

**MINUTES
BUDGET/PERSONNEL
REGULAR MEETING
TUESDAY, SEPTEMBER 8TH, 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 5:35 p.m. by Chairman Greg Rosamond. Members present: Greg Rosamond, Drew Stott, Randy Chitwood. Members absent: none.

Others present: Mayor Jimmy Tramel, Police Chief Steve Lemmings, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Pryor Recreation Center Director Laura Holloway, Recreation Center Board Member Steve Wyneken, Marie Reist, Library Board Member Jeanette Anderson, Park & Cemetery Superintendent Frank Powell, Street Superintendent Jack Downing, The Times Reporter Cydney Baron, and Terry Aylward of The Paper.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE AUGUST 11TH, 2015 REGULAR MEETING.

Motion was made by Stott, second by Chitwood to approve the minutes of the August 11th, 2015 regular meeting. All voted yes.

3. MAYOR'S REPORT.

- The Oklahoma Tax Commission had not produced the Sales Tax Reports as of September 8, 2015 for Mayor Tramel to review with the Budget Committee.
- Mayor Tramel discussed the "Funding the Gap" Report from OML. He stated that the State of Oklahoma is the only state that depends on Sales Tax.
- Mayor Tramel discussed how the City must find other revenue streams to maintain and grow.
- Stott asked about producing a survey for the public to help decide on ways to bring in new revenue sources. Mayor Tramel stated there will be a public forum when new ideas are formed so that the public can be a part of the process.
- Rosamond stated that the shortfall hurts the capital improvements and the City needs an action plan for tracking where money will go.
- Mayor stated there is potential to raise \$750,000.00.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO PROMOTE MARIE REIST FROM LIBRARIAN 2, RANGE C, STEP 4 (ANNUAL WAGE \$34,202.00) TO LIBRARIAN 3 AT RANGE D, STEP 4 (ANNUAL WAGE \$36,221.00).

Motion was made by Rosamond, second by Chitwood to recommend Council action to promote Marie Reist from Librarian 2, Range C, Step 4 (annual wage \$34,202.00) to Librarian 3 at Range D, Step 4 (annual wage \$36,221.00). All Voted yes.

Discussion: The recommendation was made by the Library Board to the Budget Committee. Chairman Anderson spoke on behalf of the Board. She stated that Marie has her certifications and has 11 plus years with the City at the Library. She also stated the Library budget can support this promotion.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO HIRE LIBRARY DIRECTOR AT RANGE F, STEP 2 WITH CERTAIN QUALIFICATIONS WITH UNDERSTANDING THAT THEY WILL REMAIN IN STEP 2 (ANNUAL WAGE \$42,261.00) UNTIL QUALIFYING FOR STEP 3 (ANNUAL WAGE \$44,375.00).

Motion was made by Rosamond, second by Chitwood to recommend Council action to hire Library Director at Range F, Step 2 with certain qualifications with understanding that they will remain in Step 2 (annual wage \$42,261.00) until qualifying for Step 3 (annual wage \$44,375.00). All voted yes.

Discussion: The recommendation was made by the Library Board to the Budget Committee. Chairman Anderson spoke on behalf of the Board and stated the Library budget can support this pay step and included the 6 percent for a Master's Degree - \$44,796.00.

6. DISCUSS, POSSIBLY RECOMMEND CREATION OF AN ASSISTANT DIRECTOR POSITION FOR THE PRYOR CREEK RECREATION CENTER.

Motion was made by Rosamond, second by Stott to approve and recommend creation of an Assistant Director position for the Pryor Creek Recreation Center at Step E with the stipulation that the Step and Job Description is approved by the City Attorney and OMAG. All voted yes.

Discussion: Laura Holloway spoke on behalf of the Recreation Center Board regarding the creation of this position. She explained this position was to insure there is a backup to maintain the facility efficiently at all times. The Recreation Center Board has provided a job description that will need to be reviewed by legal counsel before going to the City Council for approval.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE PROMOTION OF LUCAS HOOVER FROM "B" OPERATOR, RANGE C, STEP 2 (ANNUAL WAGE \$29,310.00) TO "A" OPERATOR, RANGE D, STEP 2 (ANNUAL WAGE \$30,857.00) FOR THE CEMETERY DEPARTMENT.

Motion was made by Stott, second by Chitwood to recommend Council action to approve promotion of Lucas Hoover from "B" Operator, Range C, Step 2 (annual wage \$29,310.00) to "A" Operator, Range D, Step 2 (annual wage \$30,857.00) for the Cemetery Department. All voted yes.

Discussion: Lucas Hoover's 3 year anniversary will be in December. With this promotion he will have full operation of the backhoe at the Cemetery per Frank Powell.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE PROMOTION OF WESLEY GRIFFIN FROM "B" OPERATOR, RANGE C, STEP 2 (ANNUAL WAGE \$29,310.00) TO "A" OPERATOR, RANGE D, STEP 2 (ANNUAL WAGE \$30,857.00) FOR THE STREET DEPARTMENT.

Motion was made by Stott, second by Chitwood to recommend Council action to approve promotion of Wesley Griffin from "B" Operator, Range C, Step 2 (annual wage \$29,310.00)

to "A" Operator, Range D, Step 2 (annual wage \$30,857.00) for the Street Department. All voted yes.

Discussion: Jack Downing spoke on behalf of Wesley Griffin. He began by stating the Street Department recently lost Tyler Schlosser to the Municipal Utility Department and then he publicly thanked Brandon McClelland and Tyler Schlosser for how they have conducted themselves on projects for the Street Department. He stated that he these individuals work in a Foreman capacity and he would like to speak with Mayor Tramel at a later date about that issue. He then stated that the "A" Operators are required to run the backhoe, street sweeper, tire equipment, loader and skid steer. He stated he currently has 6 who are "A" Operators and he does not plan to replace the position left open by Schlosser.

9. DISCUSS AND REVIEW QUOTES RECEIVED FOR AN ELECTRIC PUMP AND LADDERS FOR THE PRYOR PUBLIC POOL.

The Budget/ Personnel Committee asked that Powell provide quotes for an Electric Pump and Ladders for the Pryor Public Pool to the City Attorney to ensure that the vendor requirements are in line before requesting approval from City Council.

10. DISCUSS, POSSIBLY APPROVE TO SEEK QUOTES FOR A TRACTOR FOR THE CEMETERY DEPARTMENT.

Motion was made by Stott, second by Chitwood to approve to seek quotes for a Tractor for the Cemetery Department. All voted yes.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO SEEK QUOTES TO RESURFACE TENNIS COURTS USING DECO TURF SYSTEM AT WHITAKER PARK.

Motion was made by Chitwood, second by Stott to recommend Council action to seek quotes to resurface Tennis Courts using Deco Turf System at Whitaker Park. All voted yes.

Discussion: Powell stated there will be one set of courts to resurface on the West side that have lights. These courts are used more frequently. The cost is estimated at \$25,000.00

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO PURCHASE 420F THUMB, TINE, A4, THUMB, HYDRAULIC ARR WITHOUT TINE FOR BACKHOE FROM WARREN CAT AT STATE CONTRACT PRICE \$5,869.00 FROM ACCOUNT # 14-145-5411 FOR THE STREET DEPARTMENT.

Motion was made by Chitwood, second by Stott to recommend Council action to purchase 420F Thumb, Tine, A4, Thumb, Hydraulic ARR without Tine for Backhoe from Warren CAT at State Contract price \$5,869.00 from Account # 14-145-5411 for the Street Department. All voted yes.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL/MOTEL SUBMITTALS FOR FY 2015 - 2016:

a. SUMMARY LETTERS OF INTENT:

- 1. PRYOR AREA CHAMBER OF COMMERCE - \$27,156.00 (40% OF \$67,890.00)**
- 2. PRYOR PUBLIC SCHOOLS - \$11,078.00 (20% OF \$67,890.00 LESS \$2,500.00 FOR PRYOR BAND DAY)**
- 3. PRYOR BAND DAY - \$2,500.00**
- 4. PRYOR MAIN STREET - \$6,789.00 (10% OF \$67,890.00)**

b. GRANT APPLICATIONS:

- 1. AMERICAN COWBOY TRADER DAYS - \$2,500.00**
- 2. PRYOR CHRISTMAS PARADE OF LIGHTS - \$2,500.00**

3. COMFORTS OF HOME QUILT SHOW - \$2,500.00
4. CHILI CHRISTMAS & CAR & BIKE SHOW - \$2,500.00
5. DAD'S DRAG MAIN BLOCK PARTY - \$2,000.00
6. MISSOULA CHILDREN'S THEATER - \$1,500.00
7. NEOK AREA ART SHOW - \$1,500.00
8. OK ASSOCIATION JR. TOURNAMENT - \$2,470.00

Motion was made by Rosamond, second by Stott to recommend Council action to approve Hotel/Motel Submittals for FY 2015 – 2016 as presented above. All voted yes.

14. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

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

There was no unforeseeable business presented.

16. ADJOURN.

Motion was made by Rosamond, second by Stott to adjourn at 6:45 p.m. All voted yes.