

# Town of Savanna Council Meeting

December 14, 2020

## Savanna Public Works Authority

Meeting called to Order by Coy

Roll Call: Coy, Chad, Nathan and Robbye

Guests: Police Chief David Spears, Fire Chief Jeff Jones, and Town Attorney Pat Layden

1. Motion by Coy to Approve Minutes of Nov. 9, 2020 and Sign October 12, 2020 Council Meeting Minutes, 2<sup>nd</sup> by Nathan; Votes: Coy- Yes Nathan- Yes Chad-Yes
2. Town Clerk Katie Gragert presented a Calendar for the 2021 Council Meetings, meetings will continue to be 7pm every Monday of the Month at the Savanna City Hall. Motion by Coy to Approve 2021 Council Meeting Calendar, 2<sup>nd</sup> by Nathan; Votes: Coy – Yes, Nathan – Yes Chad - Yes
3. Motion by Coy to Approve Current Claims, 2<sup>nd</sup> by Nathan; Votes: Coy- Yes Nathan- Yes Chad-Yes.
4. Financial Report; None - Tabled by Coy
5. Mayor Coy Holt shared with council he's conversation with County Commissioner Kevin Smith that the town would pay the county a total of \$146,000.00 for the street repairs. After council discussion, Motion by Coy to pay county in 3 payments over the next 6 months first one being made in December, 2<sup>nd</sup> by Nathan; Votes: Coy – Yes Nathan – Yes Chad - Yes
6. Mayor Coy Holt shared with council his ideas to allow All City Employees to Carryover Up to 80 hours of Unused Sick Time and Up to 80 hours of Unused Vacations into the next calendar year. Council along with guests discussed pros and cons, asked and answered questions and gave suggestions. Motion by Coy to Approve All City Employees to Carryover Up to 80 hours of Sick and

Vacation Time with the agreement all employees must take a Full 1 week Vacation Each Year, the First of December the Employee has the choice to sell up to 40 Hours of their unused Sick Time. If an Employee leave, the Town will not pay the employee for unused Sick Time but will pay unused Vacation Time. Town supervisors, Town Treasurer Robbye and Town Clerk Katie, along with assist from Town attorney Pat Layden and Town C.P.A George M Kern will create a resolution, rewrite Employee Policy and add Final Approval in next month Agenda, 2<sup>nd</sup> Nathan; Votes: Coy – Yes Nathan – Yes Chad - Yes

7. Council, Town Treasurer Robbye, Town Clerk Katie and Guests discussed updating the Tracking of Sick and Vacation Time to make it easier for both Payroll Personal and Employees to keep track of Time Earned and Used. Leave Request Forms will be created for employees to fill out when using Sick and/or Vacation Time and two copies will be made (one for personal/supervisor and one for payroll), Sick and Vacation Time will be added to Pay Stubs, and will give supervisors monthly reports. Motion by Coy to Approve Updating the Tracking of Sick and Vacation Time - Town supervisors, Town Treasurer Robbye and Town Clerk Katie, along with assist from Town attorney Pat Layden, and Town C.P.A George M Kern if needed will work on putting those into effect by January along with adding to agenda any changes that need council approval beyond today's discussion, 2<sup>nd</sup> by Nathan; Votes: Coy – Yes Nathan – Yes Chad - Yes

8. New Business – None

9. Public Discussion – None

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

*Katie Dargatz*

*Coy Robb*  
*Chad Guler*  
*Nathan Coy*



7°

# CITY OF SAVANNA



## POLICE DEPARTMENT

10 SOUTH MAIN / P.O. BOX 402. SAVANNA. OK 74565

TELEPHONE: 918-548-3332

FAX: 918-548-3484

November generated receipts totaling \$91,410.00

From July 1, 2020 to November 30, 2020 \$478,443.00 was generated by the Police Department.

We project that the Police Department will generate at least \$1,148,000.00 plus this fiscal year. We are averaging a little over \$95,688.00 per month in revenue.

New Offices Will Be Are Completed  
Slash Pad Is Almost Completed  
Playground Is Up, Waiting For Finishing Gravel

David Spears

TAP/ACCOUNT HISTORY

1/11/2021  
 15

<u>DATE</u>	<u>CURR/PREV</u>	<u>USAGE</u>	<u>CHARGE</u>	<u>PENALTY</u>	<u>OTHER</u>	<u>DATE</u>	<u>CREDIT</u>	<u>CODE</u>	<u>BALANCE</u>
11 09/28/20						21.58 09/28/20		Sewer	56.71
10/28/20					5.67	10/12/20		Penalty	62.38
	207270 205090	2,180	14.75			10/28/20	62.38	1592	0.00
						10/28/20		Water	14.75
						21.25 10/28/20		Garbage	36.00
						24.26 10/28/20		Sewer	60.26
11/25/20 11/28/20	218870 207270	11,600	68.05		6.03	11/16/20		Penalty	66.29
						11/25/20	66.29	1597	0.00
						11/28/20		Water	68.05
						21.25 11/28/20		Garbage	89.30
12/28/20	219960 218870	1,090	13.88		13.86	49.29 11/28/20		Sewer	138.59
						12/13/20		Penalty	152.45
						12/28/20		Water	166.33
12/29/20						21.25 12/28/20		Garbage	187.58
						21.58 12/28/20		Sewer	209.16
						12/29/20	114.33	1602	94.83
						12/29/20	38.12	ADJ	56.71

Received cut off notified of leak was repaired. adj. late fee and sewage.

**COPY**  
 1/11/21 TT



Owner: DOUGLAS BAKER  
 Occ: DOUGLAS BAKER

TAP/ACCOUNT HISTORY

1/11/2021  
1

<u>DATE</u>	<u>CURR/PREV</u>	<u>USAGE</u>	<u>CHARGE</u>	<u>PENALTY</u>	<u>OTHER</u>	<u>DATE</u>	<u>CREDIT</u>	<u>CODE</u>	<u>BALANCE</u>
11483 10/16/20						50.00 100.00		ConnFee Deposit	50.00 150.00
10/28/20	799920 798950	970	13.88			10/16/20 10/16/20 10/28/20	50.00 100.00	CrdCard Cash Water	100.00 0.00 13.88
11/20/20 11/28/20	800290 799920	370	13.88	5.67		10/28/20 10/28/20 11/16/20		Garbage Sewer Penalty	35.13 56.71 62.38
12/28/20	801350 800290	1,060	13.88	5.67		11/28/20 11/28/20 12/13/20	62.38	0360852 Water Garbage	0.00 13.88 35.13
12/30/20						12/28/20 12/28/20 12/30/20		Penalty Water Garbage	40.80 54.68 75.93
							40.80	0370211	35.13

*Adj. sewage off previous bills*

**COPY**  
1/11/21

Savanna Public Works Authority  
Work Order

Customer Name: KRISTIN FUNBURG  
Address: SAVANNA, GA 31401  
Work Order #: 11370  
Date Issued: 1/10/21  
Job Completed: 1/11/21

Location: wise road  
Description of Work: Road Rep/PAV  
Landing

CU# 2402

First Class Mail  
U.S. Postage Paid  
Savanna OK 74565  
Permit No. 5

RETURN SERVICE REQUESTED

Account	Location
11370	wise road
Due Date	Due Now
1/10/2021	\$1,101.45 78.83

RETURN THIS PORTION WITH PAYMENT.  
Savanna Public Works Authority

KRISTIN FUNBURG  
PO BOX 452  
SAVANNA OK 74565

JAN 11  
SPWA

**COPY**  
1/11/21

1,101.45  
78.83 Bill  
Adj. 1,022.62

Reading 792310 11/16  
997660 12/16  
Re-Read 802130 1/20



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3. Motion by Coy to Approve Current Claims, 2<sup>nd</sup> by Chad; Votes: Coy- Yes Nathan- Yes Chad-Yes.
4. Financial Report; Town Clerk Katie shared with council a letter from OMAG showing the amount in the Town's Escrow Account and asked if they would like to apply it to the payment or receive a check. Motion by Coy to Apply it to the Payment, 2<sup>nd</sup> by Nathan; Votes: Coy – Yes Nathan – Yes Chad - Yes
5. Discussed during S.P.W.A. Meeting. Motion by Coy to pay county in 3 payments over the next 6 months first one being made in December – Town Treasurer Robbye will call Kevin Smith, 2<sup>nd</sup> by Nathan; Votes: Coy – Yes Nathan – Yes Chad - Yes
6. Discussed during S.P.W.A. Meeting. Motion by Coy to Approve All City Employees to Carryover Up to 80 hours of Sick and Vacation Time with the agreement all employees must take a Full 1 week Vacation Each Year, the First of December the Employee has the choice to sell up to 40 Hours of their unused Sick Time. If an Employee leave, the Town will not pay the employee

for unused Sick Time but will pay unused Vacation Time. No City Employees will lose their unused Sick Time This Year. Town supervisors, Town Treasurer Robbye and Town Clerk Katie, along with assist from Town attorney Pat Layden and Town C.P.A George M Kern will create a resolution, rewrite Employee Policy and add Final Approval in next month Agenda, 2<sup>nd</sup> Nathan;  
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Votes: Coy – Yes Nathan – Yes Chad - Yes
8. No Holiday Party this year due to Covid Risk hoping to do something for Employees in Spring or Summer after Risk is Little to None. Motion by Coy to Retro Stipend Pay due to the fact it was Paid last Month to the Employees, 2<sup>nd</sup> Nathan; Votes: Coy – Yes Nathan – Yes Chad - Yes
9. Police Business; Police Chief David Spears gave financial report which Coy Holt shared with Council. Town Park was also discussed, they are finishing up painting and bringing in river rock for playground, then dirt will be placed for walking track installment, and Town plans to have a sign made with sponsors names on it for a ribbon cutting at a future date TBA. "The People's Park". Also, the new office building is Complete minus minor details. No Action Needed
10. Fire Business; Fire Chief Jeff Jones shared Audit is done but will not have results until about 3 months so around March. Fire Dept. is happy to say they have new recruits, things are going well so far they are young and willing to learn. No Action Needed
11. New Business; None
12. Public Business; None



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

Kate Argent

Coy Holt

Nathan Sj

Chad Burke