glass doors
5. Undertake custodial/janitorial tasks (shoveling snow from the sidewalk, lifting heavy equipment, setting up/breaking down events, etc.)
6. Perform maintenance and minor repairs (replacing broken switches, fixing door handles, replacing lights, minor leaks)
7. Report major damages ad oversee repairs
8. Other duties as assigned

Formally staff support

Receptionist/Front Desk Range a

The receptionist/front desk position is the first point of contact for our facility. He/she offers administrative support across the organization. The position welcomes visitors and greets members who visit Pryor Creek Recreation Center. He/she coordinates front desk activities, including distributing correspondence and redirecting phone calls. It is important for this person to have a pleasant personality, as this is also a customer service role. He/she must also be able to deal with emergencies in a timely and effective manner. Multitasking and stress management skills are essential for this position.

Responsibilities Include:

1. Greet and welcome visitors and members as soon as they arrive
2. Direct visitors and members to the appropriate person and/or area of the facility
3. Answer, screen, and forward incoming phone calls
4. Ensure lobby and front areas are tidy and presentable, with all necessary stationary and material (pens, facility brochures, membership applications, etc.)
5. Provide basic and accurate information in person and via phone/email. Provide thorough/informative tours of our facility
6. Perform clerical duties such as filing, photocopying, transcribing, and faxing
7. Restock/maintain office supply inventory
8. Provide a friendly, upbeat, and customer service atmosphere at all times
9. Other duties as assigned