

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, JUNE 9TH, 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: Choya Shropshire, Briana Brakefield, Yolanda Thompson, Randy Chitwood (alt.)

1. CALL MEETING TO ORDER.

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

Others present: Mayor Larry Lees, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Fire Chief BK Young, Street Superintendent Buddy Glenn, Recreation Center Director Rachel Sordahl, Fred Sordahl, Retail Attractions representative Rickey Hayes, Pryor Main Street representatives Jennie VanBuskirk, Scott Miller and Sarah Parker, Chamber of Commerce President Barbara Hawkins, Kemmie Shropshire and Terry Aylward.

2. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATION OF BRIANA BRAKEFIELD AS CHAIR OF THE CITY OF PRYOR CREEK, BUDGET / PERSONNEL COMMITTEE.

Motion was made by Shropshire, second by Thompson to approve nomination of Briana Brakefield as Chair of the City of Pryor Creek Budget / Personnel Committee. Voting yes: Shropshire and Thompson. Abstaining, counting as a no vote: Brakefield. Voting no: none.

3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE MAY 12TH, 2020 REGULAR MEETING.

Motion was made by Shropshire, second by Thompson to approve the minutes of the May 12th, 2020 regular meeting. Voting yes: Brakefield and Shropshire. Abstaining, counting as a no vote: Thompson. Voting no: none.

4. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that Sales Tax is the highest it has ever been. The Sales Tax average is \$775,698.00. Year-to-date, Sales Tax ended up at \$9,308,382.00. Use Tax was up this month. Use Tax average was \$99,092.00, and year-to-date, it ended up at \$1,189,109.00.

b. Review of Financial Status.

Total of Sales and Use Taxes came in at \$10,497,491.00, which is a milestone for Pryor Creek.

c. Preliminary Report on 2020-2021 Budget.

Budget planning for 2020-2021 is still in process. Mayor stated that the budget will not be completed until August. He continues to work on keeping it as flat as possible from last year. Anything that is available above the 90% will be put in Unallocated Reserves.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CONTRACT RENEWAL WITH RETAIL ATTRACTIONS FOR FISCAL YEAR 2020-2021 IN THE AMOUNT OF \$4,000.00 PER MONTH FOR TWELVE (12) MONTHS FROM GENERAL OUTSIDE SERVICES ACCOUNT #02-201-5075.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding contract renewal with Retail Attractions for Fiscal Year 2020-2021 in the amount of \$4,000.00 per month for twelve (12) months from General Outside Services Account #02-201-5075.

Mr. Rickey Hayes made a presentation and stated that things are in the works and we should see some real estate purchases for new business within the next twelve months. Companies in the mill are soft goods and restaurants.

All voted yes.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AGREEMENT WITH PRYOR MAIN STREET FOR THE 2020-2021 FISCAL YEAR.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve agreement with Pryor Main Street for the 2020-2021 fiscal year.

Jennie VanBuskirk made a presentation and handed out a reinvestment report to the committee.

Voting yes: Shropshire and Brakefield. Abstaining, counting as a no vote: Thompson. Voting no: none.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT EXPENSE REPORT FOR THE LAKE AREA SOFTBALL ASSOCIATION IN THE AMOUNT OF \$1,350.00.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve Hotel / Motel Tax Grant Expense Report for the Lake Area Softball Association in the amount of \$1,350.00. All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT EXPENSE REPORT FOR THE PRYOR AREA CHAMBER OF COMMERCE 2019 CHRISTMAS PARADE OF LIGHTS IN THE AMOUNT OF \$2,500.00.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve Hotel / Motel Tax Grant Expense Report for the Pryor Area Chamber of Commerce 2019 Christmas Parade of Lights in the amount of \$2,500.00. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING MEMORANDUM OF AGREEMENT BETWEEN PRYOR CREEK AND CITY ATTORNEY FOR THE 2020-2021 FISCAL YEAR.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve Memorandum of Agreement between Pryor Creek and City Attorney for the 2020-2021 fiscal year. Voting yes: Shropshire and Thompson. Abstaining, counting as a no vote: Brakefield. Voting no: none.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AWARDED CONTRACT FOR SCHEDULE 1-OPTION 2, SCHEDULE 2 AND SCHEDULE 3 OF THE DOG POUND ROAD AND SW 9TH ST. BOX AND PAVEMENT PROJECT PRY20-01, TO AMERICAN NATIVE VENTURES, LLC IN THE AMOUNT OF \$645,258.77 FROM STREET ASPHALT OVERLAY ACCOUNT #14-145-5410, WHICH INCLUDES A \$99,828.48 REIMBURSEMENT FROM FEMA.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve awarding contract for Schedule 1-Option 2, Schedule 2 and Schedule 3 of the Dog Pound Road and SW 9th St. Box and Pavement Project PRY20-01, to American Native Ventures, LLC in the amount of \$645,258.77 from Street Asphalt Overlay Account #14-145-5410, which includes a \$99,828.48 reimbursement from FEMA. Mayor stated that this expense will be added to the budget line item. Glenn reported that Dog Pound Road is in bad shape. All voted yes.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING STREET DEPARTMENT PURCHASE OF A GRADING BUCKET IN THE AMOUNT OF \$2,754.00 FROM CATERPILLAR ON THEIR STATE CONTRACT FROM STREET CAPITAL OUTLAY ACCOUNT #14-145-5411.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve Street Department purchase of a grading bucket in the amount of \$2,754.00 from Caterpillar on their State Contract from Street Capital Outlay Account #14-145-5411. All voted yes.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$3,492.00 TO ENDEX, INC. OF TULSA FOR REPLACEMENT OF FIRE PANEL AT THE PRYOR CREEK RECREATION CENTER FROM RECREATION REPAIR AND MAINTENANCE ACCOUNT #84-845-5091.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve an expenditure in the amount of \$3,492.00 to Endex, Inc. of Tulsa for replacement of fire panel at the Pryor Creek Recreation Center from Recreation Repair and Maintenance Account #84-845-5091. All voted yes.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$2,490.00 TO HOLLON FIRE PROTECTION, LLC FOR SPRINKLER SYSTEM REPAIR FROM RECREATION REPAIR AND MAINTENANCE ACCOUNT #84-845-5091.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve an expenditure in the amount of \$2,490.00 to Hollon Fire Protection, LLC for sprinkler system repair from Recreation Repair and Maintenance Account #84-845-5091. All voted yes.

14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$19,000.00 TO ROBERTS AUTO CENTER FOR THE REIMBURSEMENT OF THE VALUE OF THE 2017 TOYOTA RAV 4 (VIN#2T3YFREV4HW318124) THAT WAS TRADED IN ON MARCH 19TH, 2020, UPON THE PURCHASE OF A 2020 CHEVY TRAVERSE BY THE PRYOR CREEK POLICE DEPARTMENT FROM POLICE EQUIPMENT CAPITAL OUTLAY ACCOUNT #44-445-5424.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve an expenditure in the amount of \$19,000.00 to Roberts Auto Center for the reimbursement of the value of the 2017 Toyota Rav 4 (VIN#2T3YFREV4HW318124) that was traded in on March 19th, 2020, upon the purchase of a 2020 Chevy Traverse by the Pryor Creek Police Department from Police Equipment Capital Outlay Account #44-445-5424. Assistant Chief Willyard explained that a lien was discovered after the courts awarded the Rav 4 to the City, and this will take care of that issue. All voted yes.

15. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING EXPENDITURE IN THE AMOUNT OF \$39,583.92 TO MUSKOGEE COMMUNICATIONS FOR UPGRADE OF THE 800MHZ RADIO SYSTEM AT THE PRYOR CREEK POLICE DEPARTMENT: \$20,180.92 FOR

THE REPEATER, \$14,403.00 FOR THE ANTENNA SYSTEM, AND AN ADDITIONAL \$5,000.00 FOR POWER EQUIPMENT FROM POLICE REPAIR AND MAINTENANCE ACCOUNT #02-215-5091.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve expenditure in the amount of \$39,583.92 to Muskogee Communications for upgrade of the 800mhz radio system at the Pryor Creek Police Department: \$20,180.92 for the repeater, \$14,403.00 for the antenna system, and an additional \$5,000.00 for power equipment from Police Repair and Maintenance Account #02-215-5091.

Chief Nichols explained that all the funds are not in that account at this time; however, by the time the equipment is ordered and received, we will be in the new fiscal year. He stated that as far as he knows this is a sole-source purchase. Muskogee Communications has taken excellent care of them for several years.

Motion and second were amended to state, "Pending approval of bid process of the City." All voted yes.

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

There was no unforeseeable business.

17. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

18. ADJOURN.

Motion was made by Thompson, second by Shropshire to adjourn at 6:20 p.m. All voted yes.