

Town of Savanna Council Meeting

February 13, 2022

Savanna Public Works Authority

Meeting called to Order by Coy

Roll Call: Coy, Nathan, Chad and Robbye

Guests: Police Chief Matt Hines, Asst. police chief Orrin Gragert, Fire Chief Jeff Jones, Water Clerk Ebony Wilkes, Town CPA Asst. Nick, Town Attorney Pat Layden and SoonerWarn Spoke person.

1. Motion by Coy to Approve Minutes of January 9, 2022 Council Meeting Minutes, 2nd by Nathan; Votes: Coy- Yes Nathan- Yes Chad-Yes
2. Motion by Coy to Approve Current Claims, 2nd by Nathan; Votes: Coy- Yes Nathan- Yes Chad-Yes
3. Nick gives SPWA Financial Report. Good revenue. No repairs this month, but Coy did warn Nick about the recent water break and that there would be one showing soon. Republic Services did have to miss one-week due weather, so check business accounts. Motion by Coy to Approve Financial Report given by George M. Kern C.P.A. 2nd by Nathan; Coy – Yes Nathan – Yes Chad – Yes
4. Spoke person shared with the council if you are a member you go to the website and can send a request with the town needs to assist in damages from a natural disaster. The request is then sent locally and statewide if needed also. There is no cost they just ask you return the favor when you are able, it's neighbors helping neighbors type system. Coy assigned this task to Fire Chief and town emergency manager Jeff Jones. Ebony gave the paperwork to Coy who then give the to Jeff. Council asked town attorney for his thoughts and he said it was fine. Motion by Coy Holt to join SoonerWarn and it be managed by Jeff Jones, 2nd by Nathan; Votes: Coy – Yes Nathan – Yes Chad – Yes.

5. Ebony shared with Council the Grant is 80/20 so the town would pay \$20000.00 but would then receive \$80,000.00 to use for town repairs and equipment. Choctaw Nation as offered to pay the \$20,000 so the town can receive the \$80000.00. Council was given a list of examples of what the funds could be used for and SoonerWarn would help as well in the process. Ebony stated she would work on the application tomorrow and would also get with Coty and Jeff to create a list. Coy said to move forward with the process. No action needed.
6. None. No Action Needed.
7. New Business – Coy said improved pairs should be coming in soon to better repair the Big Break the town had recently. No Action Needed
8. Public Discussions – None

Motion to Adjourn by Coy, 2nd by Nathan; Votes: Coy- Yes Nathan- Yes Chad-Yes.

TOWN CLERK

Katie Ingent

COUNCIL MEMBERS

Coy Matt
Nathan Ingent
Chad Graham

Town of Savanna

Meeting called to Order by Coy

Roll Call: Coy, Nathan, Chad and Robbye

Guests: Police Chief Matt Hines, Asst. police chief Orrin Gragert, Fire Chief Jeff Jones, Town CPA Asst. Nick, and Town Attorney Pat Layden.

1. Motion by Coy to Approve Minutes of Jan. 9, 2022 Council Meeting Minutes, 2nd by Chad; Votes: Coy- Yes Nathan- Yes Chad-Yes
2. Motion by Coy to Approve Current Claims, 2nd by Nathan; Votes: Coy- Yes Nathan- Yes Chad-Yes
3. Nick gave Financial Report and shared that the budget is looking good, but Police is a little out due to the big invoice from outfitting new units. Town is doing better than what was budgeted though, so we are doing well. Motion by Coy to Approve Financial Report given by Nick, 2nd by Nathan; Coy – Yes Nathan – Yes Chad - Yes
4. Robbye shared Dawson recently went to some training for SPWA and received mileage pay since he drove back and forth. She suggested the town raise the rate to 65.5 cent which is the amount listed on IRS website. Coy shared Dawson did pass the train and also received a pay raise now that he is certified. Motion to Approve Mileage Increase by Coy, 2nd Chad; Votes: Coy – Yes Nathan – Yes Chad - Yes
5. Councilmen Pay will stay the same \$150.00 per month/meeting attend. Council discussed the Treasurer and Clerk pay. Keeping the regular duties as \$700.00 each per month, but increasing the Pay for their extra duties but \$250.00. The current Treasurer's pay is \$750.00 and the Clerk's pay is \$500.00 per month, which was approved at meeting August 11, 2014. Motion by Coy to Approve a \$250.00 increase for both the Treasurer's and Clerk's extra duties, 2nd by Chad; Votes: COY – YES NATHAN – YES CHAD – YES

6. Surplus Town Vehicles – Tabled by Coy. Police Chief Matt Hines is going to get estimates for the vehicles' values.
7. The Ambulance Building is 100% completed now. Town and EMT is working on internet since the company put a password on it, but they are working on getting that fixed so they can have access. Town plans to move the current pager system to building, but there as been a new one ordered as well that will stay with EMT so the current one can be returned to the police training center. No Action Needed.
8. CN Assistance Request. No Updates. Tabled by Coy.
9. Condemnation. No updates. Tabled by Coy.
10. Matt read Police Financial Report. Police dept. still has an open spot. Collection system has been updated and improving. New Units have been outfitted and are in use. The T Horns requested for J street have been installed. Matt as been requested by FBI on the Smith Case, so he will be working on that in the coming weeks. Matt has requested a quote for printers, ink, services etc. from Miller Office in McAlester so the town can have a central printer and save on costs. Motion by Coy to Approve the Police Report and Accept the Miller Office Quote base on Matt Hine's Approval, 2nd by Chad; Votes: Coy – Yes Chad – Yes Nathan - Yes
11. Fire Chief Jeff Jones shared Dept is doing good. Truck (2013 F150) that is donated will be ready soon just waiting to get decals added. Jeff will register for the SoonerWarn. No Action Needed
12. New Business; Town Attorney Russell is wanting to get insurance and he was setup for insurance, but Town Clerk provided Minutes from previous meeting showing council approved a \$200.00 pay raise instead of insurance. Council with the guidance of the town attorney agreed to keep that the same, so if he gets insurance Russell will have to pay the full amount of the insurance and his rate for the town will remain the same. Council asked that the Town Attorney's Pay be added to the agenda next month and bring Town Ordinance for Town Attorney as well. No Action Needed.

13. Public Business; None

Motion to Adjourn by Coy, 2nd by Nathan; Votes: Coy- Yes Nathan- Yes Chad- Absent.

TOWN CLERK

Kate August

COUNCIL MEMBERS

Coy Kelt

Nathan King

Chad Graham

**Savanna Public Works Authority
Balance Sheet - Modified Cash Basis
January 31, 2023**

ASSETS

Current Assets

Cash - Public Works	\$	62,213.11
Cash - Savings #5051703		14,779.08
Cash - Sewer Lagoon		89,362.48
Cash - Reserve Account		11,010.93
Cash - Water Line Project Rsrv		5,000.00
Accounts Receivable		8,946.60
CD 1305547		1,892.80
CD 1047305		14,084.37
CD 1050036		12,776.37
CD 96938		31,376.75
CD 96946		33,438.86
CD 206334		64,060.58
Due from General Fund		71,927.68

Total Current Assets		420,869.61
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Fixed Assets

Land		10,000.00
Equipment		1,720,620.37
Construction in Progress		3,236,233.10
Water System		84,290.70
Accumulated Depreciation		(833,694.02)

Total Fixed Assets		4,217,450.15
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Restricted Assets

Cash - Customer Deposits		43,375.14
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Total Restricted Assets		43,375.14
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Total Assets	\$	4,681,694.90
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"These Financial Statements Have Not Been Subjected to an Audit, Review or
Compilation Engagement and No Assurance is Provided on Them"
"These Financial Statements Have Substantially Ommited All Disclosures"

Savanna Public Works Authority
Balance Sheet - Modified Cash Basis
January 31, 2023

LIABILITIES AND EQUITY

Current Liabilities	
Customer Deposits	\$ 43,153.41
Accounts Payable	22,580.25
Due To - General	109,010.69
Water Purchases Payable	89,501.22
	264,245.57
Total Current Liabilities	
 Long-Term Liabilities	
N/P - Rural Development	213,355.19
Note Payable- Rural Developeme	405,985.93
N/P - Rural Development	1,057,532.20
	1,676,873.32
Total Long-Term Liabilities	
 Total Liabilities	
	1,941,118.89
 Equity	
Retained Earnings	2,717,364.84
Net Income	23,211.17
	2,740,576.01
Total Equity	
 Total Liabilities & Equity	
	\$ 4,681,694.90

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Savanna Public Works Authority
Income Statement - Modified Cash Basis
For the Seven Months and Period Ended January 31, 2023

	Current Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
Miscellaneous	\$ 0.00	\$ 250.00	\$ 0.00	250.00
Water	9,935.73	71,483.82	125,000.00	(53,516.18)
Garbage	6,868.07	46,185.38	85,000.00	(38,814.62)
Sewer	7,355.27	48,640.02	90,000.00	(41,359.98)
Sales Tax PWA	10,275.76	64,657.45	92,000.00	(27,342.55)
Total Revenues	34,434.83	231,216.67	392,000.00	(160,783.33)
Expenses				
Salaries	4,547.20	27,332.20	48,000.00	(20,667.80)
Supplies	2,318.53	12,964.74	35,000.00	(22,035.26)
Repairs & Maint.	811.50	18,540.53	35,000.00	(16,459.47)
Bank Charges	15.00	21.00	0.00	21.00
Telephone & Utilitie	659.86	8,111.97	22,000.00	(13,888.03)
P/R Taxes	(666.26)	1,093.97	3,000.00	(1,906.03)
Testing-EPA/Other	0.00	1,093.23	8,000.00	(6,906.77)
Office Expense	335.12	2,210.99	4,000.00	(1,789.01)
Acctg. & Audit Fees	600.00	4,200.00	8,000.00	(3,800.00)
Sanitation Expense	0.00	57,138.76	85,000.00	(27,861.24)
Water Purchases	6,000.00	45,894.22	72,000.00	(26,105.78)
Total Expenses	14,620.95	178,601.61	320,000.00	(141,398.39)
Operating Income	19,813.88	52,615.06	72,000.00	(19,384.94)
Other Income (Expenses)				
Interest Income	4.56	96.11	0.00	96.11
Interest Expense	6,500.00	29,500.00	60,000.00	(30,500.00)
Total Other Income	(6,495.44)	(29,403.89)	(60,000.00)	30,596.11
Net Income (Loss)	\$ 13,318.44	\$ 23,211.17	\$ 12,000.00	11,211.17

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Town of Savanna
Balance Sheet - Modified Cash Basis
January 31, 2023

ASSETS

Current Assets	
Cash General Fund	\$ 250,007.36
Cash - Cemetary Fund	22,522.19
Cash-Street & Alley	67,896.00
Petty Cash - Police	200.00
Drug & Alcohol Education	20,202.51
City Park Fund	23,752.25
Impound Fees	65,229.85
IT	100,722.15
Resource Officer	128.08
CD 1305754	5,149.58
CD 226726	53,221.33
CD 226718	53,221.33
CD 226696	53,221.33
CD 224170	106,442.71
CD 224154	103,818.68
CD 219584	32,657.14
CD 206326	52,155.32
CD 72648	24,123.83
CD 172642	13,361.54
Due from PWA	109,010.69
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Total Current Assets	1,157,043.87
Property and Equipment	
Equipment	789,244.50
Asset Under Capital Lease	404,370.00
Fire Department	277,155.50
Buildings	47,979.00
Land	63,000.00
Accumulated Depreciation	(166,119.00)
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Total Property and Equipment	1,415,630.00
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Total Assets	\$ 2,572,673.87
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Town of Savanna
Balance Sheet - Modified Cash Basis
January 31, 2023

LIABILITIES AND FUND BALANCE

Current Liabilities	
Due to Street & Alley	\$ 2,007.68
Due to Public Works	71,927.68
Federal Payroll Taxes	51,615.22
Oklahoma Payroll Taxes	(2,359.69)
Garnishment	1,671.23
Net Payroll	2,584.29
Retirement Payable	(808.82)
Health Ins Pay	1,384.74
401K Payable	3,390.64
Capital Lease Payments	223,915.40
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Total Current Liabilities	355,328.37
Long-Term Liabilities	
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Total Long-Term Liabilities	0.00
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Total Liabilities	355,328.37
Fund Balance	
Fund Balance-Cemetary	65,717.27
Fund Balance-General Fund	975,667.12
Fund Balance-S&A	32,326.64
Investment In Fixed Asset	1,070,160.00
Net Income	73,474.47
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Total Capital	2,217,345.50
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Total Liabilities & Fund Balance	\$ 2,572,673.87
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Town of Savanna
Statement of Revenues and Expenditures - Modified Cash Basis
For the Seven Months and Period Ended January 31, 2023

	Current Month	Ratio	Year to Date Actual	Ratio	Year to Date Budget	Year to Date Variance
Revenues						
Sales Tax General Fund	\$ 20,551.53	13.53	\$ 129,314.93	12.86	\$ 183,762.00	(54,447.07)
Franchise Tax General Fund	4,440.00	2.92	4,440.00	0.44	7,476.00	(3,036.00)
Sales Tax Capital Improvement	10,275.77	6.77	64,657.47	6.43	91,881.00	(27,223.53)
Alcohol Bev Tax	0.00	0.00	1,914.19	0.19	3,746.00	(1,831.81)
Misc General Fund	640.70	0.42	63,668.15	6.33	10,000.00	53,668.15
Auto Tax Street and Alley	0.00	0.00	432.08	0.04	0.00	432.08
Cigarette Tax	225.48	0.15	1,313.21	0.13	2,343.00	(1,029.79)
Rents	1,200.00	0.79	3,600.00	0.36	0.00	3,600.00
Fines	114,501.14	75.41	725,922.17	72.17	650,000.00	75,922.17
Donations - City Park Fund	0.00	0.00	2,500.00	0.25	0.00	2,500.00
Impound Fees	0.00	0.00	7,900.00	0.79	15,300.00	(7,400.00)
Int. Income General Fund	11.00	0.01	151.67	0.02	279.00	(127.33)
Total Revenues	151,845.62	100.00	1,005,813.87	100.00	964,787.00	41,026.87
Expenditures						
Managerial						
Personal Services	2,567.47	1.69	16,699.86	1.66	9,500.00	7,199.86
Maint & Operations- Managerial	109.50	0.07	109.50	0.01	0.00	109.50
Total Managerial	2,676.97	1.76	16,809.36	1.67	9,500.00	7,309.36
City Clerk						
Personal Services	802.23	0.53	802.23	0.08	11,500.00	(10,697.77)
Total City Clerk	802.23	0.53	802.23	0.08	11,500.00	(10,697.77)
Treasurer						
Personal Services	0.00	0.00	0.00	0.00	16,500.00	(16,500.00)
Total Treasurer	0.00	0.00	0.00	0.00	16,500.00	(16,500.00)
Municipal Services						
Attorney	1,150.00	0.76	8,050.00	0.80	15,000.00	(6,950.00)
Judge	0.00	0.00	2,100.00	0.21	6,000.00	(3,900.00)
Total City Attorney	1,150.00	0.76	10,150.00	1.01	21,000.00	(10,850.00)
Fire Department						
Maint & Operation - Fire	4,182.04	2.75	30,274.90	3.01	30,000.00	274.90
Capital Outlay	0.00	0.00	0.00	0.00	30,000.00	(30,000.00)
Total Fire Department	4,182.04	2.75	30,274.90	3.01	60,000.00	(29,725.10)
Police Department						
Personal Service	35,523.54	23.39	266,959.60	26.54	465,000.00	(198,040.40)
Cleet	2,951.67	1.94	63,713.70	6.33	160,000.00	(96,286.30)
Fuel	5,000.00	3.29	35,002.00	3.48	65,000.00	(29,998.00)

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Town of Savanna
Statement of Revenues and Expenditures - Modified Cash Basis
For the Seven Months and Period Ended January 31, 2023

	Current Month	Ratio	Year to Date Actual	Ratio	Year to Date Budget	Year to Date Variance
Retirement-Insurance	5,526.36	3.64	36,616.64	3.64	43,000.00	(6,383.36)
Maint & Operation - Police	31,615.54	20.82	102,105.96	10.15	85,000.00	17,105.96
Capital Outlay - Police	0.00	0.00	85,403.16	8.49	100,000.00	(14,596.84)
Total Police	80,617.11	53.09	589,801.06	58.64	918,000.00	(328,198.94)
Street Department						
Asphalt	0.00	0.00	2,596.10	0.26	0.00	2,596.10
Personal Services	6,960.68	4.58	49,519.73	4.92	152,000.00	(102,480.27)
Maint & Operation - Street	11,935.49	7.86	20,772.92	2.07	0.00	20,772.92
Fuel	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)
Gravel	0.00	0.00	129.44	0.01	50,000.00	(49,870.56)
Total Street Department	18,896.17	12.44	73,018.19	7.26	212,000.00	(138,981.81)
General Government						
Maint & Operation	20,084.35	13.23	124,805.88	12.41	326,384.00	(201,578.12)
Capital Outlay	0.00	0.00	76,852.49	7.64	150,000.00	(73,147.51)
Total General Government	20,084.35	13.23	201,658.37	20.05	476,384.00	(274,725.63)
Street & Alley Fund						
Total Street & Alley Fund	0.00	0.00	0.00	0.00	0.00	0.00
Cemetary Fund						
Total Cemetary Fund	0.00	0.00	0.00	0.00	0.00	0.00
Park Department						
Maint & Operation	0.00	0.00	251.55	0.03	0.00	251.55
Capital Outlay	0.00	0.00	9,573.74	0.95	25,000.00	(15,426.26)
Total Park	0.00	0.00	9,825.29	0.98	25,000.00	(15,174.71)
Total Expenditures	128,408.87	84.57	932,339.40	92.70	1,749,884.00	(817,544.60)
Revenues Over Expenditures	\$ 23,436.75	15.43	\$ 73,474.47	7.30	\$ (785,097.00)	858,571.47

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TOWN OF SAVANNA

Minutes of the meeting of August 11th, 2014

Meeting was called to order by Coy Holt.

Roll call Coy Holt, John Nelson, Kelly Teal ,Robbye Watts, Norma Deaton, Pat Laden.

1. Motion to approve minutes of last meeting was made by Coy. Second by John. Votes-Coy-yea, John-=yea and Kelly=Yea. Nay=0. Motion carried.

2. motion to approve current claims was made by Coy.Second by Kelly. Votes-Coy=Yea, John=Yea, and Kelly=Yea, Nay=0 . Motion carried.

3. Motion to approve financial report and final budget for 2014-2015 was made by Coy. Second by John. Votes-Yea by all 3 council members. Motion carried.

4. Motion was made by Coy to approve up ordinance regarding extra jobs for Robbye Watts and Norma Deaton . Robboye 's salary to be \$750.00 a month and Norma's to be \$500.00 a month retro active to middle of April, 2014. Second by John. Votes -Yeas all 3 council members. Motion carried.

5. Fire dept. No action taken.

6 . Senior Citizens. No action taken.

7. New Business. No action.

8. Police Dept. brought in over \$52,000.00 this month.

9. CDBG Grant . No action taken.

10.Public Discussions. No action taken.

Motion to adjourn was made by Coy. Second by John. votes-Coy-Yea, John-Yea, Kelly-Yea.Nay-0 . Motion carried.

Norma Deaton,Town Clerk.

Coy Holt
Kelly Teal
jm