



JUNE 30, 2022

The Municipal Utility Board met in Regular Session at 5:00PM on Thursday, June 30, 2022 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, Dr. Art Sixkiller, Ms. Lorri Mitchell, and Mr. Mark Roberts.

Mr. Ben Sherrer was also in attendance.

A motion was made by Dr. Rains and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held June 20, 2022. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Sixkiller, Mitchell, and Harris Nay – none

Mr. Crisp discussed and recommended the approval of Claims #1399 - #1438 in the amount of \$319,462.63.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #1399 - #1438 in the amount of \$319,462.63 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

Mr. Crisp discussed and recommended the Board approve the Claims and Contracts Pending List ending June 30, 2022 in the amount of \$1,054,756.81.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve the Claims and Contracts Pending List ending June 30, 2022 in the amount of \$1,054,756.81. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

Mr. Jared Crisp had no Manager's Report.

Mr. Jared Crisp discussed and recommended the Board create a Human Resources Director position.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to approve the creation of the Human Resources Director position. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Roberts, Mitchell, and Harris. Nay – none

Mr. Jared Crisp discussed and recommended the promotion of Mrs. Hannah Moore to Human Resources Director at an annual salary of \$58,240.00, effective July 7, 2022.

Dr. Rains inquired if the Human Resources Director needed to have a Degree in Human Resources. Mr. Crisp responded that Mrs. Hannah Moore had been the "Acting Human Resources Administrator" and performing the role for the last nine months.

The Board recognized Mrs. Teri Hill who assured the Board of Mrs. Moore's competence to fill the position and that Hannah had completed several hours of Certified Human Resource Training. She also reminded the Board they had approved the enrollment of Mrs. Moore in the OMAG (Oklahoma Municipal Assurance Group) Municipal Front-Line Leader Academy, which is to enrich her performance as the Human Resources Director. Mrs. Hill also discussed her regular attendance with Mrs. Moore and Mrs. Jennifer Adams in the OMHRP (Oklahoma Municipal Human Resource Professionals) bi-monthly meetings where Oklahoma Municipal Administrators gather to discuss issues with the OMAG Professional Development and OMAG Attorneys. Mrs. Moore's participation in both of these programs has built a good rapport with OMAG staff and OMHRP participants. Mrs. Hill explained to the Board how recently Mrs. Moore created documents that were user friendly for the Covid Control Policy. They were shared with OMAG for distribution.

Mr. Ben Sherrer echoed the excellence of OMAG support services and stated their Attorneys are the Experts whose services and support are included in the annual premiums received from municipalities.

Mr. Crisp closed the discussion with the prohibitive cost of a Human Resources Director with a Degree and his confidence in Mrs. Hannah Moore's capability to perform the duties of a Human Resources Director. Chairman Harris confirmed the Board's support of continued specialized training for employees.

A motion was made by Dr. Rains and seconded by Mr. Roberts to promote Mrs. Hannah Moore from Utility Clerk I with Merit (\$25.93 per hour) to Human Resources Director with an annual salary of \$58,240.00, effective July 7, 2022. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell, Sixkiller, and Harris Nay – none

Mr. Crisp discussed and recommended changing Mrs. Josi Morrison's Head Clerk position from a Non-Exempt Employee position (\$27.63 per hour) to an Exempt Employee position with an annual salary of \$61,880.00, effective July 7, 2022.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to change Mrs. Josi Morrison's Head Clerk position from a Non-Exempt Employee position (\$27.63 per hour) to an Exempt Employee position with an annual salary of \$61,880.00, effective July 7, 2022. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Mitchell, Rains, and Harris Nay – none

Mr. Crisp reported Mr. Justin Brooke completed his Municipal Electric Systems of Oklahoma Certificate of Achievement for Journeyman Lineman and recommended his promotion to Journeyman Lineman Non-Merit effective July 7, 2022.

A motion was made by Mr. Roberts and seconded by Ms. Mitchell to promote Mr. Justin Brooke from a 4<sup>th</sup> Year Apprentice to Journeyman Lineman (\$34.26 per hour to \$36.54 per hour), effective July 7, 2022. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Rains, Sixkiller, and Harris Nay – none

Mr. Crisp discussed and recommended the promotion of Mr. William Gilmore to an A Mechanic Non-Merit in the Water Department effective July 7, 2022.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to promote Mr. William Gilmore from a B-Mechanic Merit in the Water Department to an A-Mechanic Non-Merit (\$24.79 per hour to \$25.39 per hour), effective July 7, 2022. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

There was no unfinished or new business discussed.

A motion was made by Mr. Roberts and seconded by Ms. Mitchell to adjourn this meeting at 5:18 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Rains, Sixkiller, and Harris Nay – none

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary



July 18, 2022

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

CL#	NAME	PO#/DESCRIPTION	AMOUNT
1	Payroll	A0722145; Payroll Ending July 6, 2022	\$ 76,998.51
2	BOC-Pryor	FICA \$13,280.38; MED \$3,105.88; FED \$8,627.69	\$ 25,013.95
3	Oklahoma Tax Commission	A0722145; Payroll Ending July 6, 2022	\$ 3,665.00
4	Oklahoma Centralized Support Registry	A0722145; Payroll Ending July 6, 2022	\$ 1,264.95
5	Kansas Payment Center/SG10DM000494	A0722145; Payroll Ending July 6, 2022	\$ 83.54
6	AFLAC Remittance Processing Services	Payroll Deduction for July 2022	\$ 2,492.05
7	Agriland FS, Inc.	20227279; Unleaded Fuel	\$ 3,974.47
8	Agriland FS, Inc.	20227296; Diesel Fuel	\$ 2,524.73
9	Amazon Capital Services	20227276; Small Tools and Safety Equipment	\$ 183.93
10	Accurate Environmental LLC	A0722146; Water Samples	\$ 150.00
11	Anixter Inc.	202216; CCP, Electric Material	\$ 118,710.00
12	AT&T Mobility	Cellular Service for June 2022	\$ 1,447.34
13	BlueCross BlueShield of Oklahoma	Group Medical Coverage for July 2022	\$ 44,891.82
14	BlueMark Energy, LLC	Purchased Gas for June 2022	\$ 49,358.29
15	Brenntag Southwest	20226257; CCP, Supplies for WWTP	\$ 1,925.05
16	CBI Wholesale Electric	20227277; Equipment Maintenance, 9th Street Lift Station	\$ 191.10
17	Chouteau Lime Co.	20226262; CCP, Supplies for WWTP	\$ 142.50
18	Cove Environmental LLC	20227289; Quarterly Testing (Biomonitoring)	\$ 1,600.00
19	SPC Office Products	20227290; Shipping Fees	\$ 54.57
20	Delta Dental of Oklahoma	Group Dental Coverage for July 2022	\$ 3,325.36
21	Drill-Rite, Inc.	A0222041; CCP, Final Payment for Bore & Casing Project	\$ 143,570.00
22	Enviro-Tec America, Inc.	20227274; SIR Reports, Cycle 7	\$ 45.00
23	Gonthier, Chris dba Meaux Down Lawncare	20227294; Mowing Services for June 2022	\$ 840.00
24	Grand River Dam Authority	Purchased Electric for June 2022	\$ 853,863.79
25	P & K Equipment	20227278; Bar Oil	\$ 44.97
26	Green Country Testing	20227292; Testing	\$ 1,750.00
27	HACH Co.	20226249; CCP, Material for WWTP	\$ 151.20
28	Airgas USA, LLC	20227287; Cylinder Rental	\$ 58.15
29	Border States Industries Inc.	20225215; CCP, Electric Material	\$ 8,726.50
30	KGM	20227291; Material and Supplies	\$ 45.20
31	Masters Heating Cooling Inc.	20227281; Warehouse Maintenance	\$ 115.00
32	Mayes County Treasurer	A0722139; Annual Interlocal Agreement for Pictometry	\$ 5,000.00
33	MESO / OMUSA	A0722143; Second half of 2021 Drug/Alcohol Testing	\$ 1,087.50
34	MESO / OMUSA	A0722147; Annual MESO Dues for FY2022-2023	\$ 7,766.00
35	Pikepass Government Account Services	A0722149; Turnpike Fees for June 2022	\$ 52.30
36	O'Reilly Automotive, Inc.	20226264; CCP, Vehicle Maintenance	\$ 202.15
37	Oklahoma Ordnance Works Authority	Purchased Water for June 2022	\$ 84,182.94
38	Oklahoma Ordnance Works Authority	Wastewater Treatment for June 2022	\$ 846.03
39	Pryor Stone Inc.	20227295; Sand for Gas Project	\$ 762.99
40	Pryor Waste and Recycling, LLC	Solid Waste Disposal fees for June 2022	\$ 111,951.45
41	Pryor Lumber Co, Inc.	20226265; CCP, Material and Supplies	\$ 164.02
42	RailPros Field Services, Inc.	A0722149; Construction Bore, Watchman Lookout Services	\$ 11,051.50
43	Retrofit Automation	20227273; Equipment Maintenance, B&H Lift Station	\$ 260.00
44	Mayes County RWD #4	Water Service for WWTP, June 2022	\$ 29.14
45	S & D Electric Motors, Inc.	20227275; Equipment Maintenance, WWTP Pumps	\$ 11,800.00
46	Sundance Office	A0722137; Office Supplies, Copy Paper, Banker Boxes	\$ 965.70
47	Sundance Office	20227284; Warehouse and WWTP Supplies	\$ 1,053.72
48	Tractor Supply Credit Plan	20226268; CCP, Six-inch hose	\$ 9.99
49	Vermeer Great Plains Inc.	20227293; Tree-Trimming, Chipper Blades	\$ 222.87
50	Core & Main	20226255; CCP, Water Material	\$ 1,222.40
51	Beasley & Company	A0722140; 1st Qtr. Retirement TPA Services	\$ 1,426.00
52	Mutual of Omaha Payment Processing	Group AD&D Coverage for July 2022	\$ 1,029.15
53	City of Pryor Creek	Occupational Fee for June 2022	\$ 3,354.77
54	BCBS Ancillary Billing Dearborn Life Ins.	Group LTD Coverage for July 2022	\$ 1,393.28
55	Municipal Utility Board	Solid Waste Billing Fees for June 2022	\$ 6,709.54
56	OCC Pipeline Safety Department	A0722141; Annual Natural Gas Pipeline Safety Assessment	\$ 2,604.97
57	WA-RO-MA STC dba C.A.R.D.	Share the Comfort Collection for June 2022	\$ 371.72
58	Tyler Technologies, Inc.	A0722142; Annual Maintenance Agreement	\$ 14,350.80
59	VSP Insurance Co. (CT)	Payroll Deduction for July 2022	\$ 825.96
60	DEQ Administrative Services A/R	A0722148; Annual Public Water Supply Permit	\$ 472.58
61	Sophie Stone	A0722150; New Water Tap Reimbursement	\$ 500.00
62	State of Oklahoma Finance - LIHEAP	A0722138; LIHEAP Refund, Case #D312180- T. Cantu	\$ 385.00
63	Visa Control Account	A0722151; Testing Fees and Parking Fees	\$ 98.90
64	Oklahoma Natural Gas	Transportation Fees for June 2022	\$ 6,040.23
TOTAL			<u>\$ 1,625,400.57</u>

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	53	76,998.51
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
-----		
TOTAL CHECKS:	53	76,998.51

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*

**PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR**  
DATE: FROM 6-23-22 TO 7-6-22

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: Seri Hill for Jared Crisp  
GENERAL MANAGER

APPROVED: Darry Harris by Jmk  
CHAIRMAN

PO # A0722-145

claim # ~~0000~~  
0001



CLAIMS AND CONTRACTS PENDING LIST ENDING JUNE 30, 2022

PO #	BID #	COMPANY	REC'D BEFORE INV	GL #	AMOUNT OWED
20219-430	934	ARKANSAS ELECTRIC	N	5104-30	\$ 54,753.32
20219-433	934	ELLIOTT ELECTRIC	N	5104-30	\$ 98,238.00
202111-529	935	CORE & MAIN	N	5104-20	\$ 18,995.00
202111-531	936	CORE & MAIN	N	5104-10	\$ 829.25
202112-585	937	ANIXTER	N	5104-30	\$ 2,348.35
202112-586	937	ARKANSAS ELECTRIC	N	5104-30	\$ 1,824.60
20221-6		ANIXTER	N	5104-30	\$ 124,100.00
20222-76		CORE & MAIN	N	5104-20	\$ 12,644.60
20225-215		BORDER STATES	N	5104-30	\$ 8,726.50
20226-249		HACH CO	N	5104-40	\$ 151.20
20226-255		CORE & MAIN	N	5104-20	\$ 1,222.40
20226-257		BRENNTAG	N	5104-40	\$ 1,920.05
20226-262		CHOUTEAU LIME CO	Y	5104-40	\$ 142.50
20226-264		O'REILLY AUTO PARTS	Y	5106-20	\$ 83.07
				5106-50	\$ 83.07
				5106-30	\$ 36.01
20226-265		PRYOR LUMBER CO., INC.	Y	5104-20	\$ 36.75
				5104-30	\$ 3.42
20226-267		LOCKE SUPPLY CO	Y	5104-20	\$ 4.43
				5104-50	\$ 4.42
20226-268		TRACTOR SUPPLY CO	Y	5136-70	\$ 9.99
20226-269		WALMART	Y	5134-70	\$ 257.28
				SUBTOTAL:	\$ 326,414.21
A1021-249		ISG, LLC	Y	5113-50	\$ 34,600.00
A0122-002		JERRY'S EXCAVATION INC.	Y	5109-50	\$ 538,522.60
A0222-041		DRILL-RITE INC.	Y	5109-10	\$ 57,405.00
				5109-20	\$ 86,165.00
A0422-077		COOK CONSULTANTING, LLC	N	5109-50	\$ 7,400.00
A0622-120		HOOD & ASSOCIATES CPAs, PC	N	5141-70	\$ 4,250.00
				TOTAL	\$ 1,054,756.81