



December 5, 2022

The Municipal Utility Board met in a Regular Session at 6:00 p.m. on Monday, December 5, 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, and Ms. Lorri Mitchell. Mr. Mark Roberts was absent.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to approve the minutes of the Regular Meeting held November 21, 2022. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Sixkiller, and Harris Nay – none

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #603 - #656 totaling \$450,855.94 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, and Harris Nay – none

The Board recognized Mr. Steve Powell, P.E. of Infrastructure Solutions Group, LLC who updated the Board on the ODEQ Compliance Evaluation Inspection response for the Wastewater Treatment Plant, the rebid on upgrades to the Chlorine Contact Basin, and the Salt Branch Interceptor Project.

Mr. Powell reported the Pryor Creek Animal Shelter is connected to the Municipal Utility Board Sewer Main and the Shelter Staff had completed training to prevent rain water from entering the Sewer Main.

The Board recognized Mr. Jared Crisp who discussed changing the basic work day/basic work week for employees at the warehouse and the Superintendents at the Wastewater Treatment Plant to 4-10 hour days (Monday – Thursday from 6:30 a.m. to 5:00 p.m. with a 30-minute lunch. Participating Staff would work 8-hour days during holiday work weeks to ensure forty (40) hours on the books including the holiday pay. The Wastewater Treatment Plant Operators would continue their current unique schedules. The clerical staff and servicemen at city hall would continue 5-8 hour days (Monday through Friday) 8:00 a.m. to 5:00 p.m. with a 1-hour lunch. The Rapid Response schedule and pay policy would remain unchanged.

Mr. Jared Crisp recommended the Board approve adjusting the basic work day/basic work week on a trial basis under the scrutiny of the General Manager.

~ Honorable Mayor Lees arrived at 6:15 p.m. ~

A motion was made by Dr. Rains and seconded by Ms. Mitchell to adjust the basic work day/basic work week for employees at the warehouse and the Superintendents at the Wastewater Treatment Plant to 4-10 hour days (Monday – Thursday from 6:30 a.m. to 5:00 p.m. with a 30-minute lunch on a trial basis under the scrutiny of the General Manager and Assistant General Manager. The participating staff would work 8-hour days during holiday work weeks to ensure forty (40) hours on the books including holiday pay. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Sixkiller, and Harris Nay – none

The Board recognized the Honorable Mayor Lees who had no report.

Mr. Jared Crisp discussed the creation of a negotiating committee to include himself, Mr. Travis Willis, Mrs. Josi Morrison, and the Foreman's in the Electric, Gas, and Water Departments as well as a maximum of two (2) Board Members if desired then he recommended the Board approve the Request for Statement of Qualifications (RFSQ) for an Advanced Metering Infrastructure System (AMI) for the Automation of Electric, Water, and Natural Gas Utility Meters as presented.

A motion was made by Dr. Rains and seconded by Dr. Sixkiller to approve the Request for Statement of Qualifications (RFSQ) for an Advanced Metering Infrastructure System (AMI) for the Automation of Electric, Water, and Natural Gas Utility Meters as presented and the creation of a negotiation committee to include Mr. Jared Crisp, Mr. Travis Willis, Mrs. Josi Morrison, and the Foreman's in the Electric, Gas, and Water Departments as well as a maximum of two (2) Board Members if desired. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Mitchell, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the 2013 ¾ Ton F250 Ford 4x4 Crew Cab w/2001 96" Standard Service Body, Serial No. 1FT7W2B63DEA69025 (Cab & Chassis) and Serial No. 20110 (Service Body) (Unit #7A) be declared surplus.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to declare the 2013 ¾ Ton F250 Ford 4x4 Crew Cab w/2001 96" Standard Service Body, Serial No. 1FT7W2B63DEA69025 (Cab & Chassis) and Serial No. 20110 (Service Body) (Unit #7A) as surplus. MOTION CARRIED. Votes Cast as follows: Ayes – Mitchell, Sixkiller, Rains, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the Push Camera Jetcam w/Series 3288/3388 Package "A" Accessories, Serial No. PL7269-004 (Unit 152A) be declared surplus.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to declare the Push Camera Jetcam w/Series 3288/3388 Package "A" Accessories, Serial No. PL7269-004 (Unit 152A) as

surplus. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, and Harris Nay – none

Mr. Jared Crisp discussed and recommended thirty-five (35) 6" Diameter Full Circle Clamps of different lengths for water pipe be declared surplus.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to declare thirty-five (35) 6" Diameter Full Circle Clamps of different lengths for water pipe as surplus. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, and Harris Nay – none

Mr. Jared Crisp discussed and recommended the Board enter into an agreement with Purple Wave Inc. for the purpose of selling the just approved surplus equipment/vehicle/material.

A motion was made by Dr. Sixkiller and seconded by Dr. Rains to enter into an agreement with Purple Wave Inc. for the purpose of selling the just approved surplus equipment/vehicle/material. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Rains, Mitchell, and Harris Nay – none

The Board recognized Mr. Travis Willis who discussed his involvement in the preparation of the Surplus Listing and expressed his gratitude to the Board for allowing the surplus items to be placed on Purple Wave Inc.

Mr. Travis Willis discussed his involvement in the gathering of meter information for the Request for Statement of Qualifications (RFSQ) for an Advanced Metering Infrastructure System (AMI) for the Automation of Electric, Water, and Natural Gas Utility Meters.

The Board recognized Mrs. Teri Hill who encouraged the Board Members to participate with their presence at the MUB Employee Ice Skating Party at The District on Wednesday, December 7, 2022 from 5 p.m. – 7 p.m. and the MUB Employee Appreciation Dinner at the American Legion Post #182 on Saturday, December 10, 2022 beginning at 6 p.m.

Mrs. Teri Hill also reported Mrs. Hannah Moore will be graduating from the Pilot Class OMAG Municipal Front-Line Academy at 1:30 p.m. on December 15, 2022. Mrs. Hill will be attending the celebration ceremony with Mr. Jared Crisp. The Pilot Class was a success and applications are currently be accepted for a second OMAG Municipal Front-Line Academy.

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

Mr. Jared Crisp discussed the performance of the Wastewater Treatment Plant Superintendent, Mr. Charles Bley and recommended

a ten percent (10%) merit salary increase effective December 8, 2022.

A motion was made by Dr. Ken Rains and seconded by Ms. Mitchell to approve a ten percent (10%) merit salary increase (\$77,256.40 annual salary to \$84,982.04 annual salary) for the Wastewater Treatment Plant Superintendent, Mr. Charles Bley, to be effective December 8, 2022. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Mitchell, Sixkiller, and Harris Nay – none

Chairman Harris called for a motion to enter into an Executive Session.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to enter into an Executive Session at 6:43 p.m. for the purpose of: Discussion and consideration of the employment and salary of the General Manager, per 25 O.S. Section 307(b) (1). MOTION CARRIED. Votes cast as follows: Rains, Mitchell, Sixkiller, and Harris Nay – none

A motion was made by Dr. Rains and seconded by Ms. Mitchell to resume Regular Session at 6:53 p.m. MOTION CARRIED. Votes cast as follows: Rains, Mitchell, Sixkiller, and Harris Nay – none

Chairman Harris reported no action taken in Executive Session.

Dr. Rains made a motion to continue the employment of Mr. Jared Crisp as the General Manager for the Municipal Utility Board and based on the research (*attached*) and Mr. Jared Crisp's education factors to increase his salary to the average Electric and Gas Operations Manager Salary in Oklahoma 50% Median of \$140,616 effective December 8, 2022 (*an increase of 11.54%*). Motion seconded by Dr. Sixkiller. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Sixkiller, Mitchell, and Harris Nay – none

There was no Unfinished Business or 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 6:56 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, 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
657	Payroll	A1222270; Payroll Ending December 7, 2022	\$ 79,731.12
658	BOC-Pryor	FICA \$14,145.70; MED \$3,308.52; FED \$10,863.56	\$ 28,317.78
659	Oklahoma Tax Commission	A1222-270; Payroll Ending December 7, 2022	\$ 4,104.00
660	Oklahoma Centralized Support Registry	A1222-270; Payroll Ending December 7, 2022	\$ 1,241.87
661	Kansas Payment Center/SG10DM000494	A1222-270; Payroll Ending December 7, 2022	\$ 83.54
662	CNCSPC-Cherokee Nation Support	A1222-270; Payroll Ending December 7, 2022	\$ 353.67
663	ADCOMP Systems, Inc.	A1222-281; ANNUAL ARRS/KIOSK	\$ 5,832.80
664	AFLAC Remittance Processing Services	Payroll Deduction for December 2022	\$ 2,492.05
665	Agriland FS, Inc.	202212-570; Fuel	\$ 2,107.54
666	Arkansas Electric Coop, Inc.	20228-353; Bid Quote #939, Electric Material	\$ 6,768.00
667	Accurate Environmental, LLC	A1222-280; Water Samples	\$ 150.00
668	Anixter, Inc.	20228-401; Material and Supplies	\$ 2,201.60
669	AT&T Mobility	A1222-276; Cellular Service for November 2022	\$ 1,488.03
670	B&B Meter Service	202212-560; Material and Supplies	\$ 440.00
671	Bluemark Energy, LLC	Purchased Gas; November 2022	\$ 300,197.07
672	Capital One Trade Credit-Northern Tool	202211-533; Small Tool, 12 Volt Submersible Pump	\$ 1,311.05
673	CBI Wholesale Electric	202212-572; Small Tool, Klein Retractable Screwdrivers	\$ 36.20
674	CINTAS Corporation 063	202212-557; Uniform Rental November 2022	\$ 1,181.45
675	CINTAS First Aid & Safety	202212-564; First Aid Supplies-Warehouse/WWTP	\$ 428.67
676	CINTAS First Aid & Safety	A1222-268; First Aid Supplies-Office	\$ 211.44
677	C&H Sales & Service	202210-502; Annual Transformer Oil Testing	\$ 2,050.00
678	Enviro-Tec America, Inc.	202212-561; Cycle 13 SIR Testing	\$ 45.00
679	Farwest Line Specialties	202212-567; Small Tools	\$ 162.73
680	Fastenal	202212-574; Material & Supplies	\$ 27.20
681	Grand River Dam Authority	Purchased Electric; November 2022	\$ 475,733.11
682	P&K Equipment	202212-578; Tree Crew Supplies	\$ 60.14
683	ISCO Industries	202211-543; Material and Supplies	\$ 570.00
684	Airgas USA, LLC.	202212-573; Monthly Cylinder Rental	\$ 161.71
685	KGM	202212-566; Gas Meter for PCRC	\$ 5,974.36
686	Locke Supply Co.	202212-558; Material, Supplies, and Small Tools	\$ 1,959.20
687	Mike's Tire & Car Care	202212-579; Equipment and Vehicle Maintenance	\$ 357.52
688	Muskogee Sand Company, Inc.	A1222-271; Fraudulent Endorsement Check #4227 Replacement	\$ 221.29
689	OTA-Pikepass	A1222-273; Turnpike Fees for November 2022	\$ 53.72
690	O'Reilly Automotive, Inc.	202212-562; Vehicle Maintenance and Supplies	\$ 569.75
691	Patchwork Pup	202212-577; Embroidery Logos on Outerwear	\$ 45.00
692	Pryor Chevrolet	202212-568; Vehicle Maintenance, Truck # 4	\$ 186.95
693	Pryor Stone	202212-575; Stockpile Rock	\$ 2,294.67
694	Pryor Waste and Recycling, LLC	Solid Waste Disposal fees for November 2022	\$ 113,347.79
695	Pryor Lumber Co., Inc.	202212-559; Material, Supplies, and Small Tools	\$ 688.49
696	Mayes County RWD # 4	Water Service @ WWTP, November 2022	\$ 26.20
697	S&D Electric Motors, Inc.	20228-380; Equipment Maintenance, Chlorine Basin Pump	\$ 52,004.55
698	Sadler Paper Company	A1222-277; City Hall Cleaning Supplies	\$ 44.53
699	Southeastern Testing Laboratory, Inc.	202211-538; Rubber Gloves & Sleeves Testing	\$ 1,661.05
700	SignalTek	202212-580; Equipment Maintenance, Hwy 69/69A Traffic Light	\$ 891.65
701	Sundance Office	202212-565; Supplies for Warehouse and WWTP	\$ 595.51
702	Tractor Supply Credit Plan	202212-571; Equipment Maintenance and Small Tools	\$ 659.84
703	Western Auto	202212-569; Vehicle Maintenance, Truck #4	\$ 89.83
704	Core & Main	20228-375; Bid Quote # 941, Gas Material	\$ 109.65
705A	Core & Main	202111-531; CCP, Bid # 936, Gas Material	\$ 800.00
706A	Core & Main	202211-546; Water Material	\$ 5,316.25
707	Absolute Technologies	A1222-278; Computer Maintenance, T. Willis	\$ 30.98
708	City Of Pryor Creek	Occupational Fee, November 2022	\$ 3,399.94
709	City Of Pryor Creek	A0722-160; Payroll Ending November 25, 2022	\$ 727.48
710A	City Of Pryor Creek	A0822-169; Allocation to City; Payment # 5	\$ 64,600.00
711	Kolker & Kolker, Inc.	A1222-269; Consultant Fee; FY 2021-2022	\$ 5,165.00
712	Kolker & Kolker, Inc.	A1222-272; Consultant Fee; FY 2021-2022	\$ 2,800.00
713	Municipal Utility Board	Solid Waste Billing Fee for November 2022	\$ 6,752.37
714A	Municipal Utility Board	Petty Cash	\$ 391.52
715	U.S. Postal Service	Annual Box Fee	\$ 318.00
716	Share the Comfort WA-RO-MA dba C.A.R.D.	STC Donations for November 2022	\$ 257.74
717	VISA Control Account	A1222-275; Training, Travel, Health Assessment, Outerwear	\$ 2,188.89
718	Oklahoma Natural Gas	Natural Gas Transport Fees for November 2022	\$ 6,044.20
TOTAL			<u>\$ 1,198,061.69</u>

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

PAYROLL DATE: 12/09/2022

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	51	79,731.12
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	51	79,731.12

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 11-24-22 TO 12-7-22

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: Jerie M. Hill for Jared Crisp
GENERAL MANAGERAPPROVED: Garry Harries by Jmk
CHAIRMAN

PO # A1222-270

claim

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