



AUGUST 21, 2017

The Municipal Utility Board met in a Regular Session at 7:00 o'clock p.m. on Monday, August 21, 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, Dr. Art Sixkiller, and Mr. Mark Roberts. 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 August 7, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, and Sixkiller. Mr. Harris abstained and is counted as a no vote.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #135 - #187 totaling \$353,940.18 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, and Harris. Nay – none.

The Board recognized Mr. Travis Willis who had no comments.

The Board recognized Mr. Steve Powell who reported the connection of the new fiber optic cable between the 9th Street Lift Station and the Wastewater Treatment Plant which will enable the internet and telephone service at the plant has been delayed two more weeks by the contractor who is recovering from medical surgery. Mr. Jared Crisp added, this delay will give our staff time to review a proposal from Cox Communication to the City of Pryor Creek and its impact on our current communication services provided by AT&T which is packaged with the City of Pryor Creek. Mr. Pruet and Mr. Crisp are scheduled to meet with a Representative from Cox Communication on Wednesday, August 23, 2017, to discuss options available to the Municipal Utility Board if the City of Pryor Creek decides to go that route.

Mr. Steve Powell reported the next set of streets in the City of Pryor Creek's asphalt project will be from North Mill Street to North Elliott Street on Northeast 1st Street.

The Board recognized Mr. Pruet who discussed and recommended the renewal of the Municipal Liability Protection Plan with OMAG (Oklahoma Municipal Assurance Group) at an annual premium (September 18, 2017 through September 18, 2018) of \$33,681.00.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve the renewal of the Municipal Liability Protection Plan with OMAG (Oklahoma Municipal Assurance Group) at an annual premium (September 18, 2017 through September 18, 2018) of \$33,681.00. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, and Harris. Nay – none.

Mr. Pruett reported he met with the Chairman of Rural Water District #1, Mr. Ronnie Donovan, who requested the transfer of ownership and operation of Rural Water District #1 to the Municipal Utility Board. At this time, Mr. Pruett has not received any of the necessary information he requested from Rural Water District #1.

Mr. Pruett also reported he had a good visit last Thursday with Dr. Robert Lindsey who had a massive stroke Saturday evening. At this time Dr. Lindsey will be unable to continue as Secretary of the Municipal Utility Board and Mr. Pruett requested a volunteer or an appointment by the Chairman of the Board. Ms. Lorri Mitchell volunteered to serve as the Municipal Utility Board Secretary and agreed to sign account payable checks on Tuesday, August 22, 2017.

Mr. Pruett reported he will be on vacation during the next Board Meeting which will be on Tuesday, September 5, 2017, due to the observance of Labor Day. Mr. Jared Crisp will be seated with the Board during this meeting and Mrs. Hannah Moore will be taking the minutes for Mrs. Hill who will also be on vacation.

The Board recognized Mr. Jared Crisp who received several applications for the open position in Gas Department but only three (3) were selected for an interview. The first choice applicant declined our offer after his current employer matched the pay with future promises when he turned in his two-week notice. The position was then offered pending a pre-employment exam and accepted by the second choice applicant, Mr. Douglas Dixon, a Pryor High School Graduate and an Oklahoma Certified Welder who is available to begin his employment on August 28, 2017.

Mr. Crisp reported he will be attending the Oklahoma Gas Association Annual Conference with Mr. Gary Pruett, Mr. Roger Eichelberger, and Mr. J.R. Wood on August 28-30, 2017 in Norman, Oklahoma. Mr. Crisp will also be attending an (Oklahoma Municipal Human Resource Professionals) OMHRP organizational meeting, hosted by OMAG (Oklahoma Municipal Assurance Group), with Mrs. Teri Hill, Mrs. Jennifer Adams, and Mrs. Hannah Moore in Edmond, Oklahoma on August 24, 2017.

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

A written Department Foreman's Report was presented with no additional comments.

The Board recognized Mr. Pruett who discussed and recommended the re-classification of Mrs. Vicki "Shelly" Hammer to a Regular Employee with a promotion to Clerk III Non-Merit effective August 24, 2017.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to re-classify Mrs. Vicki "Shelly" Hammer to a Regular Employee and promote her to Clerk III Non-Merit (\$15.81 per hour to \$17.90 per hour) effective August 24, 2017. MOTION CARRIED.

Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, and Harris
Nay – none

Mr. Pruettt discussed and recommended the promotion of Mrs. Janice Early to Assistant Head Clerk effective August 24, 2017.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to promote Mrs. Janice Early to Assistant Head Clerk (\$21.90 per hour to \$22.08 per hour) effective August 24, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Pruettt discussed and recommended a custodian merit increase for Mrs. Cindy Black effective August 24, 2017.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to give a custodian merit increase (\$10.46 per hour to \$11.39 per hour) to Mrs. Cindy Black effective August 24, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Roberts, and Harris Nay – none

There was no unfinished or new business discussed.

The Board recognized Mr. Fred Sordahl who had no report.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to adjourn at 7:24 o'clock p.m. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, and Harris Nay – none


Chairman


Secretary

5 September 2017

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
188	Payroll	A0817206; Payroll Ending 23 August 2017	57,764.35
189	RCB Bank-Pryor	FICA-\$10,424.22 MED-\$2,437.94 FED-\$7,979.84	20,842.00
190	Oklahoma Tax Commission	SWH Payroll Ending 23 August 2017	2,647.00
191	Red Crown Credit Union	Payroll Deduction Ending 23 August 2017	3,175.00
192	Oklahoma Centralized Support Registry	Payroll Deduction Ending 23 August 2017	203.97
193	Principal Financial Group	457 Retirement Savings for August 2017	10,095.93
194	Principal Financial Group	457 Loan Repayment for August 2017	537.84
195	Principal Financial Group	Regular Retirement for August 2017	18,375.41
196	Oklahoma Tax Commission	August 2017 Actual & Sept 2017 Estimated Sales Tax	62,166.66
197	Accurate Environmental LLC	A0817185; Water Samples	137.50
198	Black Mesa Security, LLC	A0817212; Drive-thru Audio and Payment Drawer Repair	315.00
199	Office Everything of Pryor	A0817201; Shipping Fees and Warehouse Supplies	143.58
200	Delta Dental of Oklahoma	Group Dental Coverage for September 2017	2,419.58
201	Flowers by Teddie Rae	A0817213; Memorial Wreath, Doc Lindsey	75.00
202	Hammill Metals	20178372; Lift Station Grating	439.56
203	Heath Consultants Incorporated	20178340; CGI Testing and calibration	214.98
204	Melton's A/C and Appliance	20178379; Ice Machine Repair	472.00
205	Mike's Tire & Car Care	20178375; Equipment & Vehicle Maintenance	1,207.93
206	Mike's Tire & Car Care	20178380; Vehicle Maintenance, Trk #15 & Old #17	54.13
207	Oklahoma Ordnance Works Authority	Purchased Water for August 2017	60,882.79
208	Pryor Stone	20178364; Gravel	619.32
209	Stuart C. Irby Co.,	20178373; Hot Line Clamp	372.50
210	Vinita Muffler	20178369; Equipment Maintenance, Chipper	295.00
211	Wal-Mart Community/SYNCB	20178374; On-Call Phone Adaptor and USB Cable	33.48
212	Absolute Technologies	A0817211; Connectors and Laptop Charger, Trk #15	44.98
213	Dee's Communication	A0817210; Warehouse Battery Backup and KSU Repair	85.00
214	Mutual of Omaha	Group AD&D Coverage for September 2017	746.68
215	City of Pryor Creek	A0817207; Reimbursement, Wireless Notification System	5,800.00
216	City of Pryor Creek	Workman's Comp for July 2017 & Annual Surcharge	5,640.53
217	Kolker & Kolker Inc.	A0817214; Audit Preparation for FY2016-2017	4,270.00
218	Municipal Utility Board	Utility Service for August 2017	16,025.30
219	Municipal Utility Board	Petty Cash	390.32
220	Dearborn National Life Insurance Co.	Group LTD Coverage for September 2017	1,061.10
221	OMAG	A0817204; General Liability/Auto Annual Renewal	33,681.00
222	Pryor Printing Inc.	A0817205; Warehouse Supplies, Trouble Call Records	222.00
223	Technical Programming Services Inc.	A0817202; Bill/Late Message Print & Mailing, Aug 2017	3,299.42
224	S Bar D, Inc.	A0817208; Pre-employment exam, D. Davis	80.00
225	Vision Service Plan of Oklahoma	Payroll Deduction for September 2017	513.36
226	Tulsa Motor Acceptance, LLC	A0817209; Garnishment, J. Richford	167.31
TOTAL			315,517.51

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PAYROLL CHECK REGISTER

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PAYROLL NO: 1 PRYOR CREEK - M.U.B.

PAYROLL DATE: 8/25/2017

*** REGISTER TOTALS ***

REGULAR CHECKS:	17	19,393.54
DIRECT DEPOSIT REGULAR CHECKS:	32	38,370.81
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	49	57,764.35

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 8-10-17 TO 8-23-17

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: Gary Pruett by [Signature]
GENERAL MANAGER
APPROVED: Gary Harris by [Signature]
CHAIRMAN

PO# A0817-206
Claim # 188