



May 4, 2020

The Municipal Utility Board met in a Regular Session at 6:03 p.m. on Monday, May 4, 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, Dr. Ken Rains, and Mr. Mark Roberts. Ms. Lorri Mitchell attended the meeting via Video Conference and Dr. Art Sixkiller was absent.

Guest attending were the Honorable Mayor Lees, Mr. Adam Anderson, Mr. Victor Casey, and Mr. Terry Aylward. Mr. Steve Powell attended the meeting via Video Conference.

A motion was made by Dr. Rains and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held April 20, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell (*voted via Video Conference*), and Harris Nay – none

A motion was made by Mr. Roberts and seconded by Dr. Rains to approve Claims #1209 - #1254 with the exclusion of Claim #1229 totaling \$293,497.88 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Rains, Mitchell (*voted via Video Conference*), and Harris Nay – none

The Board recognized the Honorable Mayor Lees who discussed Phase I reopening of local businesses in conjunction with the eased restrictions recommended by the Oklahoma Department of Health, Governor of the State of Oklahoma, and President of the United States. The Mayor also confirmed he would recommend to the Pryor Public Works Authority, the Whitaker Park Pool remain closed for the 2020 season due to complications of COVID-19.

The Board recognized Mr. Steve Powell, *attended via Video Conference*, who updated the Board on his plans to obtain the necessary easements for the gas and water extension project North of Old Airport Road. Mr. Powell also reported he would deliver the Drainage Improvement Plans for Southeast 14th and Fairland Street to Mr. Crisp for review of utility services located in this project.

The Board recognized Mr. Jared Crisp who reported RCB Bank dropped the interest to zero on the Municipal Utility Board NOW accounts. On April 16, 2020, Mr. Crisp and City Treasurer Lois Thompson met with Mr. Lonnie McCollough, SVP Market President for RCB Bank-Pryor to discuss this financial change. On April 22, 2020, Mr. McCollough reported by email that both of MUB's NOW accounts were being moved to 10% and he would like to discuss CIS (Cash Insured Sweeps) that might offer higher rates at some point in the future as an alternative for some of our funds.

On April 23, 2020, Mr. Crisp and City Treasurer Lois Thompson met with Bank of Commerce President, Mr. Adam Anderson who offered a variable rate for our NOW Accounts which included a Floor of .45% and a Ceiling of 2.75% in addition to other services comparable to our current financial institution as outlined in Bank of Commerce correspondence dated April 23, 2020.

The Board recognized Bank President Mr. Adam Anderson and Senior Vice President of Pryor Market Mr. Victor Casey who discussed the history of Bank of Commerce and the soundness of the Oklahoma owned bank.

Mr. Crisp recommended the Board approve to change/relocate the NOW accounts owned and held by the Municipal Utility Board from RCB Bank-Pryor to Pryor Bank of Commerce as outlined in Bank of Commerce correspondence dated April 23, 2020 by June 1, 2020. The Municipal Utility Board Escrow Account used for customer refunds would remain at RCB Bank.

A motion was made by Dr. Rains and seconded by Mr. Roberts to change/relocate the NOW accounts owned and held by the Municipal Utility Board from RCB Bank-Pryor to Pryor Bank of Commerce as outlined in Bank of Commerce correspondence dated April 23, 2020 by June 1, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell (*voted via Video Conference*), and Harris Nay – none

Mr. Crisp discussed and recommended the Board enter into a contract with Erwin Glass Incorporated, for the installation of Bullet Resistant Glass for the Municipal Utility Board's main lobby at a cost not to exceed \$14,600.00.

A motion was made by Dr. Rains and seconded by Mr. Roberts to enter into a contract with Erwin Glass Incorporated, for the installation of Bullet Resistant Glass for the Municipal Utility Board's main lobby at a cost not to exceed \$14,600.00. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell (*voted via Video Conference*), and Harris Nay – none

Mr. Crisp reported only thirty-two (32) of the one hundred six (106) March 1, 2020 delinquent customers have paid their past due balance and the total delinquent customers including an April 1, 2020 balance was one hundred twelve (112). Mr. Crisp reiterated, by Charter the Municipal Utility Board cannot give free service and recommended the Board approve the interruption of service on May 6, 2020 to customers with a past due balance on April 1, 2020.

A motion was made by Mr. Roberts and seconded by Dr. Rains to approve the interruption of service on May 6, 2020 to customers with a past due balance on April 1, 2020. MOTION CARRIED. Votes cast as follows: Ayes - Rains, Roberts, Mitchell (*voted via Video Conference*), and Harris Nay – none

Mr. Crisp reported our employee's remain healthy and he extended the half-staff COVID-19 Prevention Work Schedule during Phase I of reopening the State of Oklahoma and the City of Pryor Creek through May 15, 2020. During Phase II, May 18 – May 29, 2020, Mr. Crisp will continue a COVID-19 Prevention Work Schedule with no breaks. The warehouse staff will be split from 6 a.m. till Noon and Noon till 6 p.m. The administrative office staff will be split from 7 a.m. till 1 p.m. and Noon till 6 p.m. Mr. Crisp will continue to confer with health officials before making the decision to go full staff during regular business hours on June 1, 2020. Mr. Crisp also reported his plan to keep the lobby closed until July 1, 2020 or until the Bullet Resistant Glass for Municipal Utility Board's main lobby is installed. When MUB goes full staff, Mr. Crisp will encourage staff to wear face masks but will allow employees to sign a statement of refusal to use the PPE (Personal Protective Equipment) provided by Municipal Utility Board.

The Board recognized Mrs. Teri Hill who had no report.

A written Department Foreman's Report was presented.

Mr. Crisp discussed and recommended the re-classification of Mr. Keifer Curtsinger to Regular Employee with the promotion to "D" Mechanic with Merit effective May 14, 2020.

A motion was made by Mr. Roberts and seconded by Dr. Rains to approve the re-classification of Mr. Keifer Curtsinger to Regular Employee with the promotion to "D" Mechanic with Merit (\$20.34 per hour to \$20.51 per hour), effective May 14, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Rains, Mitchell (*voted via Video Conference*), and Harris Nay – none

Mr. Crisp discussed and recommended the re-classification of Mr. Joshua Wallis to Regular Employee with the promotion to Apprentice Tree-Trimmer I Non- Merit, effective May 14, 2020.

A motion was made by Mr. Roberts and seconded by Dr. Rains to approve the re-classification of Mr. Joshua Wallis to Regular Employee with the promotion to Apprentice Tree-Trimmer I Non- Merit (\$19.96 per hour to \$20.86 per hour), effective May 14, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Rains, Mitchell (*voted via Video Conference*), and Harris Nay – none

There was no unfinished or new business to discuss.

The Board recognized Mr. Ben Sherrer who had no report.

A motion was made by Dr. Rains and seconded by Mr. Roberts to adjourn at 6:43 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell (*voted via Video Conference*), and Harris Nay – none


Chairman


Secretary

May 18, 2020

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1255	Payroll	A0520114; Payroll Ending May 13, 2020	67,996.20
1256	RCB-Pryor	FICA-\$12,026.24 Med-\$2,812.66 Federal \$8,746.85	23,585.75
1257	Oklahoma Tax Commission	SWH; Payroll Ending May 13, 2020	3,379.00
1258	Oklahoma Centralized Support Registry	Payroll Ending May 13, 2020	1,467.77
1259	Oklahoma State Tax Commission	April 2020 Actual/May 2020 Estimated Sales Tax	40,696.57
1260	AFLAC	Payroll Deduction for May 2020	2,418.25
1261	Arkansas Electric Coop., Inc.	20204205; Bid #927, Electric Material	9,576.03
1262	Accurate Environmental	A0520120; Water Samples	125.00
1263	Bridgwell Resources	202018; Material and Supplies	9,400.00
1264	BlueMark Energy, LLC	Purchased Gas; April 2020	55,645.59
1265	Brenntag Southwest, Inc.	20204212; Material and Supplies	1,402.63
1266	C & M Supply Inc.	20204214; Face Masks and No Contact Thermometer	476.84
1267	Cowboy Rigs	20205225; Trailer Hitch for New Mini Trackhoe Trailer	200.00
1268	Cowboy Rigs	20203114; 16' Utility Trailer for New Mini Trackhoe	3,400.00
1269	Chouteau Lime Company	20205241; Garage/Shop Supplies	70.00
1270	Chupp Implement Co.	20205227; Small Tool, Truck #5	32.95
1271	Chupp Implement Co.	20205239; Equipment Maintenance, WWTP Brush Hog	37.25
1272	CINTAS Corporation	20205232; Uniform Rental for April 2020	841.66
1273	CINTAS First Aid & Safety	A0520116; First Aid Supplies for May 2020	69.52
1274	Clark Equipment Co.	20203113; Bobcat Compact Track Loader w/Attachments	88,064.89
1275	C & R Oil Co., Inc.	20205222; Fuel	741.22
1276	C & R Oil Co., Inc.	20205236; Diesel Fuel	892.67
1277	C & R Oil Co., Inc.	20205238; WWTP Fuel	892.60
1278	Wesco Distribution Inc.	20204203; Small Tools	935.00
1279	Meaux Down Lawncare	20205242; Mowing Service through April 30, 2020	315.00
1280	Grand River Dam Authority	Purchased Electric; April 2020	326,793.65
1281	Grand River Dam Authority	A0520119; Battery Testing	262.59
1282	P & K Equipment	20205229; Material and Supplies	39.99
1283	Green Country Surveying PLLC	A0320061; Survey Fee, Northstar Sewer Extension	10,500.00
1284	ISCO Industries	20204215; Gas Material	745.42
1285	Airgas USA, LLC	20205243; Cylinder Rental	55.70
1286	Border States Industries Inc.	20204206; Bid #927, Electric Material	2,105.10
1287	Border States Industries Inc.	20205231; Small Tool	370.00
1288	Key Equipment	20204211; Small Tool	188.09
1289	KGM	20205221; Material and Supplies	2,340.00
1290	Love, Beal & Nixon, P.C.	A0420097; Garnishment Payment #19, C. Grass	212.25
1291	Infrastructure Solutions Group, LLC	A0320062; Engineer Fee, Northstar Sewer Extension, Pmt #2	4,534.50
1292	Mike's Tire & Car Care	20205233; Vehicle Maintenance, Truck #11	50.69
1293	Mike's Tire & Car Care	20205240; Equipment Maintenance, 580 Case Backhoe	25.00
1294	Northwest Transformer Co.	20205244; Material and Supplies	6,140.00
1295	NSI Lab Solutions	20205228; Material and Supplies	122.00
1296	O'Reilly Auto Parts Inc.	20205223; Material and Small Tools	372.61
1297	Pryor Automotive Supply	20205224; Small Tools and Maintenance Supplies	218.99
1298	Pryor Waste and Recycling, LLC	Solid Waste Disposal Fees for April 2020	91,700.62
1299	Stuart C. Irby Co., Inc.	20204208; Bid #927, Electric Material	3,285.00
1300	Techline Inc.	20204209; Bid #927, Electric Material	581.50
1301	Tractor Supply Credit Plan	20205230; Material and Supplies	181.38
1302	Premier Truck Group of Tulsa	20204202; Vehicle Maintenance, Dump Truck	1,860.04
1303	Core & Main	20205220; Material and Supplies	464.40
1304	White Star Machinery	20205226; Equipment Maintenance, Air Compressor	292.07
1305	City of Pryor Creek	Occupational Fee for April 2020	2,987.71
1306	City of Pryor Creek	A0719172; Payroll Ending May 1, 2020	594.23
1307	City of Pryor Creek	A0520118; 19 Licenses for Google Apps	1,368.00
1308	City of Pryor Creek	A0819210; Allocation to City, Payment #10	64,600.00
1309	Municipal Utility Board	Solid Waste Billing Fees for April 2020	5,975.42
1310	Pryor Printing, Inc.	A0520117; Certificate of Security Deposit (1,200)	341.19
1311	WA-RO-MA d/b/a C.A.R.D.	Share the Comfort Collections for April 2020	354.05
1312	VISA Control Account	A0520113; Material and Supplies	636.86
1313	Oklahoma Natural Gas Company	Gas Transportation Fee for April 2020	6,042.56
TOTAL			\$ 849,004.00

*** REGISTER TOTALS ***

REGULAR CHECKS:	11	14,325.06
DIRECT DEPOSIT REGULAR CHECKS:	40	53,671.14
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	51	67,996.20

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 4-30-2020 TO 5-13-2020

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 Hill for Jared Crisp
 GENERAL MANAGER

APPROVED: Garry Harris (by Smh)
 CHAIRMAN

PO # A0520 - 114

Claim

11255