



APRIL 6, 2015

The Municipal Utility Board met in Regular Session at 7:00PM on Monday, 6 April 2015 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. Harris, Dr. Lindsey, Ms. Mitchell, and Mr. Roberts. Dr. Sixkiller was absent.

A motion was made by Dr. Lindsey and seconded by Ms. Mitchell to approve the minutes of the Regular Meeting held 16 March 2015. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Mitchell, Roberts and Harris Nay – none

A motion was made by Mr. Roberts and seconded by Ms. Mitchell approving Claims #1043 - #1121 totaling \$774,683.85 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Lindsey and Harris Nay – none

The Board recognized Mr. Steve Powell who gave progress reports on the Force Main Project and the SE 9<sup>th</sup> Street Lift Station Design Project. Mr. Powell also reported that the replacement of the existing water meter at Filter Plant #1 is out for bids and the Bid opening is scheduled on April 23, 2015 at 2pm in the Municipal Utility Board Room.

The Board recognized Mr. Pruettt who encouraged Board Members to familiarize themselves with Article 5 of the City Charter provided with the Municipal Utility Board Policy and Procedure Handbook he distributed at the meeting. He noted the Drug and Alcohol plan is being shared across the State of Oklahoma as a model for other cities and towns. However, the employment policy section is in need of revision.

Mr. Pruettt reported on the OMAG (Oklahoma Municipal Assurance Group) Regional Meeting he attended with Mr. Jared Crisp and Mrs. Teri Hill in Collinsville, Oklahoma on 2 April 2015. This meeting was to inform Oklahoma cities and towns of the services they provide at no cost and to introduce their new website design. OMAG's free resources include Sample Employee Handbooks, Job Descriptions, and Employment Law and Policies. Mr. Crisp will be heavily involved with Key Department Staff in the revision of our outdated employment policy section. Also, the City of Claremore will be hosting an OMAG Regional Safety Meeting on May 6, 2015 that Mr. Crisp and Mrs. Jennifer Adams, MUB Safety Coordinator, will be attending.

Mr. Pruettt reported the current (Municipal Electric Systems of Oklahoma) MESO Mutual Aid Agreement was updated with some minor changes and will require the Chairman's signature. This item will be on the next agenda for approval.

Mr. Pruettt also reported he will be attending the Public Power Day at the State Capital on 7 April 2015 with other State and Municipal Officials.

The Board recognized Mr. Jared Crisp who had no report.

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

A written Department Foreman's Report was presented.

Mr. Pruett discussed the work performance of Mr. Terry Adam's and recommended his reclassification from a Probationary Employee to a Regular Employee including a promotion to C Operator at the Wastewater Treatment Plant (\$18.62 per hour to \$19.42 per hour) effective 9 April 2015.

A motion was made by Dr. Lindsey and seconded by Ms. Mitchell to reclassify Mr. Terry Adam's to a Regular Employee and promote him to a C Operator at the Wastewater Treatment Plant (\$18.62 per hour to \$19.42 per hour) effective 9 April 2015. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Mitchell, Roberts and Harris Nay – none

Mr. Pruett discussed Mr. Ryan Hinton who began his MESO apprenticeship with the City of Claremore Electric Department. Mr. Hinton successfully completed the MESO Apprenticeship Program and has proven to be a solid lineman for the Municipal Utility Board. Mr. Pruett recommended his promotion to a 4<sup>th</sup> Year Apprentice Lineman (\$26.08 per hour to \$26.94 per hour) effective 9 April 2015.

A motion was made by Ms. Mitchell and seconded by Dr. Lindsey to promote Mr. Ryan Hinton to a 4<sup>th</sup> Year Apprentice Lineman (\$26.08 per hour to \$26.94 per hour) effective 9 April 2015. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Lindsey, Roberts and Harris Nay – none

Mr. Pruett discussed the work history of Mr. Jerrad Dill and recommended his promotion to Crew Chief with Merit (\$22.54 per hour to \$23.73 per hour) effective 9 April 2015.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to promote Mr. Jerrad Dill to Gas Department Crew Chief with Merit (\$22.54 per hour to \$23.73 per hour) effective 9 April 2015. MOTION CARRIED. Votes cast as follows: Ayes – Lindsey, Roberts, Mitchell and Harris Nay – none

#### UNFINISHED BUSINESS

The photograph display of current Municipal Board Members in the Board Room is incomplete. Mr. Pruett will schedule appointments with Bonea Photography for our newest Board Members, Ms. Lorri Mitchell and Dr. Art Sixkiller if necessary.

There was no unfinished business.

There was no attorney's report.

A motion was made by Dr. Lindsey and seconded by Mr. Roberts to adjourn at 7:35PM. Votes cast as follows: Ayes – Lindsey, Roberts, 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
1122	Payroll	A0415080 Payroll Ending 8 April 2015	60,825.71
1123	First Priority Bank	FICA-\$10,665.62 MED-\$2,494.38 FED-\$7,588.24	20,748.24
1124	Oklahoma Tax Commission	SWH; Payroll Ending 8 April 2015	2,704.00
1125	Red Crown Credit Union	Payroll Deduction Ending 8 April 2015	3,330.00
1126	Oklahoma Centralized Support Registry	Payroll Deduction Ending 8 April 2015	270.77
1127	Accurate Environmental LLC	A0415093; Water Samples	90.00
1128	APGA SIF	A0415083; Annual SHRIMP Tool Fee	395.00
1129	B & B Meter Service	2015261; Material & Supplies	4,410.33
1130	B & B Meter Service	20154174; Material & Supplies	1,283.00
1131	Brenntag Southwest Inc.	20154149; WWTP Chlorine Cylinders	1,042.78
1132	CenterPoint Energy	Purchased Gas for March 2015	155,619.00
1133	Chouteau Lime Company	20154153; Weed Killer	170.00
1134	C & R Oil Co., Inc.	20154163; Antifreeze	364.00
1135	C & R Oil Co., Inc.	20154165; Fuel	647.43
1136	Courtney Brothers Truck and Tractor	20154164; Equipment Maintenance, 1999 Dump Truck	478.75
1137	Courtney Brothers Truck and Tractor	20154183; Equipment Maintenance, Truck #16	220.30
1138	Office Everything of Pryor	20153148; Warehouse Supplies	21.15
1139	Office Everything of Pryor	A0415092; Warehouse and Office Supplies	426.23
1140	Enviro-Tec America	20154184; March 2015 SIR	30.00
1141	Finley Engineering Company Inc.	A0415086; Engineer Fee, Update Windmil Model	3,080.00
1142	G & M Auto & Wrecker Service	20154161; Equipment Maintenance, Truck #10	742.16
1143	Green Country Testing	20153126; Testing	765.00
1144	HACH Company	20154151; Material & Supplies	54.89
1145	Airgas USA, LLC	20154172; Cylinder Rentals	130.86
1146	Marketing Alliance	A0315053; Website Development & Design, Pmt. #1	537.50
1147	Melton's A/C & Appliance	20154154; Repair Ice Machine	279.60
1148	OMUSA/MESO	A0415087; 4th Qtr. Supervisor Training Fee	450.00
1149	OMUSA/MESO	A0415091; JT&S 3rd Qtr. Safety Training	1,086.50
1150	Mid-Continent Concrete Company	20154171; Concrete	467.25
1151	Mike's Tire & Car Care	20153125; Equipment Maintenance	410.34
1152	Pikepass Government Account Services	A0415085; Turnpike Fees, March 2015	36.11
1153	O'Reilly Auto Parts	20153109; Equipment Maintenance and Supplies	197.60
1154	Oklahoma Ordnance Works Authority	Purchased Water for March 2015	35,836.38
1155	Pryor Automotive Supply	20153104; Equipment Maintenance and Supplies	866.65
1156	Pryor Stone Inc.	20154156; Gravel	1,093.65
1157	Pryor Stone Inc.	20154157; Gravel	526.14
1158	Pryor Waste Recycling LLC	Garbage Billing for March 2015	84,229.35
1159	Pryor Lumber Company	20153105; Material & Supplies	486.44
1160	Mayes County RWD4	WWTP Water Service, March 2015	17.00
1161	Sadler Paper Company	A0415095; Cleaning Supplies	52.50
1162	Sears Commercial One	20154170; Cordless Drill Battery	39.99
1163	Sherwin Williams Company	20153145; Paint	114.01
1164	Tractor Supply Co. Credit Plan	20153123; Material & Supplies	156.49
1165	White Star Machinery	20154155; Equipment Repair, HYD Breaker	2,770.37
1166	Unifirst Holdings Inc.	20153137; Uniform Shirt Rental, March 2015	506.40
1167	Zee Medical Inc.	A0415075; First Aid Kit Supplies	39.50
1168	Mary Lou Carpenter	A0415096; Cleaning Service, April 6-17. 2015	192.50
1169	Sordahl, Inc., PC, Fred H.	A0415081; Attorney Fee, March 2015	550.00
1170	City of Pryor Creek	Occupational Fee for March 2015 Garbage Billing	2,742.11
1171	City of Pryor Creek	Allocation to City, Payment #9	46,000.00
1172	C.F.H.I. dba The Times	A0415090; Legal Publication, Filter Plant Water Meter Bid	48.31
1173	AGES Computers	A0415094; Kingston Data Traveler, Pruett, Crisp, Stout	32.97
1174	Metlife	Payroll Deduction, April 2015	108.50
1175	Municipal Utility Board	Garbage Billing Fee for March 2015	5,484.22
1176	Pryor Printing Inc.	A0415079; Share the Comfort Receipt Books	124.61
1177	Technical Programming Service Inc.	A0315072; Bill Print & Mailing, March 2015	1,292.55
1178	Technical Programming Service Inc.	A0415088; Bill Print & Mailing, April 2015	36.43
1179	WA-RO-MA d/b/a C.A.R.D.	Share the Comfort Donations, March 2015	162.28
1180	VISA Control Card Services	A0415084; Material & Equipment Maintenance	706.06
1181	Abbott, Ryne N.	A0415082; Safety Glasses and Eye Exam Incentive	158.00
1182	Morrison, Josi R.	A0415089; Training/Travel Reimbursement	74.17
1183-	Municipal Utility Board Listing for 43 Total		
1225	Employees & 3 Steel Toe Allowances	A0415097; Clothing and Steel-Toe Boot Reimbursements	4,450.00
1226	Oklahoma Natural Gas	Transportation Fee for March 2015	5,759.80

TOTAL

455,971.88