

**MINUTES  
BUDGET/PERSONNEL  
REGULAR MEETING  
TUESDAY, JANUARY 13<sup>TH</sup>, 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 Roger Willcutt (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, Randy Chitwood. Members absent: None.

Others present: Mayor Jimmy Tramel, Police Chief Dennis Nichols, Police Captain Steve Lemmings, City Clerk Eva Smith, Building Inspector / Code Enforcement Officer Doug Moore, Police Officer Dustin Van Horn, Pryor Main Street Director BJ Cummings, Pryor Area Arts and Humanities Council members: Karen Wilson, Diana Reeves, Ron Dryden, Autumn Weaver, Camilla Joyner, Stephanie Kelley, Attorney Darrell Moore, Cheryl Hedgpath, and The Times reporter Cydney Baron.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE DECEMBER 9<sup>TH</sup>, 2014 REGULAR MEETING.**

Motion was made by Stott, second by Chitwood to approve the minutes of the December 9<sup>th</sup>, 2014 regular meeting. All voted yes.

Chairman Rosamond requested that Hannah Moore add in future minutes the discussion in the event there is no action on an item.

**3. MAYOR'S REPORT:**

**a. TAX REPORTS.**

Mayor Tramel reported the December Use Tax is up \$60,000.00 from last month. He also reminded the panel the Use Tax is being moved into the General Fund. Mayor reported the Tobacco Tax is down \$2,000.00 and the Sales Tax is up and is on pace to reach close to \$8,000,000.00. Oklahoma Tax Commission refund of .005 has not taken effect as of the December reports. There should be evidence in the January reporting. Mayor estimates a \$3,500.00 to \$4,000.00 savings per month starting in January.

**b. OTHERS.**

Mayor Tramel stated the mid-year budget review will be available soon. Mayor also stated that within the General Fund the City is currently under budget having only spent 46.3%.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE CITY ATTORNEY TO DRAFT CONTRACT FOR THE USE OF A SPECIFIC AREA OF THE OLD CITY HALL BUILDING TO THE PRYOR AREA ARTS AND HUMANITIES COUNCIL.**

Mayor Tramel began the discussion by informing the Committee there has been research into what the insurance and utilities will cost for the tenants who lease the building. The records showed City Hall & MUB paid \$767.00 per month for utilities while occupied for utilities. Unoccupied, the utilities cost \$363.00 including the

Community Hall. Mayor Tramel requested the Committee to consider reviewing an agreement to be drawn up by Darrell Moore and Kim Ritchie.

Ron Dryden spoke on behalf of the Pryor Area Arts and Humanities Council. He first thanked the City for how they have provided a place for the arts. He said they are looking for a place to have art classes for children and adults. Dryden also explained how the building will be utilized. Dryden and the PAAHC visualize programs to be consistently brought into one location.

Autumn Weaver addressed the Committee and spoke about how the upstairs space would potentially be used as a studio for music lessons, musicians, writers and artists to have a space to be creative. Downstairs would be the gallery and humanities space.

Rosamond asked Mayor Tramel and Doug Moore about the state of the building. Mayor said the building has some electrical issues. The downstairs where MUB was will need some beautification, carpet and other items.

Doug Moore explained about how this could be a very good and easy transition for the PAAHC.

Rosamond stated that he would like the City to consider the costs it could incur as a landlord.

In regards to the leasing period, Stott wanted to work in terms of one (1) year increments to see how they would do. Mayor Tramel and Doug Moore said that the PAAHC have a 5 year plan. Moore also stated that the grant process can depend on the length of their plan.

Chitwood was in agreement with the use of the building as a cultural center.

BJ Cummings asked the Committee and Mayor what they needed to prepare to bring to the Council. Stott requested more information about the use of the space and does not want to take away from any sales tax revenue that could be acquired if another type of entity occupied the space.

Karen Wilson stated that many in the area go out of town to the painting classes and she wants all of Pryor and the surrounding area to stay local.

Rosamond asked about the meter that both the upstairs and downstairs share. Eva Smith stated that can be worked out, Tenant A & Tenant B pays on utilities that are divided up.

Rosamond wanted to make it clear that he does not want this building to become another storage or warehouse space.

Mayor stated he is excited about the potential of this and wants this to work out. He mentioned the gallery could display items by area artists.

Motion was made by Stott, second by Chitwood to approve to recommend Council action to approve City Attorney Kim Ritchie and Attorney Darrell Moore to draft contract for the use of a specific area of the old City Hall building to the Pryor Area Arts and Humanities Council. All voted yes.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE CONCEPTUAL DESIGN OF POCKET PARK.**

BJ Cummings explained about the wrap that would be on the front of the space during the construction. It will show a graphic for the announcement and will help generate donations. The costing of the wrap is estimated at \$2,500.00.

Mayor Tramel stated he is excited to see this move forward and that he knows the donors are anxious to see that the project is really happening and in progress.

Stott asked what phase would be started that would attract donations. BJ Cummings gave examples of what the pocket park will be used for: 1) Family movies in the summertime. 2) Retail space for income that would also maintain the restroom and closing of the gates.

Doug Moore stated things that will need to be done for this project: Environmental Assessment, Structural Engineering, Civil Engineering and to also make sure to pay attention to the side walls to ensure they are structurally stabilized.

Mayor Tramel and Doug Moore stated this conceptual design is a starting point necessary to get the ball rolling on this project. The document presented is not a final draft.

Chitwood agreed it was a good place to start.

Rosamond commented on the fireplace and focal point.

Stott asked about the bathroom expenses and upkeep. Mayor Tramel stated that the bathrooms were needed to give people somewhere to go when shopping downtown or attending other events. They would be potentially plumbed in the first phase so that when funds were attained to move to the next phase, it would be a reality.

Mayor Tramel stated that the pocket park would give people a destination.

Motion was made by Chitwood, second by Rosamond to approve to recommend Council action to approve conceptual design of pocket park. All voted yes.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION ON REPLACEMENT OF OFFICER ISSUED SIDE ARMS FROM QUOTES RECEIVED FOR THE POLICE DEPARTMENT.**

Motion was made by Rosamond, second by Stott to recommend Council action to purchase side arms for the Police Department from the low bid GT Distributing as presented by Police Chief Nichols and Police Captain Lemmings including confiscated trade in. All voted yes.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO SURPLUS WEAPONS FROM THE POLICE DEPARTMENT.**

Motion was made by Chitwood, second by Stott to approve to surplus weapons from the Police Department. All voted yes.

**8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION ON SECURITY SYSTEM FROM QUOTES RECEIVED FOR THE POLICE DEPARTMENT.**

Motion was made by Stott, second by Chitwood to approve Direct Communications in the amount of \$33,249.00 as best bid per Police Chief Nichols. Other quotes received Digi Surveillance - \$ 26,700.00. The Motion was amended.

Motion was made by Stott, second by Chitwood to approve purchase of security system for the Police Department from Capital Outlay pending City Attorney review of bid specifications and quotes received. All voted yes.

**9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE PURCHASE OF DOLPHIN DYNAMIC PROX 2 ROBOTIC CLEANER WITH CADDY AND REMOTE FROM INYO POOL PRODUCTS AT \$2,697.96 FOR THE RECREATION CENTER. (OTHER QUOTES RECEIVED: AQUATIC TECHNOLOGY INC. - \$2,900.83, G. FARNEY & ASSOCIATES, INC. \$4,450.00.)**

Motion was made by Chitwood, second by Rosamond to approve purchase of Dolphin Dynamic ProX 2 Robotic Cleaner with Caddy and Remote from Inyo Pool Products at \$2,697.96 as the low bid for the Recreation Center. (Other quotes received: Aquatic Technology Inc. - \$2,900.83, G. Farney & Associates, Inc. \$4,450.00.) All voted yes.

**10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE LOW BID FOR DUCT CLEANING FROM QUOTES RECEIVED FOR THE RECREATION CENTER.**

Laura Holloway was not present to speak about this item due to illness. Mayor Tramel began discussing the duct cleaning system. It became evident that Holloway needed to be contacted. Mayor Tramel called her to discuss with the Committee over speakerphone. It was determined that the quotes presented for duct cleaning were not quoted similarly. Holloway would need to consult with Melton's Heating and Air to get the specifications lined out. Rosamond requested a Melton's representative would need to be present at the next Budget meeting to explain quotes.

No action was taken.

**11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE RFP FOR THE COMPREHENSIVE PLAN UPDATE.**

Motion was made by Rosamond, second by Chitwood to approve RFP for the Comprehensive Plan update. All voted yes.

**12. PETITIONS FROM THE AUDIENCE.**

There were no petitions from the audience.

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

There was no unforeseeable business presented.

**14. ADJOURN.**

Motion was made by Rosamond, second by Stott to adjourn at 7:19 p.m. All voted yes.