



September 21, 2020

The Municipal Utility Board met in a Regular Session at 6:00 p.m. on Monday, September 21, 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, Dr. Art Sixkiller, and Mr. Mark Roberts.

A motion was made by Dr. Rains and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held September 8, 2020. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Chairman Harris moved the meeting to Agenda Item 5b and recognized Mr. Jared Crisp who discussed and recommended the Renewal of Agreement between Mayes County and Municipal Utility Board of the City of Pryor Creek for Pictometry Products since the agreement was approved by the Municipal Utility Board “until a vote of termination” in January 2020 but the legal councilor for Mayes County preferred a formal renewal of the agreement annually (July 1, 2020 to June 30, 2021).

A motion was by Ms. Mitchell and seconded by Dr. Sixkiller to approve the Renewal of Agreement between Mayes County and Municipal Utility Board of the City of Pryor Creek for Pictometry Products beginning July 1, 2020 and ending June 30, 2021. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Roberts, Rains, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve Claims #256 - #336 totaling \$679,554.19 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, Roberts, and Harris Nay – none

The Board recognized the Honorable Mayor Larry Lees who reported on several economic developments for the City of Pryor Creek. He also reported the construction bids for the joint Police/Fire Station and Library Addition on East Graham Avenue should be ready to send out by the end of the year.

The Board recognized Mr. Steve Powell who updated the Board on the distribution and collection of twenty (20) mandated lead and copper samples for testing. Mr. Powell has confirmed twenty-two participants. MUB staff will distribute the sample collection bottles on September 23, 2020 and collect and deliver the samples for testing on September 24, 2020. Mr. Powell anticipated the test results in October. If the report is favorable then MUB only has to perform the lead and copper testing every three (3) years.

Mr. Powell reported the hydraulic study to reduce the floodplain width, shorten the sewer extension that could save the Municipal Utility Board an estimated \$60,000.00 and possibly allow a regional detention pond along Salt Branch which would open up marketable property on North US69 Highway has been completed and is under review by his staff. Mr. Powell will review the hydraulic study for consensus from the Honorable Mayor Lees and Mr. Jared Crisp before a presentation is given to the City Council and the Municipal Utility Board.

Mr. Powell also discussed the need to coordinate with MUB Department Foreman's on the re-location of several utility services affected by the scheduled street drainage improvement projects at SE 14th Street/Fairland Street and NE 3rd Street/Eastmanor Circle.

Mr. Powell plans to present the Lift Station Study during a Regular Board meeting in October.

The Board recognized Mr. Jared Crisp who reported MUB staff was currently healthy and operations were being performed with a full staff according to CDC guidelines for the COVID-19 Pandemic.

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

A written Department Foreman's Report was presented with Mr. Crisp reporting on his request to stake easements before new projects begin.

Mr. Crisp reported thirteen (13) applications were received for the posted Utility Clerk position. Mrs. Rena Wood served the Municipal Utility Board from 1996-2016 and left her employment in good standing as a Clerk I with Merit. If re-hired by the Board as a Clerk II non-merit, Mrs. Wood would bring twenty years' experience and would need minimal training which would enable the re-assignment of a current utility clerk to better assist the Office Manager with Human Resource duties. Mr. Crisp recommended the Board approve the re-employment of Mrs. Rena Wood to Clerk II Non-Merit (\$20.52 per hour) in the Administrative Department.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the re-employment of Mrs. Rena Wood to Clerk II Non-Merit (\$20.52 per hour) in the Administrative Department. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

UNFINISHED BUSINESS:

Mr. Crisp reported the Pryor Creek City Council approved the reimbursement of \$34,997.00 for the purchase of JACK-Justified Automated Collection Kiosk at the drive-thru when the City of Pryor Creek receives the approved CARES ACT funding. Mr. Crisp recommended the Board enter into an agreement with Adcomp Systems, Inc. for a Kiosk to be installed at the drive-thru at a

reimbursable cost of \$34,997.00 not including re-construction expenses and delivery.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to enter into an agreement with Adcomp Systems, Inc. for the purchase of JACK-Justified Automated Collection Kiosk at the drive-thru at a reimbursable cost of \$34,997.00 to be paid when the City of Pryor Creek receives the approved CARES ACT funding. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

There was no new business to discuss.

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

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to adjourn at 6:33 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, Roberts, and Harris Nay – none


Chairman


Secretary

October 5, 2020

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
0337	Payroll	A1020-237; Payroll Ending September 30, 2020	69,789.92
0338	Bank of Commerce	FICA \$12,441.50; Med \$2,909.72; Federal \$9,540.13	24,891.35
0339	Oklahoma Tax Commission	A1020-237; Payroll Ending September 30, 2020	3,538.00
0340	Oklahoma Centralized Support Registry	A1020-237; Payroll Ending September 30, 2020	1,467.77
0341	Oklahoma Tax Commission	September 2020 Sales Tax/October 2020 Estimated Sales Tax	58,091.11
0342	Oklahoma Employment Security Commission	3rd Qtr 2020 Employers Unemployment Tax	160.61
0343	ADCOMP SYSTEMS, INC	A0920-231; Jack - Justified Automated Collection Kiosk	34,996.80
0344	Accurate Environmental, LLC	A0920-224; Water Samples	125.00
0345	B&B Meter Service	20209440; Material and Supplies	414.90
0346	Bluecross/Blueshield of Oklahoma	Group Medical Coverage for October 2020	41,951.13
0347	Northern Tools & Equipment/Blue Tarp Cred	20209-446; Material and Small Tools	1,095.48
0348	CINTAS First Aid & Safety	A0920-230; First Aid Supplies September 2020	73.08
0349	C & R Oil Co., Inc.	20209-458; Fuel, Warehouse and WWTP	2,070.59
0350	Diversified Electric Supply/Wesco Distributio	20208399; Material and Supplies	5,208.02
0351	Delta Dental of Oklahoma	Group Dental Coverage for October 2020	3,080.88
0352	Enviro-Tec America	20209-455; SIR Reports, Cycle 11	45.00
0353	Environmental Systems Research Institute, I	A1020-242; ARCGIS Desktop Maintenance CY2020-2021	400.00
0354	P & K Equipment	20209-453; Material and Small Tools	386.10
0355	Green Country Surveying PLLC	A1020-239; Water Proj; Yeandle Addition/Electric Proj; Eastmanor Circle	1,100.00
0356	Airgas USA, LLC	20209-459; Nitrogen for Substations	48.09
0357	Locke Supply Co.	20209-461; Material and Small Tools	1,040.56
0358	Love, Beal & Nixon, P.C.	A1020-237; Garnishment, C. Grass	229.83
0359	Infrastructure Solutions Group, LLC	A0920-232; Engineer Fees for September 2020	2,640.00
0360	Oklahoma Municipal Alliance (OMUSA)	A1020-238; 2nd Qtr FY2020/2021 JT & S Dues	1,163.75
0361	Northwest Transformer Co.	20209437; Transformers	6,095.00
0362	Poly Pro Inc.	20207-361; Equipment Maintenance	214.45
0363	Pryor Stone Inc.	20209454; Rock	506.82
0364	Mayes County RWD #4	WWTP Water Service for August and September 2020	38.00
0365	Sadler Paper Company	A1020241; City Hall Cleaning Supplies	189.22
0366	Signal Service Co.	20209451; Traffic Light Maintenance	355.00
0367	The Paper	A0920233; Classified Advertising/Utility Clerk Position	40.00
0368	Core & Main	20208405; Material and Supplies	906.00
0369	Core & Main	20209436; Material and Supplies	1,135.00
0370	Core & Main	20208400; Material and Supplies	110.60
0371	Absolute Technologies	A0920235; Webcam & Speaker for Gas Foreman	77.98
0372	Beasley & Company	A0920234; 2nd Qtr FY2020-2021 Retirement Plan TPA Service	1,329.00
0373	Ben Sherrer Law Office, P.C.	A0920236; Attorney Fees for September 2020	1,200.00
0374	Mutual of Omaha Payment Process Center	Group AD&D Coverage for October 2020	748.18
0375	City of Pryor Creek	Workman's Comp & Fees for August 2020	8,201.60
0376	City of Pryor Creek	A0720184; Cleaning Services ending September 28, 2020	594.23
0377	Fiber Interactive Technologies	Telephone Services for September 2020	166.83
0378	Kolker & Kolker, Inc.	A1020240; FY2019-2020 Audit Preparation	1,325.00
0379	Ancillary Bill Dept. Dearborn Life Ins. Co.	Group LTD Coverage for October 2020	2,004.64
0380	Municipal Utility Board	Petty Cash	598.74
0381	Municipal Utility Board	Utility Services for September 2020	18,919.21
0382	Technical Programming Services Inc.	A0920230; Bill/Late Message Print and Mailing, September 2020	3,368.22
0383	VSP Insurance Co., (CT)	Payroll Deduction for October 2020	596.19
0384	Grand River Dam Authority (GRDA)	Purchased Electric September 2020	505,425.04
0385	Oklahoma Ordnance Works Authority	Purchased Water for September 2020	64,884.05
		TOTAL	<u>873,036.97</u>

*** REGISTER TOTALS ***

REGULAR CHECKS:	13	14,780.16
DIRECT DEPOSIT REGULAR CHECKS:	41	55,009.76
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	54	69,789.92

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 9.17.2020 TO 9.30.2020

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: Hannah Moore for Jared Crisp
GENERAL MANAGER

APPROVED: Garry Harris by HM
CHAIRMAN

Claim # 0337
PO # A1020-237