



April 1, 2024

The Municipal Utility Board met in a Regular Session at 6:00 p.m. on Monday, April 1, 2024, with Chairman Harris presiding. The agenda was posted outside in the Pryor City Hall Bulletin Case at 12 North Rowe Street. Members present were: Mr. Garry Harris, Dr. Ken Rains, Ms. Lorri Mitchell, Dr. Art Sixkiller, and Mr. Mark Roberts.

Guests attending were Mrs. Jennifer Adams and Mr. Terry Aylward.

A motion was made by Dr. Rains and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held March 18, 2024. MOTION CARRIED. Votes cast as follows: Ayes – Rains, Roberts, Mitchell, and Harris Dr. Sixkiller abstained which counts as a no vote.

The Board recognized Mr. Crisp who presented the claims for approval.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to approve Claims #1058 - #1105 totaling \$371,955.39 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Roberts, Rains, and Harris Nay – none

The Board recognized there were no persons having business with the Board and Mr. Jared Crisp reported he had no Engineer's Report.

Mr. Jared Crisp reported the Mayes County Board of County Commissioners approved to authorize the renewal of the Annual Interlocal Agreement between Mayes County and Municipal Utility Board of the City of Pryor Creek for Pictometry Products beginning the 1st day of July 2023. Mr. Crisp discussed the usefulness of this tool, originally implemented on January 27, 2020, and the annual requirements. Mr. Ben Sherrer Approved as to Form and Mr. Crisp recommended the Board attest and execute the renewal agreement which requires the signatures of the Board Members annually.

A motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to renew the July 1, 2023 Agreement between Mayes County and Municipal Utility Board of the City of Pryor Creek for Pictometry Products. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Roberts, Rains, and Harris Nay – none

Mr. Jared Crisp reported he had started gathering information to prepare the 2025 Needs Assessment Budget for discussion with the Budget Committee.

The Board recognized Mr. Travis Willis who reported he and Mrs. Jennifer Adams attended the March 27, 2024 OMHRP (Oklahoma Municipal Human Resource Professionals) Meeting hosted by OMAG (Oklahoma Municipal Alliance Group) in Edmond, Oklahoma where the "Do's & Don'ts of Drug Testing" was discussed.

Mr. Travis Willis reported the new lawn care equipment purchased to maintain MUB assets was beneficial and expressed his satisfaction with the Warehouse appearance as the upgrade project comes to an end.

The Board recognized Mrs. Teri Hill who reported she was out of the office for a two-week spring break and conceded to Mrs. Jennifer Adams who reported the business office worked well together in Teri's absence and staff was settling into the organizational adjustments.

The Department Foreman's Report was presented with no comments.

The Chairman requested action on entering into Executive Session for the purpose of: Discussion and consideration of the employment and salary of the Human Resources Director, per 25 O.S. Section 307(B) (1).

At 6:12 p.m. a motion was made by Ms. Mitchell and seconded by Dr. Rains to enter into Executive Session for the purpose of: Discussion and consideration of the employment and salary of the Human Resources Director, per 25 O.S. Section 307(B) (1). MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Rains, Roberts, Sixkiller, and Harris Nay – none

Mr. Ben Sherrer, Mr. Jared Crisp, and Mr. Travis Willis remained in the Executive Session.

A motion was made by Ms. Mitchell and seconded by Dr. Rains to resume the regular session at 6:28 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Rains, Sixkiller, Roberts, and Harris Nay – none

The Chairman noted there was no action taken in Executive Session.

Mr. Jared Crisp recommended the promotion of Mrs. Jennifer Adams from Purchasing Agent Merit to Human Resource Director at an annual salary of \$68,265.60, effective March 28, 2024.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to promote Mrs. Jennifer Adams from Purchasing Agent Merit (\$28.66 per hour to Exempt Status) to Human Resource Director at an annual salary of \$68,265.60, effective March 28, 2024. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

The Chairman requested action on entering into Executive Session for the purpose of: Discussion and consideration of the employment and salary of the Finance Director, per 25 O.S. Section 307(B) (1).

At 6:30 p.m. a motion was made by Ms. Mitchell and seconded by Dr. Sixkiller to enter into Executive Session for the purpose of: Discussion and consideration of the employment and salary of the Finance Director, per 25 O.S. Section 307(B) (1). MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Sixkiller, Rains, Roberts, and Harris Nay – none

Mr. Ben Sherrer, Mr. Jared Crisp, and Mr. Travis Willis remained in the Executive Session.

A motion was made by Ms. Mitchell and seconded by Dr. Rains to resume the regular session at 6:35 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Rains, Sixkiller, Roberts, and Harris Nay – none

The Chairman noted there was no action taken in Executive Session.

Mr. Jared Crisp recommended the promotion of Mrs. Josi Morrison from Head Clerk to Finance Director at an annual salary of \$68,265.60, effective March 28, 2024.

A motion was made by Dr. Sixkiller and seconded by Ms. Mitchell to promote Mrs. Josi Morrison from Head Clerk (\$65,000 annual salary) to Finance Director at an annual salary of \$68,265.60, effective March 28, 2024. MOTION CARRIED. Votes cast as follows: Ayes – Sixkiller, Mitchell, Rains, Roberts, and Harris Nay – none

There was no Unfinished Business or New Business to discuss.

The Board recognized Mr. Ben Sherrer who reported on the status of the declaratory judgement action in District Court for a judicial determination of the legal relationship between Municipal Utility Board and City of Pryor Creek and related issues.

A motion was made by Mr. Roberts and seconded by Dr. Sixkiller to adjourn at 6:37 p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Sixkiller, Rains, Harris, and Mitchell 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
1106	Payroll	A0424067; Payroll Ending April 10, 2024	\$ 81,578.19
1107	BOC-Pryor	FICA \$14,468.56; Medic \$3,383.88; Federal \$10,264.82	\$ 28,117.26
1108	Oklahoma Tax Commission	A0424067; Payroll Ending April 10, 2024	\$ 4,202.00
1109	Oklahoma Centralized Support Registry	A0424067; Payroll Ending April 10, 2024	\$ 1,101.71
1110	Kansas Payment Center/SG10DM000494	A0424067; Payroll Ending April 10, 2024	\$ 83.54
1111	CNCSPC-Cherokee Nation Support	A0424067; Payroll Ending April 10, 2024	\$ 353.67
1112	Oklahoma State Tax Commission	March 2024 Actual Sales Tax/April 2024 Estimated Sales Tax	\$ 56,784.56
1113	Oklahoma Employment Security Commission	1st Quarter CY2024 Employers Unemployment Tax	\$ 8,528.96
1114	AgriLand FS, Inc.	20244165; Fuel	\$ 3,338.32
1115	Accurate Environmental, LLC	A0424064; Water Samples	\$ 300.00
1116	Anixter Inc.	2024267; Bid #950, Electric Material	\$ 7,038.37
1117	AT&T Mobility	A0424071; Cellular Service for March 2024 and I-PAD for Inspector	\$ 1,741.10
1118	Bostick Electric, LLC	20244171; Warehouse Upgrade Project	\$ 21,879.00
1119	BlueMark Energy, LLC	Purchased Gas for March 2024	\$ 61,824.05
1120	Brenntag Southwest, Inc.	20243137; Chlorine Gas	\$ 1,695.40
1121	Brenntag Southwest, Inc.	20244161; Material and Supplies	\$ 1,557.40
1122	Chouteau Lime Company	20244176; Material and Supplies	\$ 75.00
1123	CINTAS Corporation #063	20244164; Uniform Rental for March 2024	\$ 974.78
1124	CINTAS First Aid and Safety	20244160; First Aid Supplies	\$ 432.91
1125	CINTAS First Aid and Safety	A0424063; First Aid Supplies for April 2024	\$ 111.25
1126	Equipment Technology, LLC dba Palfinger OKC	20244168; Vehicle Maintenance, Truck #2	\$ 264.62
1127	Grand River Dam Authority	Purchased Electric for March 2024	\$ 356,482.08
1128	P & K Equipment	20244174; Tree Trimming Supplies	\$ 68.00
1129	Airgas USA, LLC	20244173; Cylinder Rental	\$ 168.86
1130	KSM Exchange, LLC	20244166; Equipment Maintenance, Komatsu Trachoe	\$ 212.10
1131	Locke Supply Co.	20244177; Supplies and Small Tool for Truck #5	\$ 405.54
1132	Oklahoma Ordnance Works Authority	Purchased Water for March 2024	\$ 78,740.37
1133	Oklahoma Ordnance Works Authority	Purchased Wastewater Treatment for March 2024	\$ 924.75
1134	Pryor Waste and Recycling, LLC	Solid Waste Disposal Fee for March 2024	\$ 120,533.29
1135	Professional Pest Control	A0424069; Quarterly Pest Control	\$ 100.00
1136	Pryor Lumber Co., Inc.	20244167; Material, Supplies, and Small Tools	\$ 1,638.76
1137	R & L Tires, LLC	20244178; Vehicle Maintenance, Trucks #5, #12, and #15	\$ 1,080.62
1138	Moore Farms	20243132; Topsoil	\$ 550.00
1139	Mayes County RWD # 4	Water Service for WWTP, March 2024	\$ 29.08
1140	Sencore Diamond Blades	20243151; Material and Supplies	\$ 678.00
1141	Shredders Inc.	20244162; Onsite Shredding for March 2024	\$ 84.00
1142	Sunbelt Solomon Services, LLC	20238375; Bid #947, Electric Material	\$ 35,075.00
1143	The Paper	A0324062; Classified, Employment Opportunity	\$ 112.00
1144	Tractor Supply Credit Plan	20244172; Equip.Replacement, Mower Trailer, Equipment, and Supplies	\$ 2,683.88
1145	Utility Supply Company	20238372; Bid #946, Water Material	\$ 1,038.50
1146	Core & Main	2024298; Water Meter for Xcaliber	\$ 1,287.10
1147	Core & Main	20242102; Water Material	\$ 455.00
1148	Core & Main	20243143; Water Material	\$ 2,508.43
1149	Bobcat White Star	20244170; Equipment Maintenance, Skid Steer	\$ 146.52
1150	Ben Sherrer Law Office, P.C.	A0424072; Attorney Fees for March 2024	\$ 3,635.00
1151	City Of Pryor Creek	Occupational Fee for March 2024	\$ 3,691.08
1152	City Of Pryor Creek	A0823179; Cleaning Payroll Ending April 12, 2024	\$ 1,454.96
1153	City Of Pryor Creek	A0823178; Allocation to City; Payment #9	\$ 64,600.00
1154	Fiber Interactive Technologies	A0424070; Fiber Upgrade for New AMI System	\$ 1,573.94
1155	BOC-Pryor	A0424068; PCAX, Payment #18	\$ 11,518.08
1156	DarkTrace Holdings Limited	A0424073; Cyber Security Annual Partnership Agreement, Payment #2	\$ 23,448.00
1157	Municipal Utility Board	Solid Waste Billing Fees for March 2024	\$ 7,382.16
1158	TPSI	A0324058; Bill/Late Message Print/Mailing, March 2024	\$ 4,025.55
1159	Share the Comfort WA-RO-MA dba C.A.R.D.	STC Donations for March 2024	\$ 203.45
1160	VISA Control Account	A0424065; Misc. and APPA Conference, J. Crisp and T. Willis	\$ 3,100.42
1161	DEQ Admin Services Accounts Payable	20243149; DEQ Water/Wastewater Exam Fees, Samples, Wilkerson, Conseen	\$ 310.00
1162-	Employee Listing for	A0424066; 20 Non FR and 12 FR Participants	
1193	Clothing and Boot Reimbursements		\$ 6,180.00
1194	Sharpe Dry Goods Co.	20244169; 4 Non FR and 7 FR Participants	\$ 2,350.00
		TOTAL	<u>\$ 1,020,456.61</u>

*** REGISTER TOTALS ***

REGULAR CHECKS:		
DIRECT DEPOSIT REGULAR CHECKS:	49	81,578.19
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	49	81,578.19

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 3-28-24 TO 4-10-24

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: Jared Crisp by Jm
GENERAL MANAGER

APPROVED: Carey Wallis by Jm
CHAIRMAN

Claim # : 1106

PO # : A0424-067