NOTICE AND AGENDA
BUDGET/PERSONNEL
SPECIAL MEETING
TUESDAY, JULY 2ND, 2015
5:00 P.M.

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT NOTICE IS HEREBY GIVEN THAT THE BUDGET/PERSONNEL COMMITTEE WILL MEET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME. FOR SPECIAL ACCOMMODATIONS TO ATTEND, PLEASE CONTACT (918) 825-0888.

Committee Members: **Greg Rosamond, Drew Stott, Randy Chitwood and Ryan Rains (alternate)

1. Call meeting to order.
2. Discuss, possibly approve the minutes of the June 9th, 2015 regular meeting.
3. Discuss, possibly recommend Council action to approve Expense Reports received from Hotel / Motel Grant Applicants.
   a. Pryor Area Chamber of Commerce
   b. Pryor Public Schools
   c. Pryor Band Day
   d. Pryor Main Street
4. Adjourn.

Posted June 22nd, 2015 by City Clerk Eva Smith Eva Smith

CITY OF CLERK'S SEAL PRYOR CREEK, OKLAHOMA

MINUTES
BUDGET/PERSONNEL
REGULAR MEETING
TUESDAY, JUNE 9TH, 2015
5:30 P.M.

THE BUDGET / 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: **Greg Rosamond, Drew Stott, Randy Chitwood and Ryan Rains (alternate)

1. **CALL MEETING TO ORDER.**

The meeting was called to order at 5:30 p.m. by Chairman Greg Rosamond. Members present: Greg Rosamond, Drew Stott, Ryan Rains. Members absent: Randy Chitwood.

Others present: Mayor Jimmy Tramel, Police Chief Steve Lemmings, Fire Chief Tim Thompson, City Clerk Eva Smith, Recreation Center Director Laura Holloway, Building Inspector/Code Enforcement Officer Doug Moore, Council Member and Hope Coalition Member Yolanda Thompson and Council Member Cheryl Hedgpath.

Others: Library employee Jacinda Ramsey, Pryor Main Street Director BJ Cummings, Pryor Recreation Center Board Members: Jim Harrison, Steve Wyneken, Jessica Long, CMSWillowbrook representative Chris Ball, The Times reporter Cydney Baron, The Paper reporter Terry Aylward.

2. **DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE MAY 11TH, 2015 SPECIAL MEETING.**

Motion was made by Stott, second by Rosamond to approve the minutes of the May 11th, 2015 special meeting. Voting yes: Rosamond, Stott. Voting no: none. Abstaining (counting as a no vote): Rains.

3. **MAYOR'S REPORT:**
   a. **TAX REPORTS**.

- Mayor Tramel reported the City Sales Tax for May was down $115,000.00. He said someone may have not reported correctly and will investigate.
- Mayor Tramel reported the City Use Tax for May had doubled.
- Mayor Tramel stated that based on the May reports, he will need to adjust the upcoming budget by $45,000.00 and the budget may be about the same as last year.
- Mayor Tramel thanked the citizens for shopping Pryor Creek after his comparison of Claremore and Pryor Creek's budget.
- 7.4 million has been collected in sales tax this year.

   b. **OTHERS.**

There was no other report.

4. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE AUTHORIZING THE MAYOR TO SEEK BIDS FOR REPAIRS AT THOMAS J. HARRISON PRYOR PUBLIC LIBRARY:**
    a. **FRONT ENTRANCE**
    b. **PLUMBING**

No action was taken on this item.

Discussion:
4a. Mayor Tramel stated there is mold and leakage and the awning must be replaced. The Budget Committee asked to see the bid documents prior to posting. Chris Ball of CMSWillowbrook will prepare for the next budget meeting in July.

4b. Mayor Tramel stated the Kitchen and Bathroom sinks will not drain properly. Both Gibbs and S & J Plumbing have assessed the issue and have not been successful at finding the problem. They recommend sending a camera down to photograph the area. There is no issue with the toilets.

Chris Ball revisited both items again.

4b. Ball stated the sinks in the Library lobby drain slowly and the 2 inch line can be photographed for an estimated $250.00 to $300.00.

4a. Ball stated the main roof and canopy are in need of repair. There is also leaking in the genealogy room. He has obtained a cost estimate of $11,500.00 to $15,000.00 for the repair. He also said he would work on a plan for mold removal. He plans to seek 3 bids and it does not have to be advertised for 21 days. It was agreed that this issue needs to be taken care of swiftly.

5. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE REDUCING PRYOR CREEK RECREATION CENTER DIRECTOR LAURA HOLLOWAY SALARY TO $32,487.00 PER YEAR. (HOPE COALITION GRANT TO SUPPLEMENT BALANCE.)**

Motion was made by Rosamond, second by Rains to approve to recommend Council action to approve reducing Pryor Creek Recreation Center Director Laura Holloway's salary to $32,487.00 per year. (Hope Coalition Grant to supplement balance.) All voted yes.

Mayor Tramel stated the pay plan will be adjusted.

6. **DISCUSS, POSSIBLY APPROVE CITY ATTORNEY TO DRAFT A RENTAL AGREEMENT WITH THE HOPE COALITION IN THE AMOUNT OF $700.00 PER MONTH FOR THE USE OF THE PRYOR CREEK RECREATION CENTER FACILITY.**

Motion was made by Rosamond, second by Stott to approve City Attorney to draft a rental agreement with the Hope Coalition in the amount of $700.00 per month for the use of the Pryor Creek Recreation Center Facility. All voted yes.

7. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE SEEKING APPLICATIONS FOR FITNESS COORDINATOR POSITION AT PRYOR CREEK RECREATION CENTER FOR THE 2015 – 2016 FISCAL YEAR.**

No action was taken on this item. (This would add a 7th person to the staff.)

8. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO AUTHORIZE MAYOR TO SEEK BIDS FOR REPLACEMENT OF PRYOR YOUTH ORGANIZATION (PYO) ROOF.**

Motion was made by Stott, second by Rosamond to approve to recommend Council action to authorize Mayor to seek bids for replacement and or repair of Pryor Youth Organization (PYO) Roof. All voted yes.

9. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO AUTHORIZE MAYOR TO SEEK BIDS FOR STABILIZATION OF WALLS FOR THE POCKET PARK PROJECT.**

Motion was made by Stott, second by Rosamond to approve to recommend Council action to authorize Mayor to seek bids for stabilization of walls for the Pocket Park Project. All voted yes.

10. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE EXPENSE REPORTS RECEIVED FROM HOTEL / MOTEL GRANT APPLICANTS.**
    a. **PRYOR AREA CHAMBER OF COMMERCE**
    b. **PRYOR PUBLIC SCHOOLS**
    c. **PRYOR MAIN STREET**

There was no action on this item.

Ryan Rains left at 7:34 p.m.

Discussion:
Stott & Rosamond requested the Mayor have a discussion with the City Accountant and the City Attorney about drafting what is required of the Hotel / Motel Tax Recipients during the process. Stott also asked for clarification if the Hotel / Motel Board is sovereign over the review of applications and receipts? Mayor Tramel stated he would report back on Wednesday.

11. **PETITIONS FROM THE AUDIENCE.**

There were no petitions presented.

12. **UNFORESEEABLE BUSINESS. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING AGENDA.)**

There was no unforeseeable business presented.

13. **ADJOURN.**

Motion was made by Rosamond, second by Stott to adjourn at 9:15 p.m. All voted yes.