



April 6, 2020

The Municipal Utility Board met in a Regular Session at 6:00 p.m. on Monday, April 6, 2020, with Chairman Harris presiding. The agenda was posted in the outside Pryor City Hall Bulletin Case at 12 North Rowe Street. Members present were: Mr. Garry Harris, Ms. Lorri Mitchell, Dr. Ken Rains, Mr. Mark Roberts, and Dr. Art Sixkiller.

The Board recognized Mr. Jared Crisp who reported Claim #961, payable to Mayes County BOCC, in the amount of \$250.00 was void due to COVID-19 pandemic and the unknown re-scheduling of the "Understanding Underground Line Locating" Seminar.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the adjusted claim total of \$383,983.43 for March 2, 2020 and approve the minutes of the Regular Meeting held March 16, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve Claims #1047 - #1123 totaling \$809,874.32 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

The Board recognized Mr. Jared Crisp who reported Infrastructure Solutions Group, LLC had a no travel order issued for their employees due to the COVID-19 Emergency Declarations of the Governor of the State of Oklahoma and President of the United States. However, Mr. Steve Powell was continuing to work on the North Sewer Extension Project and easements from the residents along and/or near Old Airport Road. He also reported the operations at the Wastewater Treatment Plant are running normal.

Mr. Crisp discussed and recommended the Board adopt the Federal Mandated Family and Medical Leave Expansion Policy and the Emergency Paid Sick Leave Policy beginning April 2, 2020 to December 31, 2020 included in the CARES (Coronavirus Aid, Relief and Economic Security) Act.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to adopt the Federal Mandated Family and Medical Leave Expansion Policy effective April 2, 2020 through December 31, 2020 included in the CARES (Coronavirus Aid, Relief and Economic Security) Act. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Roberts, Rains, and Harris Nay – none

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to adopt the Federal Mandated Emergency Paid Sick Leave Policy effective April 2, 2020 through December 31, 2020 included in

the CARES (Coronavirus Aid, Relief and Economic Security) Act. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, Roberts, and Harris Nay – none

Mr. Crisp reported it was time to select a Budget Committee for Fiscal Year Ending June 30, 2021. Dr. Ken Rains and Ms. Lorri Mitchell volunteered to serve on the Budget Committee for Fiscal Year Ending June 30, 2021. Dr. Art Sixkiller volunteered to serve as an alternate.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to accept the appointment of Dr. Ken Rains and Ms. Lorri Mitchell to the Budget Committee for Fiscal Year Ending June 30, 2021 with Dr. Art Sixkiller as an alternate. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

Mr. Crisp, at the request of Oklahoma Department of Environmental Quality, referenced Permit No. SL000049190376, Pryor VoAg & Transportation Buildings, Facility No. S-21623 for the construction of a sanitary sewer force main and lift station in Mayes County. *(See attached)*

Mr. Crisp, at the request of Oklahoma Department of Environmental Quality, referenced Permit No. WL000049190992, Church of God-Pryor, Facility No. 3004611 for the construction of a potable water line in Mayes County. *(See attached)*

The Board recognized Mr. Jared Crisp who reported he met with Chairman Harris and implemented a COVID-19 Prevention Work Schedule for the health and welfare of all department employees. Beginning March 23, 2020 through May 1, 2020, all departments are working half-staffed with full pay by alternating work weeks. His hope was to prevent a quarantine of our whole utility department and keep the ability to provide reliable services to our customers.

Mr. Crisp discussed a verbal notification from RCB Bank President regarding the loss of interest paid on the Capital Improvement and General Fund accounts. He and the City Treasurer will meet with the RCB Bank President to gain more information as soon as possible. Mr. Crisp also discussed the MUB penalty, hardship extensions, and disconnect procedures with no recommendations at this time.

The Board recognized Mrs. Teri Hill who reported she secured individual bottles of sanitizer for all MUB employees in appreciation of their continued service to the Board and citizens of Pryor Creek.

A written Department Foreman's Report was presented.

Mr. Crisp discussed and recommended the approval of Bid #925 (Gas Material) Best Low Combination in the amount of \$7,831.92.

A motion was made Dr. Sixkiller and seconded by Mr. Roberts to approve Bid #925 (Gas Material) Best Low Combination in the amount of \$7,831.92. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

Mr. Crisp discussed and recommended the approval of Bid #926 (Water/Sewer Material) Best Low Combination in the amount of \$88,565.15.

A motion was made Dr. Sixkiller and seconded by Mr. Roberts to approve Bid #926 (Water/Sewer Material) Best Low Combination in the amount of \$88,565.15. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

Mr. Crisp discussed and recommended the replacement of Unit #21, the 2010 GMC Van w/Aries 2010 Pipeline Television Inspection System with a used Rovver X system installed in Demo Outpost with Honda Generator, VC500 Controller with Vision Reporting Software, RX Camera Elevator Kit, and RX Carriage from Key Equipment at \$90,405.00, less equipment discount of \$1,920.00, less Aries Trade-in \$30,000 for a total invoice amount of \$58,485.00.

A motion was made by Dr. Rains and seconded by Mr. Roberts to replace Unit #21, the 2010 GMC Van w/Aries 2010 Pipeline Television Inspection System with a used Rovver X system installed in Demo Outpost with Honda Generator, VC500 Controller with Vision Reporting Software, RX Camera Elevator Kit, and RX Carriage from Key Equipment at \$90,405.00, less equipment discount of \$1,920.00, less Aries Trade-in \$30,000 for a total invoice amount of \$58,485.00. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell, Sixkiller, and Harris Nay – none

Mr. Crisp reported he anticipated a \$5,000 grant from OMAG (Oklahoma Municipal Alliance Group) to be used toward the cost to replace Unit #21.

There was no unfinished or new business to discuss.

There was no attorney report.

A motion was made by Mr. Roberts and seconded by Ms. Mitchell to adjourn at 7:03 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Sixkiller, Rains, and Harris Nay – none

  
Chairman

  
Secretary



April 20, 2020

THE FOLLOWING CLAIMS ARE PRESENTED TO THE MUB FOR EXAMINATION  
AND APPROVAL; SUBJECT TO TAXES, CREDITS, ETC.:

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1124	Payroll	A0420-097 Payroll Ending April 15, 2020	66,852.93
1125	RCB-Pryor	FICA-\$11,836.82; Med-\$2,768.38; Federal \$8,544.20	23,149.40
1126	Oklahoma Tax Commission	SWH; Payroll Ending April 15, 2020	3,323.00
1127	Oklahoma Centralized Support Registry	Payroll Ending April 15, 2020	1,467.77
1128	Principal Financial Group	457 Retirement Savings Deduction for April 2020	12,477.83
1129	Principal Financial Group	457 Loan Re-payment for April 2020	1,911.48
1130	Principal Financial Group	MMP Retirement Contribution for April 2020	22,631.57
1131	Arkansas Electric Coop., Inc.	20202109; Electric Material	11,314.50
1132	Accurate Environmental	A0420101; Water Samples	125.00
1133	AutoZone Inc.	20204191; Small Tool, Infrared Thermometer	31.51
1134	B & B Meter Service	20204169; Pressure Gauge Calibration	220.08
1135	BlueMark Energy, LLC	Purchased Gas; March 2020	72,850.04
1136	Brenntag Southwest, Inc.	20203159; Material and Supplies	865.31
1137	C & M Supply Inc.	20203162; Safety Masks and Hand Sanitizer	498.50
1138	CINTAS First Aid Supplies	20204201; First Aid Supplies	148.16
1139	Clark Equipment Co.	20203113; Bobcat Compact Excavator (Unit #166 replacement)	23,728.00
1140	C & R Oil Co., Inc.	20204192; Fuel	1,058.82
1141	CFS Inspections	20204199; Testing	2,745.00
1142	Dolese Bros. Co.	20203145; Concrete Blocks	420.00
1143	Dolese Bros. Co.	20203153; Material and Supplies	500.00
1144	Dolese Bros. Co.	20203156; Warehouse Maintenance	400.00
1145	Electrical Services Inc.	20204170; Nipak Lift Station	787.72
1146	Enviro-Tec America	20204172; SIR Reports, Cycle 4	45.00
1147	Meaux Down Lawn care	20204195; Mowing Service through April 10, 2020	420.00
1148	P & K Equipment	20204166; Generator for Truck #12 and Materials	1,147.53
1149	Airgas USA, LLC	20204193; Cylinder Rental	179.83
1150	Key Equipment & Supply Co.	20204174; Envirosight Rovver X System (Unit #21 replacement)	58,485.00
1151	Love, Beal & Nixon, P.C.	A0420097; Garnishment Payment #17, C. Grass	212.25
1152	Marketing Alliance	A0420094; Annual Website Hosting Service for mubpryor.org	450.00
1153	National Pen Company	A0320070; Office Soft Touch Alpha Pens with Stylus	226.94
1154	Mike's Tire & Car Care	20204196; Equipment and Vehicle Maintenance	106.00
1155	Muskogee Communications, Inc.	20204185; Radio Antennas	207.11
1156	Northwest Transformer Co.	20204190; Material and Supplies	1,590.00
1157	Northwest Transformer Co.	20204194; Material and Supplies	5,319.00
1158	Pikepass Government Account Services	A0420092; Turnpike Fees, February/March 2020	43.90
1159	O'Reilly Auto Parts Inc.	20204168; Material and Supplies	388.06
1160	Oklahoma Natural Gas Company	Transportation Fee for March 2020	6,041.65
1161	Professional Pest Control Co., Inc.	A0420098; Quarterly Pest Control	100.00
1162	Pryor Automotive Supply	20204184; Equipment and Vehicle Maintenance	599.68
1163	Pryor Stone Inc.	20204188; Rock	991.17
1164	Pryor Waste and Recycling, LLC	Solid Waste Disposal Fees for March 2020	92,595.06
1165	Pryor Lumber Co., Inc.	20204182; Material and Supplies	872.62
1166	Rainmaker Sales, Inc.	20204178; Bid #925, Gas Material	115.00
1167	Roberts Auto Center	20204189; Vehicle Maintenance, Truck #15	304.80
1168	Roberts Auto Center	20204197; Vehicle Maintenance, Truck #9	266.23
1169	Stuart C. Irby Co., Inc.	20203134; Electric Material	1,136.50
1170	Signal Service Company	20204183; Traffic Light Maintenance	315.00
1171	Sundance Office	A0420090; Office Supplies and Copy Paper	253.34
1172	Sundance Office	A0420091; Hardboard Clipboard	16.74
1173	Tractor Supply Credit Plan	20204198; Material and Supplies	165.85
1174	Core & Main	20203126; Material and Supplies	1,525.80
1175	Absolute Technologies	A0420089; ID Premier Blank Cards	65.99
1176	Beggs Pharmacy	20204167; Hand Sanitizer (60 units)	539.40
1177	City of Pryor Creek	Occupational Fee for March 2020	3,017.17
1178	City of Pryor Creek	A0719172; Payroll Ending April 3, 2020	594.23
1179	City of Pryor Creek	A0819210; Allocation to City, Payment #9	64,600.00
1180	Fiber Interactive Technologies	A0420100; Fiber Material at SE 2nd and Indianola Street	600.00
1181	Brown & Brown of Oklahoma, Inc.	A0420099; Annual Dishonesty (Public Employee) Bond	145.00
1182	Municipal Utility Board	Solid Waste Billing Fees for March 2020	6,034.34
1183	U. S. Postal Service	A0420096; Forever Stamps	1,375.00
1184	Pryor Printing, Inc.	A0420093; Checkout Tickets and Annual/Sick Leave Cards	308.00
1185	WA-RO-MA d/b/a C.A.R.D.	Share the Comfort Collections for March 2020	138.50
1186	VISA Control Account	A0420095; Travel & Annual SHRIMP Membership	470.50
1187-	Clothing Reimbursement	A0420102; 18 Regular Clothing Reimbursements	
1207	for 21 Employees	and 3 FR Clothing Reimbursements	3,450.00
1208	Sharpe Dry Goods Co., LLC	20204200; Charged Clothing Allowance (11 Employees)	2,650.00
TOTAL			<u>\$ 505,614.81</u>

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	11	13,234.61
DIRECT DEPOSIT REGULAR CHECKS:	40	53,618.32
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
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TOTAL CHECKS:	51	66,852.93

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
DATE: FROM 4-2-2020 TO 4-15-2020

I CERTIFY THAT ALL OF THE ABOVE NAMED INDIVIDUALS ARE EMPLOYEES OF THE MUNICIPAL UTILITY BOARD, AND AS SUCH ARE UNDER MY DIRECT SUPERVISION AND REPORT DIRECTLY TO ME. THAT THEY HAVE BEEN PROPERLY HIRED AND THE RATE OF PAY APPROVED BY THE MUNICIPAL UTILITY BOARD, AND THAT THEIR RECORD OF EMPLOYMENT IS MAINTAINED BY THE ADMINISTRATIVE MANAGER OF, THE MUNICIPAL UTILITY BOARD IN THEIR PERSONNEL FILES. I ALSO CERTIFY THAT THE ABOVE HOURS WORKED FOR THE DAYS INDICATED FOR EACH OF THE ABOVE LISTED INDIVIDUALS ARE CORRECT.

SIGNED: Jeri M. Hill for Carol Crisp  
GENERAL MANAGER

APPROVED: Garry Harris by JMB  
CHAIRMAN

claim # 1124

PO # A0420-097