

# Town of Savanna Council Meeting

March 13, 2023

## 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, and Town Attorney Pat Layden.

1. Motion by Coy to Approve Minutes of February 13, 2023 Council Meeting Minutes, 2<sup>nd</sup> by Nathan; Votes: Coy- Yes Nathan- Yes Chad-Yes
2. Motion by Coy to Approve Current Claims, 2<sup>nd</sup> by Nathan; Votes: Coy- Yes Nathan- Yes Chad-Yes
3. Nick gives SPWA Financial Report. Still looks very good even with some repair and supply cost that were about \$10,000. Town is on the mark and a little ahead tax wise, so looking good for the year. Motion by Coy to Approve Financial Report given by George M. Kern C.P.A. 2<sup>nd</sup> by Nathan; Coy – Yes Nathan – Yes Chad – Yes
4. Council discussed the concerns from savanna residents in regards to recent water bills. Coy shared he has had 3 meetings recently with the SWPA staff about rereading meters etc. and Coy thinks the problem has been resolved. Coy asked Ebony to send electronic requests so there is a paper trail. It was noted by staff some meters are hard to read, but Police Chief Hines stated they have offered assistance if they have that trouble again. Council member(s) stated the water workers need to read meters and bottom line it is council job to make sure the funds received for the town is properly spend and residents are taken care of, so if there is a problem we need to address it and fix it to the very best of their abilities. No Action Needed

5. Ebony shared with Coy the one water adjustment for the month. This resident has not received any adjustments in the past and her bill did seem higher so she felt an adjustment fair. Motion by Coy to Approve the Water Adjustment, 2<sup>nd</sup> Nathan; Votes: Coy – Yes Nathan – Yes Chad - Yes
6. New Business – Republic Services has switched the commercial accounts to the new poly carts. Ebony gave Nick all the information to double check everything and added the changes to the bills. No Action Needed
7. Public Discussions – None

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

**TOWN CLERK**

*Kate Agent*

**COUNCIL MEMBERS**

*Coy Holt*

*Nathan Day*

*Chad Graham*

## Town of Savanna

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

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2. Motion by Coy to Approve Current Claims, 2<sup>nd</sup> by Nathan; Votes: Coy- Yes Nathan- Yes Chad-Yes
3. Nick gave Financial Report and shared that the budget had a small loss due to the final payment for the EMT Building payment to the Builder, but we are doing well. Motion by Coy to Approve Financial Report given by Nick, 2<sup>nd</sup> by Nathan; Coy – Yes Nathan – Yes Chad - Yes
4. School Resource Officer Pay – Tabled by Coy
5. Council reviewed the Ordinance typed that stated the raises for the Treasurer's and Clerk's Extra Duties Pay that was approved at last month's meeting. Motion by Coy to Approve Ordinance 0223-01, 2<sup>nd</sup> by Nathan; Votes: Coy – YES Nathan – YES Chad – YES
6. Surplus Town Equipment – The town switched to Miller Office for our printer and ink needs, so the town has many good used printers and ink some that haven't even been opened yet. The council agreed to store the printers for the time being while we wait to see if the town could host an auction. Town vehicles 2012 Ford Taurus and 2012 Chevy Tahoe have been valued thanks to the town's police chief. The values were estimated at \$3000.00 for the Taurus and \$6500.00 for the Tahoe. Coy said there is a cash buyer ready to purchase both for these amounts. Coy asked if it was okay to sell them both to the cash buyer since the town did try to sell the vehicles through a sealed

bid, but the bids were denied due to the bids being under the estimated values and Town attorney stated that was fine. The 2017 Ford Explorer is a recently retired unit that has went through the sealed bid process so he recommended the town do that first and see if we can get a reasonable amount that way. Town agreed, so the town will take pictures and get it ready for publication to receive sealed bids at next town meeting. Motion by Coy to Sell the 2012 Vehicles to Cash Buyer and take sealed bids for the 2017 Vehicle, 2<sup>nd</sup> by Nathan; Votes: Coy – Yes Nathan – Yes Chad - Yes

7. EMT has moved to the new building and operating great, they have a great response time. One of the town's employees (employee wasn't at fault) was in a recent accident that involved multiple vehicles and the EMTs were very quick to get there, checked all those involved and even transported two to the hospital, so we have been very impressed and thank they are in Savanna. No Action Needed.
8. CN Assistance Request. Matt shared she touched base with his CN contact and she let him know that things are backed logged but she is hoping to get to the town's application in a couple weeks. Tabled by Coy.
9. Condemnation. Matt shared with council he was hoping the town could just buy the property through the county tax auction but it has come to his attention there is a 13000.00 lien from TFCU on the property. So matt and Pat are going to contact TFCU to see what can be done about the lien, if they can get the lien cleared then the town will try to buy it at the county tax auction. Tabled by Coy.
10. Matt read Police Monthly Report. Police dept. still has an open spot and other local agencies have really got competitive so Matt suggested to council about discussing a raise to help in getting new hires and keeping the current officers. Council asked what some of the local police depts. were offering to get examples of starting pays etc. many offering 18-19 hour or offering sign on bonus etc. Coy suggested making another trip to the state capital to try and get bill approve that would assist officers in being able to write speeding

tickets so the highways would be safer specially for first responders and ODOT while they are working on streets. Council and chiefs agreed that would be a good idea. Chad said he would get with his contact at the capital and setup a meeting. Matt also shared he has been giving FBI all the information requested about former officer and they seem good and things are moving forward. Former officer did do a drug bust but DA showed favor to the defendant due to the circumstances so the defendant will be receiving a refund. Officer Degraffenried has been given a cold case that took place at the school years ago and is working with OSBI on the case. The PD has be notified that the current Tasers the PD has will be decommissioned so the company will no longer back the product, so he recommended the town allows them to be replaced with newer models. Matt gave council the quote he received which included the company taking back the current tasers and giving a credit for them. It was discussed the PD got use the tech funds to go ahead and purchase the new tasers. Motion by Coy to Approve the Police Report and purchase tasers, 2<sup>nd</sup> by Nathan; Votes: Coy – Yes Chad – Yes Nathan - Yes

11. Fire Chief Jeff Jones shared he received the quote for the fireworks for this year which is the same as last year. Council discussed the cost of fireworks, date of event and what to change for this year. Council agreed to keep Celebrate Savanna on the last Saturday of June and the do the fireworks again but see if we could get a better location. Jeff said he is looking at getting two more guys added to the fire roster to replace the three they lose. Jeff said the fire dept. is in the process of transferring a unused truck to the water dept which has small crank and other small equipment that could benefit the workers. He is getting repairs done on the truck so it will be ready for use. New truck is being outfitted. Jeff has asked for the siren company to come and due repairs on the storm siren(s) so it will be working properly and is also waiting for the county E.M. to add the new siren to radio as well, but still waiting for a response at this time.

12. New Business; The town has started a claim with OMAG for the accident involving a city worker so our insurance can handle the other insurances and act on the town's benefit. As stated previously the worker was not at fault, but was thoroughly tested and looked over by EMT so that the town and employee is covered and given the clear, which all has come back good. 80/20 grant paperwork was completed and we are waiting for the results from it, but in the meantime City worker Coty has found a mobile light tower like the one quoted for grant for half the prize at \$5500.00 and could be delivered as soon as the 22<sup>nd</sup>. Council agreed since the town is doing well on budget, it is a good price and would be very helpful for many things for the town, so the town should go ahead with the purchase. The town has people interested in being summer help while school is out for the summer with one possibly being a permanent hire. Clerk forgot to add to agenda but council discussed increasing town attorney Pat Layden's monthly pay, which council agreed it had been a while since he has received one and he is appreciated so motion to give him a \$250.00 raise was mention. Also add to next month's agenda to reset the Council since it will need to be done after April's Election on April 4<sup>th</sup> for Ward \$1. Motion by Coy Holt to Approve new business and give Attorney Pat Layden a \$250.00 raise, 2<sup>nd</sup> by Nathan; Votes: Coy – Yes Chad – Yes Nathan – Yes

13. Public Business; None

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

**TOWN CLERK**

*Kate Inagent*

**COUNCIL MEMBERS**

*Coy Holt*  
*Nathan*  
*Chad Gruba*

**Savanna Public Works Authority  
Balance Sheet - Modified Cash Basis  
February 28, 2023**

**ASSETS**

<b>Current Assets</b>	
Cash - Public Works	\$ 52,088.62
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	9,198.67
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	80,627.81
<b>Total Current Assets</b>	<b>419,697.32</b>
<b>Fixed Assets</b>	
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)
<b>Total Fixed Assets</b>	<b>4,217,450.15</b>
<b>Restricted Assets</b>	
Cash - Customer Deposits	43,366.35
<b>Total Restricted Assets</b>	<b>43,366.35</b>
<b>Total Assets</b>	<b>\$ 4,680,513.82</b>

"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  
February 28, 2023**

**LIABILITIES AND EQUITY**

<b>Current Liabilities</b>	
Customer Deposits	\$ 42,953.41
Accounts Payable	22,580.25
Due To - General	109,010.69
Water Purchases Payable	89,501.22
Federal Payroll Taxes	(1,610.51)
Oklahoma Payroll Taxes	(129.00)
Retirement Payable	195.40
Net Payroll	1,147.26
	263,648.72
<b>Total Current Liabilities</b>	
<b>Long-Term Liabilities</b>	
N/P - Rural Development	213,355.19
Note Payable- Rural Developeme	405,985.93
N/P - Rural Development	1,049,561.20
	1,668,902.32
<b>Total Long-Term Liabilities</b>	
<b>Total Liabilities</b>	
	1,932,551.04
<b>Equity</b>	
Retained Earnings	2,717,364.84
Net Income	30,597.94
	2,747,962.78
<b>Total Equity</b>	
	2,747,962.78
<b>Total Liabilities &amp; Equity</b>	
	\$ 4,680,513.82

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**Savanna Public Works Authority**  
**Income Statement - Modified Cash Basis**  
**For the Eight Months and Period Ended February 28, 2023**

	Current Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
<b>Revenues</b>				
Miscellaneous	\$ 0.00	\$ 250.00	\$ 0.00	250.00
Water	11,821.12	83,304.94	125,000.00	(41,695.06)
Garbage	6,894.76	53,080.14	85,000.00	(31,919.86)
Sewer	7,114.55	55,754.57	90,000.00	(34,245.43)
Sales Tax PWA	8,700.13	73,357.58	92,000.00	(18,642.42)
<b>Total Revenues</b>	<u><b>34,530.56</b></u>	<u><b>265,747.23</b></u>	<u><b>392,000.00</b></u>	<u><b>(126,252.77)</b></u>
<b>Expenses</b>				
Salaries	3,740.00	31,072.20	48,000.00	(16,927.80)
Supplies	3,369.99	16,334.73	35,000.00	(18,665.27)
Repairs & Maint.	6,841.27	25,381.80	35,000.00	(9,618.20)
Bank Charges	0.00	21.00	0.00	21.00
Telephone & Utilitie	2,870.95	10,982.92	22,000.00	(11,017.08)
P/R Taxes	286.12	1,380.09	3,000.00	(1,619.91)
Testing-EPA/Other	0.00	1,093.23	8,000.00	(6,906.77)
Office Expense	338.71	2,549.70	4,000.00	(1,450.30)
Acctg. & Audit Fees	600.00	4,800.00	8,000.00	(3,200.00)
Sanitation Expense	528.22	57,666.98	85,000.00	(27,333.02)
Water Purchases	8,572.65	54,466.87	72,000.00	(17,533.13)
<b>Total Expenses</b>	<u><b>27,147.91</b></u>	<u><b>205,749.52</b></u>	<u><b>320,000.00</b></u>	<u><b>(114,250.48)</b></u>
<b>Operating Income</b>	<b>7,382.65</b>	<b>59,997.71</b>	<b>72,000.00</b>	<b>(12,002.29)</b>
<b>Other Income (Expenses)</b>				
Interest Income	4.12	100.23	0.00	100.23
Interest Expense	0.00	29,500.00	60,000.00	(30,500.00)
<b>Total Other Income</b>	<u><b>4.12</b></u>	<u><b>(29,399.77)</b></u>	<u><b>(60,000.00)</b></u>	<u><b>30,600.23</b></u>
<b>Net Income (Loss)</b>	<u><b>\$ 7,386.77</b></u>	<u><b>\$ 30,597.94</b></u>	<u><b>\$ 12,000.00</b></u>	<u><b>18,597.94</b></u>

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**ORDINANCE NO. 0223-01**

**AN ORDINANCE AMENDING THE EXTRA COMPENSATION FOR CITY CLERK.**

**Be it ordained by the Council of the City of Savanna, Oklahoma.**

Section 5. The pay period for performing the additional administrative duties shall be the same as for other municipal employees and shall be paid each month the amount of (\$750.00) in accordance with any personnel policy or other policy of the City of Savanna.

The salary for performing the additional administrative duties shall not be subject to constitutional restrictions.

Approved this 13<sup>th</sup> day of March, 2023.

MAYOR Cory Holt


ATTEST:

Katie August

CITY CLERK

**FILED**

MAR 15 2023

TIME 3:37   
HOPE TRAMMELL, COUNTY CLERK  
PITTSBURG COUNTY

BY M. Bedford DEPUTY

Town of Savanna  
Balance Sheet  
February 28, 2023

ASSETS

Current Assets		
Cash General Fund	\$	212,777.91
Cash - Cemetary Fund		22,522.19
Cash-Street & Alley		68,096.99
Petty Cash - Police		200.00
Drug & Alcohol Education		20,715.51
City Park Fund		23,752.25
Impound Fees		68,929.85
IT		109,774.98
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
		<hr/>
Total Current Assets		1,133,281.24
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)
		<hr/>
Total Property and Equipment		1,415,630.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>2,548,911.24</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Due to Street & Alley	\$	2,007.68
Due to Public Works		80,627.81
Federal Payroll Taxes		51,523.65
Oklahoma Payroll Taxes		(2,315.69)
Garnishment		1,746.23
Net Payroll		3,996.66
Retirement Payable		(2,076.12)
Health Ins Pay		1,683.68
401K Payable		4,925.45
Capital Lease Payments		223,915.40
		<hr/>
Total Current Liabilities		366,034.75
Long-Term Liabilities		

Unaudited - For Management Purposes Only

Town of Savanna  
Balance Sheet  
February 28, 2023

Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		366,034.75
Capital		
Fund Balance-Cemetery	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	<u>39,005.46</u>	
Total Capital		<u>2,182,876.49</u>
Total Liabilities & Capital		<u>\$ 2,548,911.24</u>

**Town of Savanna**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the Eight Months and Period Ended February 28, 2023**

	Current Month	Ratio	Year to Date Actual	Ratio	Year to Date Budget	Year to Date Variance
<b>Revenues</b>						
Sales Tax General Fund	\$ 17,400.26	12.14	\$ 146,715.19	12.82	\$ 183,762.00	(37,046.81)
Franchise Tax General Fund	0.00	0.00	4,440.00	0.39	7,476.00	(3,036.00)
Sales Tax Capital Improvement	8,700.13	6.07	73,357.60	6.41	91,881.00	(18,523.40)
Alcohol Bev Tax	0.00	0.00	1,914.19	0.17	3,746.00	(1,831.81)
Misc General Fund	1,565.00	1.09	64,883.15	5.67	10,000.00	54,883.15
Auto Tax Street and Alley	0.00	0.00	432.08	0.04	0.00	432.08
Cigarette Tax	176.64	0.12	1,489.85	0.13	2,343.00	(853.15)
Rents	0.00	0.00	3,600.00	0.31	0.00	3,600.00
Fines	107,405.85	74.91	833,328.02	72.82	650,000.00	183,328.02
Donations - City Park Fund	0.00	0.00	2,500.00	0.22	0.00	2,500.00
Impound Fees	8,117.00	5.66	11,600.00	1.01	15,300.00	(3,700.00)
Int. Income General Fund	10.37	0.01	162.04	0.01	279.00	(116.96)
<b>Total Revenues</b>	<b>143,375.25</b>	<b>100.00</b>	<b>1,144,422.12</b>	<b>100.00</b>	<b>964,787.00</b>	<b>179,635.12</b>
<b>Expenditures</b>						
<b>Managerial</b>						
Personal Services	2,567.47	1.79	19,267.33	1.68	9,500.00	9,767.33
Maint & Operations- Managerial	0.00	0.00	109.50	0.01	0.00	109.50
<b>Total Managerial</b>	<b>2,567.47</b>	<b>1.79</b>	<b>19,376.83</b>	<b>1.69</b>	<b>9,500.00</b>	<b>9,876.83</b>
<b>City Clerk</b>						
Personal Services	0.00	0.00	802.23	0.07	11,500.00	(10,697.77)
<b>Total City Clerk</b>	<b>0.00</b>	<b>0.00</b>	<b>802.23</b>	<b>0.07</b>	<b>11,500.00</b>	<b>(10,697.77)</b>
<b>Treasurer</b>						
Personal Services	0.00	0.00	0.00	0.00	16,500.00	(16,500.00)
<b>Total Treasurer</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,500.00</b>	<b>(16,500.00)</b>
<b>Municipal Services</b>						
Attorney	1,150.00	0.80	9,200.00	0.80	15,000.00	(5,800.00)
Judge	0.00	0.00	2,100.00	0.18	6,000.00	(3,900.00)
<b>Total City Attorney</b>	<b>1,150.00</b>	<b>0.80</b>	<b>11,300.00</b>	<b>0.99</b>	<b>21,000.00</b>	<b>(9,700.00)</b>
<b>Fire Department</b>						
Maint & Operation - Fire	0.00	0.00	30,274.90	2.65	30,000.00	274.90
Capital Outlay	0.00	0.00	0.00	0.00	30,000.00	(30,000.00)
<b>Total Fire Department</b>	<b>0.00</b>	<b>0.00</b>	<b>30,274.90</b>	<b>2.65</b>	<b>60,000.00</b>	<b>(29,725.10)</b>
<b>Police Department</b>						
Personal Service	37,866.71	26.41	304,826.31	26.64	465,000.00	(160,173.69)
Cleet	12,512.56	8.73	112,781.32	9.85	160,000.00	(47,218.68)
Fuel	5,002.00	3.49	40,004.00	3.50	65,000.00	(24,996.00)
Retirement-Insurance	4,723.44	3.29	41,340.08	3.61	43,000.00	(1,659.92)

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Compilation Engagement, and No Assurance is Provided on Them"

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**Town of Savanna**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the Eight Months and Period Ended February 28, 2023**

	Current Month	Ratio	Year to Date Actual	Ratio	Year to Date Budget	Year to Date Variance
Maint & Operation - Police	1,409.66	0.98	56,607.31	4.95	85,000.00	(28,392.69)
Capital Outlay - Police	1,239.00	0.86	86,642.16	7.57	100,000.00	(13,357.84)
<b>Total Police</b>	<b>62,753.37</b>	<b>43.77</b>	<b>642,201.18</b>	<b>56.12</b>	<b>918,000.00</b>	<b>(275,798.82)</b>
<b>Street Department</b>						
Asphalt	0.00	0.00	2,596.10	0.23	0.00	2,596.10
Personal Services	7,381.11	5.15	56,900.84	4.97	152,000.00	(95,099.16)
Maint & Operation - Street	3,067.24	2.14	23,840.16	2.08	0.00	23,840.16
Fuel	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)
Gravel	66.03	0.05	195.47	0.02	50,000.00	(49,804.53)
<b>Total Street Department</b>	<b>10,514.38</b>	<b>7.33</b>	<b>83,532.57</b>	<b>7.30</b>	<b>212,000.00</b>	<b>(128,467.43)</b>
<b>General Government</b>						
Maint & Operation	29,253.08	20.40	159,449.21	13.93	326,384.00	(166,934.79)
Capital Outlay	70,675.00	49.29	147,527.49	12.89	150,000.00	(2,472.51)
<b>Total General Government</b>	<b>99,928.08</b>	<b>69.70</b>	<b>306,976.70</b>	<b>26.82</b>	<b>476,384.00</b>	<b>(169,407.30)</b>
<b>Street &amp; Alley Fund</b>						
Maint & Operation	1,126.96	0.79	1,126.96	0.10	0.00	1,126.96
<b>Total Street &amp; Alley Fund</b>	<b>1,126.96</b>	<b>0.79</b>	<b>1,126.96</b>	<b>0.10</b>	<b>0.00</b>	<b>1,126.96</b>
<b>Cemetery Fund</b>						
<b>Total Cemetery Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Park Department</b>						
Maint & Operation	0.00	0.00	251.55	0.02	0.00	251.55
Capital Outlay	0.00	0.00	9,573.74	0.84	25,000.00	(15,426.26)
<b>Total Park</b>	<b>0.00</b>	<b>0.00</b>	<b>9,825.29</b>	<b>0.86</b>	<b>25,000.00</b>	<b>(15,174.71)</b>
<b>Total Expenditures</b>	<b>178,040.26</b>	<b>124.18</b>	<b>1,105,416.66</b>	<b>96.59</b>	<b>1,749,884.00</b>	<b>(644,467.34)</b>
<b>Revenues Over Expenditures</b>	<b>\$ (34,665.01)</b>	<b>(24.18)</b>	<b>\$ 39,005.46</b>	<b>3.41</b>	<b>\$ (785,097.00)</b>	<b>824,102.46</b>

"These Financial Statements Have Not Been Subjected to an Audit or Review or  
Compilation Engagement, and No Assurance is Provided on Them"  
"These Financial Statements Have Substantially Omitted All Disclosures"