



APRIL 17, 2017

The Municipal Utility Board met in a Regular Session at 7:00 p.m. on Monday, April 17, 2017, 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, Mr. Mark Roberts, and Dr. Art Sixkiller. Dr. Robert Lindsey was absent.

A motion was made by Mr. Roberts and seconded by Ms. Mitchell to approve the minutes of the Regular Meeting held April 3, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Sixkiller, and Mr. Harris.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #1026 - #1085 totaling \$888,678.34 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, and Harris Nay – none

The Board recognized Mr. Travis Willis and Mr. Travis Whitenack who had no report or comments.

The Board recognized Mr. Steve Powell who reported Mr. Pruettt requested his firm prepare an estimate for bid to remove sludge from the Wastewater Treatment Plant Lagoon. Mr. Powell also reported his plans to prepare a narrative, with the assistance of Mr. R. W. Vaught, for the actual installation of the fiber-optic cable at both ends of the Item 4c installation.

Mr. Powell will be submitting the application to the US Army Corp of Engineers regarding a proposed utility easement needed across Corp land along Southeast 49th Street to provide a waterline and natural gas loop to the commercial properties located on South HWY 69 near Wal-Mart.

Mr. Powell reported he received two responses on April 5, 2017, to the advertisement for bid on the Fiber Optic Installation. The apparent low bid of \$46,169.00 was from Techisco Enterprise Solutions of Tulsa, Oklahoma. However, a review of the bids revealed a mistake on the cost calculations for (Test and Repair for final acceptance) Bid Schedule Section 1 Item Number 3. Fiber Interactive Technologies, Inc. was given the opportunity to change the extension amount to match the wording or forfeit their bid bond and keep the Total Bid Price of \$49,388.00. Fiber Interactive Technologies, Inc. chose to correct the total base bid to match the wording, which made them have a low bid of \$44,688.00. Therefore, Mr. Steve Powell recommended the Municipal Utility Board award the contract to the low bid of \$44,688.00 from Fiber Interactive Technologies, LLC of Pryor, Oklahoma. Mr. Gary Pruettt agreed with the recommendation and noted that by re-bidding the project, \$12,000.00 was saved. Mr. Fred Sordahl, legal counsel for Municipal Utility Board, agreed with the recommendation as long as all bidding contractors were informed of the discrepancy.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to award the installation of a fiber-optic cable from the 9th Street Lift Station to the Wastewater Treatment Plant to Fiber Interactive Technologies, LLC of Pryor, Oklahoma, who had the low bid in the amount of \$44,688.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, and Harris Nay – none

Mr. Gary Pruett reported there will be no progress to report at Substation #3 until the proper wire is received.

Mr. Gary Pruett discussed the proposed wireless notification system from “Secure Tech Wave Instant Notification” to enhance the security of City Hall, Pryor Creek Recreation Center, and the Pryor Public Library at a participation cost not to exceed \$5,800.00 if approved by the City Council for the City of Pryor Creek.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to participate with the City of Pryor Creek in the installation of a “Secure Tech Wave Instant Notification System” in City Hall at a cost not to exceed \$5,800.00, contingent upon approval by the City Council for the City of Pryor Creek. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Roberts, and Harris Nay – none

Mr. Gary Pruett also reported on a preliminary legislative matter regarding Grand River Dam Authority.

Mr. Pruett reported he and Mr. Jared Crisp are ready to discuss personnel information. A Personnel Committee (Dr. Sixkiller, Dr. Lindsey, and alternate Chairman Harris) Meeting was tentatively scheduled for Thursday, April 27, 2017.

Mr. Jared Crisp reported he prepared a personnel spreadsheet to share at the meeting, tentatively scheduled on Thursday, April 27, 2017. Mr. Crisp also reported he and Mr. Mike Lincoln completed their training hours for a “B” License, paid by the Municipal Utility Board, but neither received their re-certification and added they are eligible to re-test for their “B” License in May 2017.

The Board recognized Mrs. Teri Hill who reported the trash rates were increased three percent (3%) on the March 2017 Billing in accordance with the Solid Waste Agreement, Section B, between the City of Pryor Creek and Pryor Waste & Recycling, LLC. On April 12, 2017, she received notification from the Mayor’s Office stating Mr. Bill Dinsmore of Pryor Waste & Recycling, LLC wanted the commercial accounts exempt from the annual increase and would like the rates changed back to their previous rate (three percent (3%) less than current rate) on the April Billing due May 1, 2017. Mrs. Hill reported the commercial trash rates were changed for the April billing.

Mrs. Hill also reported she would not be attending the Board Meeting on May 1, 2017 and Mrs. Hannah Moore will be taking the minutes at this meeting.

A written Department Foreman's Report was presented. Mr. Jared Crisp reported the gas and water project on Old Airport Road is complete and taps are being sold. Mr. Pruett added, our department is working with a customer to provide services on Old Airport Road until the City of Pryor Creek obtains a Building Inspector.

Mr. Gary Pruett discussed the re-classification of Mrs. Hannah Moore to a Regular Employee and agreed with Mrs. Teri Hill's recommendation to promote her to Clerk III with Merit effective April 20, 2017.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to re-classify Mrs. Hannah Moore to a Regular Employee and to promote her to Clerk III Merit (\$17.90 per hour to \$18.26 per hour) effective April 20, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, and Harris Nay – none

Mr. Gary Pruett discussed and agreed with Mr. Jim Martin and Mr. Kenny Smith's recommendation to promote Mr. Mike Lincoln to an "A" Mechanic Non-Merit in the Water/Wastewater Department effective April 20, 2017.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to promote Mr. Mike Lincoln to an "A" Mechanic Non-Merit (\$20.90 per hour to \$21.42 per hour) in the Water/Wastewater effective April 20, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Gary Pruett discussed and agreed with Mr. Robert Wilkerson Jr. and Mr. Kenny Smith's recommendation to promote Mr. Caleb Crofford to a "B" Mechanic Non-Merit in the Water/Wastewater Department effective April 20, 2017.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to promote Mr. Caleb Crofford to a "B" Mechanic Non-Merit (\$20.25 per hour to \$20.44 per hour) in the Water/Wastewater effective April 20, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Roberts, and Harris Nay – none

Mr. Gary Pruett discussed and agreed with Mr. Jerrad Dill and Mr. Roger Eichelberger's recommendation to promote Mr. Travis Whitenack to a "B" Mechanic Non-Merit in the Gas Department effective April 20, 2017.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to promote Mr. Travis Whitenack to a "B" Mechanic Non-Merit (\$20.25 per hour to \$20.44 per hour) in the Gas Department effective April 20, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, and Harris Nay – none

Mr. Gary Pruett and Mrs. Teri Hill discussed and recommended the promotion of Mrs. Jennifer Adams to Purchasing Agent with Merit effective April 20, 2017.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to promote Mrs. Jennifer Adams to Purchasing Agent with Merit (\$22.61 per hour to \$22.96 per hour) effective April 20, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, and Harris Nay – none

Mr. Gary Pruett discussed and agreed with Mrs. Jennifer Adams recommendation to promote Mrs. Nelda Budder to Assistant Purchasing Agent with Merit effective April 20, 2017.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to promote Mrs. Nelda Budder to Assistant Purchasing Agent with Merit (\$19.82 per hour to \$21.58 per hour) effective April 20, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, and Harris Nay – none

There was no unfinished or new business discussed.

The Board recognized Mr. Fred Sordahl who requested the Board enter into an EXECUTIVE SESSION pursuant to Oklahoma Statutes Title 25, Chapter 8, Section 307(B) (1) to discuss the employment/salary of the Assistant General Manager with Mr. Jared Crisp and Mr. Gary Pruett.

At 7:43 o'clock p.m., a motion was made by Mr. Roberts and seconded by Ms. Mitchell to enter into an EXECUTIVE SESSION pursuant to Oklahoma Statutes Title 25, Chapter 8, Section 307(B) (1) to discuss the employment/salary of the Assistant General Manager with Mr. Jared Crisp and Mr. Gary Pruett. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Sixkiller, and Harris Nay – none

The Board reconvened into PUBLIC SESSION at 7:58 o'clock p.m. with no votes taken during the Executive Session.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to increase the salary of Mr. Jared Crisp, Assistant General Manager, by \$500 per month (Total Annual Increase \$6,000) effective April 20, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, and Harris Nay – none

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to adjourn at 8:00 o'clock p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Lindsey, Roberts, and Harris Nay – none


Chairman


Secretary

*** REGISTER TOTALS ***

REGULAR CHECKS:	18	20,992.58
DIRECT DEPOSIT REGULAR CHECKS:	32	39,970.53
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	50	60,963.11

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 4-6-17 TO 4-19-17

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 Gary Pruett
 GENERAL MANAGER

APPROVED: Garry Harris by Jim
 CHAIRMAN

PO # A0417-100

claim 1086

1 May 2017

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1086	Payroll	A0417100; Payroll Ending 19 April 2017	60,963.11
1087	RCB Bank-Pryor	FICA-\$10,940.70; MED-\$2,558.78; FED-\$8,578.44	22,077.92
1088	Oklahoma Tax Commission	SWH Payroll Ending 19 April 2017	2,830.00
1089	Red Crown Credit Union	Payroll Deduction Ending 19 April 2017	2,850.00
1090	Oklahoma Centralized Support Registry	Payroll Deduction Ending 19 April 2017	203.97
1091	Principal Financial Group	457 Retirement Savings for April 2017	10,718.75
1092	Principal Financial Group	457 Loan Repayment for April 2017	314.00
1093	Principal Financial Group	Regular Retirement for April 2017	19,863.68
1094	AFLAC	Payroll Deduction for April 2017	1,376.26
1095	Accurate Environmental LLC	A0417094; Water Samples	112.50
1096	Action Awards & Screen Printing	A0417101; Administrative Raglan Shirts (19)	289.00
1097	B & B Meter Service	20174183; Material & Supplies	1,500.00
1098	CBI Wholesale Electric, LLC	20174169; Traffic Light Relay	23.85
1099	CBI Wholesale Electric, LLC	20174181; Traffic Light Relay	23.85
1100	CINTAS Corporation	A0417102; First Aid Supplies	51.82
1101	CINTAS Corporation	20174179; First Aid Supplies and Gloves	220.14
1102	C & R Oil Co., Inc.	20174184; Fuel	2,095.95
1103	Office Everything of Pryor	A0417093; Shipping Fees and Supplies	175.63
1104	Delta Dental of Oklahoma	Group Dental Coverage for May 2017	2,485.24
1105	Enviro-Tec America	20174170; SIR Reports for March 2017	75.00
1106	Fastenal Company	20174154; Hip Waders and Shackles	193.88
1107	G & M Auto and Wrecker Service	20174171; Vehicle Maintenance, Trk #15	242.09
1108	P & K Equipment	20174168; Chain	42.98
1109	Green Country Testing, Inc.	20174177; Testing	745.00
1110	Lakeland Office Systems	A0417099; Warehouse Quarterly Copies	117.64
1111	Marketing Alliance	A0417103; Annual Hosting Service	450.00
1112	Northwest Transformer Co., Inc.	20174167; Transformer Repair	967.00
1113	Oklahoma Natural Gas Company	Transportation Fee for March 2017	6,042.46
1114	Professional Pest Control Co., Inc.	A0417104; Quarterly Pest Control	65.00
1115	Sadler Paper Company	A0417105; Cleaning Supplies	127.84
1116	Southern Cross Corporation	20173112; FlamePak Repair	634.63
1117	United Healthcare	Group Medical Coverage for May 2017	50,663.01
1118	U S Cellular	Cellular Service for April 2017	627.61
1119	Ben Sherrer Law Office, P.C.	A0417106; Attorney Fee for April 2017	200.00
1120	Mutual of Omaha	Group AD&D Coverage for May 2017	771.46
1121	Advantage Testing	A0417097; Pre-employment Screening, B. Childers	60.00
1122	City of Pryor Creek	AT&T Service for April 2017	316.07
1123	Dearborn National Life Insurance Co.	Group LTD Coverage for May 2017	1,189.51
1124	Municipal Utility Board	Petty Cash	204.55
1125	Municipal Utility Board	Utility Service for April 2017	16,646.31
1126	Vision Service Plan of Oklahoma	Payroll Deduction for May 2017	548.04
1127	Green Country Shredding & Recycling	A0417098; On-site Shredding, 3rd Qtr. FY2016-2017	165.00
TOTAL			209,270.75