



January 7, 2019

The Municipal Utility Board met in a Regular Session at 7:00 p.m. on Monday, January 7, 2019, 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, Ms. Lorri Mitchell, Mr. Mark Roberts, and Dr. Art Sixkiller.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve the minutes of the Regular Meeting held December 17, 2018. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, and Harris. Ms. Mitchell abstained and counts as a no vote.

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to approve Claims #702 - #775 totaling \$762,442.14 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris. Nay – none.

Guest attending were Mrs. Autumn Graybill, Ms. Jill Sherman, Mr. Larry Lees, Mr. Danny Callison, and Mr. Ryan Stout who had no comments or business to share with the Board.

The Board recognized Mayor Tramel who reported on a possible City Bond Election in March 2019 and if approved by the City Council he requested an agenda item at the next Board Meeting to discuss allowing an informational bill insert in the February Billing due March 1, 2019.

The Mayor also reported on the preparation of the Architectural Plans for the Police and Fire departments and the proposed list of street repairs which will be shared with Mr. Jared Crisp for utility service review before it is shared with the City Council for approval.

The Mayor reported the MOU (Memorandum of Understanding) for the new convenience store at Southeast 29th Street and South Mill is under review by the City Attorney and the developers are close to closing on the purchase of the property. The Mayor also reported development interest on other available lots in the same area if the convenience store development is approved. The Mayor also reported his support of the proposed development of "The District" and has been attending the planning meetings.

The final comment shared by the Mayor was a thank you to the Electric Crew for their assistance in pulling the damaged sump pump at the Swimming Pool.

The Board recognized Mr. Steve Powell who reported he was preparing the bid documents for necessary improvements to correct the discharge violation from the Oklahoma DEQ (Department of Environmental Quality) and it should be on the street and in compliance with the February 21, 2019 extension deadline. Mr. Crisp

noted the temporary adjustments made by WWTP staff are currently working because there have been no additional violations since the original notification and Mr. Powell noted the violation was the result of new testing recently implemented by DEQ and not negligence by the Treatment Plant Staff.

Mr. Powell reported the SE 29th Street Gas and Water Extensions have been put on hold until the MOU (Memorandum of Understanding) has been approved and the convenience store developer presents the grading plans. Mr. Crisp noted if the development is approved, the MUB water and gas crews will install the waterline extension and natural gas line relocation. A private contractor will be hired to construct the sanitary sewer line for this project.

The Board recognized Mr. Jared Crisp who reported the low bidder did not sign the proposed contract for the extension of the sanitary sewer to Mr. Ragsdale's property on Southeast 6th Street. The contract was between the private developer and not with the Municipal Utility Board so we have no recourse against the default of the contractor. The increased cost to the next low bidder to extend the sanitary sewer to Mr. Ragsdale's property on Southeast 6th Street would be \$3,150.00. Mr. Crisp recommended the Board provide \$16,075.00 (Not to Exceed) towards the construction of a Sanitary Sewer Line Extension in the public utility easement from South Vann Street to the property line of Mr. Danny Ragsdale's Development because this undeveloped property had the potential to grow from the initial development of three (3) single family residential dwellings to a total of twenty-one (21) single family residential dwellings which could increase the Municipal Utility Board revenue, the surrounding property value, and be considered an economic development for the community.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to provide \$16,075.00 (Not to Exceed) towards the construction of a Sanitary Sewer Line Extension in the public utility easement from South Vann Street to the property line of Mr. Danny Ragsdale's Development because this undeveloped property had the potential to grow from the initial development of three (3) single family residential dwellings to a total of twenty-one (21) single family residential dwellings which could increase the Municipal Utility Board revenue, the surrounding property value, and be considered an economic development for the community. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Roberts, Mitchell, and Harris Nay – none

Mr. Crisp discussed the past practice of bill inserts and recommended the Mayor's request for an agenda item at the next Board Meeting for the approval to allow an informational bill insert in the February Billing due March 1, 2019, if the insert information can be provided to the Municipal Utility Board by the February 8, 2019 deadline.

Mr. Crisp also reported on a notification received from Tyler Technologies of the need to upgrade our Incode Software which is

used for our billing, accounts payable, payroll, cash collections, and general ledger. The upgrade is included in our maintenance agreement with no additional fees but does have System requirements for our server and workstations. Mr. Ryan Stout ran the provided test to check our system and discovered the workstations passed the test but our server failed the system check. Mr. Stout will gather several quotes for a server that meets the requirements. Mr. Crisp reported the 2019 budget included the addition of a server for the GIS/GPS & Kaspersky but these items could remain on the current server and hopefully a compatible server for the Incode Software Upgrade could be purchased at an increase to the budgeted item.

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

A written Department Foreman's Report was presented.

Mr. Jared Crisp discussed the need to replace the 1999 International Cab & Chassis Dump Truck (Truck #26). This replacement was budgeted at \$90,000.00. Mr. Crisp recommended the replacement of Truck #26 with a 2020 Freightliner M2-106 w/ 10' Square Body Dump Bed purchased through the state contract from Premier Truck Group Tulsa at a cost of \$86,390.00, with a lead time of four to five (4-5) months from date of receiving purchase order (a delivery date of May or June 2019).

A motion was made by Dr. Sixkiller and seconded by Mr. Roberts to replace the 1999 International Cab & Chassis Dump Truck (Truck #26) with a 2020 Freightliner M2-106 w/ 10' Square Body Dump Bed purchased through the state contract from Premier Truck Group Tulsa at a cost of \$86,390.00, with a lead time of four to five (4-5) months from date of receiving purchase order (a delivery date of May or June 2019). MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Roberts, Mitchell, Rains, and Harris Nay – none

There was no unfinished or new business to discuss.

The Board recognized Mr. Fred Sordahl who had no Attorney's report.

A motion was made by Dr. Rains and seconded by Mr. Roberts to adjourn at 7:32 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell and Harris Nay – none


Chairman


Secretary

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
776	Payroll	A0119001; Payroll Ending January 9, 2019	66,351.31
777	RCB-Pryor	FICA-\$12,131.66 Med-\$2,837.26 Federal \$8,396.88	23,365.80
778	Oklahoma Tax Commission	SWH; Payroll Ending January 9, 2019	3,347.00
779	Red Crown Credit Union	Payroll Ending January 9, 2019	3,310.00
780	Oklahoma Centralized Support Registry	Payroll Ending January 9, 2019	1,030.62
781	Arkansas Electric Coop., Inc.	201812541; Bid #915, Electric Material	16,208.14
782	Accurate Environmental, LLC	A0119007; Water Samples	125.00
783	Brenntag Southwest, Inc.	201812581; Chlorine	1,074.78
784	Constellation Newenergy-Gas Div., LLC	Purchased Gas for December 2018	172,905.27
785	CINTAS Corporation 063	2019114; Uniform Rental for December 2019	627.28
786	C & R Oil Co., Inc.	2019122; Fuel	2,006.85
787	Element Materials Technology BA, LLC	2019127; Welding Test, Berka & Dixon	1,048.63
788	Endex Inc. of Tulsa	A0119006; Annual Security System Monitoring	240.00
789	Enviro-Tec America	2019117; SIR Reports for Cycle 13	75.00
790	Enviro-Tec America	2019125; SIR Reports for Cycle 14	30.00
791	G & M Auto and Wrecker Service	2019118; Vehicle Maintenance, Truck #23	47.12
792	G & M Auto and Wrecker Service	2019129; Vehicle Maintenance, Truck #15	281.29
793	P & K Equipment	2019121; Material & Supplies	84.98
794	Green Country Testing, Inc.	2019119; Testing	1,235.00
795	GCMHP dba Green Country OK LLC	A0119015; Annual Sewer Rebate for CY2018	835.00
796	Hamill Metals	2019120; Equipment Maintenance, WWTP Generator	312.74
797	Airgas USA, LLC	2019116; Nitrogen and Oxygen	105.23
798	Border States Industries Inc.	201812542; Bid #915, Electric Material	5,925.00
799	Border States Industries Inc.	2019123; Material & Supplies	190.60
800	MESO/OMUSA	A0119016; JT&S 3rd Quarter Dues for FY2018-2019	1,163.75
801	MESO/OMUSA	A1118288; Crucial Abuse Recognition Training	140.00
802	Mr. J's Tire & Motor	2019126; Vehicle Maintenance, Truck #22	105.00
803	O'Reilly Auto Parts	2019110; Small Tools and Maintenance Supplies	423.63
804	Oklahoma Gas Association	A0119005; OGA Annual Dues for CY2019	200.00
805	Oklahoma Natural Gas Company	Transportation Fee for December 2018	6,046.29
806	Pryor Automotive Supply	2019111; Equipment & Vehicle Maintenance and Supplies	732.77
807	Pryor Stone	201916; Crusher Run	172.01
808	Pryor Waste Recycling, LLC	Solid Waste Disposal Fees for December 2018	87,764.97
809	Professional Pest Control Co.	A0119014; Quarterly Pest Control	100.00
810	Pryor Lumber Co., Inc.	2019112; Material and Small Tools	291.83
811	Sadler Paper Company	A0119011; City Hall Maintenance Supplies	148.26
812	Techline Inc.	201812545; Bid #915, Electric Material	45.00
813	Tractor Supply Credit Plan	2019115; Material & Supplies	257.43
814	U S Cellular	Cellular Service for January 2019	909.18
815	Core & Main LP	201811527; Bid #913, Gas Material	29.40
816	City of Pryor Creek	Occupational Fee for December 2018	2,858.25
817	City of Pryor Creek	Worker's Compensation for November 2018	14,209.71
818	City of Pryor Creek	A0718168; Allocation to City, Payment #6	62,500.00
819	Municipal Utility Board	Solid Waste Billing Fees for December 2018	5,716.50
820	Personnel Concepts	A0119009; 3 Sets of Laminated Compliance Notice	671.83
821	WA-RO-MA d/b/a C.A.R.D.	Share the Comfort Collections for December 2018	157.36
822	VISA Control Account	A0119004; FR Outerwear and Miscellaneous Expenses	3,364.05
823	DEQ Adm Services - Accounts Payable	201917; B Wastewater Exam Fees, Crisp & Gilmore	124.00
824	Green Country Shredding & Recycling	A0119013; 2nd Quarter On-site Shredding Service	165.00
TOTAL			<u>\$ 489,058.86</u>

1-10-2019 10:31 AM

PAYROLL CHECK REGISTER

PAGE: 2

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

PAYROLL DATE: 1/11/2019

*** REGISTER TOTALS ***

REGULAR CHECKS:	15	15,264.74
DIRECT DEPOSIT REGULAR CHECKS:	42	51,086.57
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	57	66,351.31

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 12-27-18 TO 1-9-19

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 HH
CHAIRMAN

Claim# 0776

PO # A0119-001