

APPROVED
6/24/2024

MINUTES
Monday, June 17, 2024

I. CALL TO ORDER

The Board of County Commissioners (BOCC) met at the hour of 9:30 a.m., with the following members present: Chief Deputy Michael Craddock, representing Commissioner Stan Saltee, Commissioner Kelly Dunkerley and Commissioner Karen Keith. Others present: County Clerk Michael Willis.

Karen Keith, Chairman Pro Tem, called the meeting to order at 9:30 a.m., and the following business was transacted:

II. ANNOUNCEMENTS

County Events and Status Updates for Comment and Discussion from: Administrative Services, Building Operations, Court Services, Early Settlement, Election Board, Engineers, Highways, Human Resources, Information Technology, Inspections, Parks, Social Services, Procurement, Assessor, County Clerk, Court Clerk, Sheriff, Treasurer, District Attorney, Drainage District #12, Expo Square, Juvenile Justice, OSU Extension, Presiding Judge, River Parks Authority, Tulsa Area Emergency Management Agency, Public Defender, Chief Deputies and County Commissioners

Chairman Pro Tem advised the announcements and County Events and Status updates were open for comment and discussion. The departments with information gave a report.

III. MINUTES

A. Board of County Commissioner's Meeting of June 10, 2024

B. Board of County Commissioner's Special Meeting of June 13, 2024

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

IV. REPORTS

A. Elected Officials:

1. Assessor - Revolving Fee for 5/2024 (Clerk's Misc. File No. 20241088)

2. Court Clerk:

a. Monthly for 5/2024 (Clerk's Misc. File No. 20241089)

b. Records Management and Preservation Monthly for 5/2024 (Clerk's Misc. File No. 20241090)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

B. County Department - (Election Board) - Monthly for 5/2024 (Clerk's Misc. File No. 20241091)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution by the Commission. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

C. Annual Inventory Certifications:

1. Administrative Services (Clerk's Misc. File No. 20241092)
2. Board of County Commissioners (Clerk's Misc. File No. 20241093)
3. Election Board (Clerk's Misc. File No. 20241094)
4. Engineers (Clerk's Misc. File No. 20241095)
5. Highway District #1 (Clerk's Misc. File No. 20241096)
6. Highway District #2 (Clerk's Misc. File No. 20241097)
7. Highway District #3 (Clerk's Misc. File No. 20241098)
8. Public Defender (Clerk's Misc. File No. 20241099)
9. Sheriff (Clerk's Misc. File No. 20241100)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve the Annual Inventory Certifications. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

V. UNFINISHED BUSINESS

- A. Addendum - (Administrative Services) - #1 to the request to advertise for bids for Envelope & Flatbed Printers, to provide answers to vendor questions (Clerk's Misc. File No. 20241101)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve the addendum. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

B. Amendments

1. Assessor:
 - a. #1 to the agreement with Just Appraised, Inc., CMF #20220182, the most recent renewal, CMF # 20240919, for Professional Service Fees for deed service for a single lump sum of \$1,500 (Clerk's Misc. File No. 20241102)
 - b. #1 to the agreement with Trepp, Inc., CMF# 20240012, to exercise the renewal option effective 7/1/2024 and to update the monthly rate to \$3,333.33. In addition, the scope of services will be expanded to include Trepp Advisory Services (training) for a one-time fee of \$10,000 (Clerk's Misc. File No. 20241103)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

2. Engineers:

- a. #5 to the agreement with Guy Engineering Services, Inc., for the plans to improve East 51st Street South from South 177th East Avenue to South 193rd East Avenue, CMF #241435, for a compensation increase of \$15,795 for moving a city owned sewer manhole to outside the proposed roadways curb line

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to defer the amendment. Upon roll call, Yes- Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

- b. #6 to the agreement with Guy Engineering Services, Inc., for the plans to improve South 193rd East Avenue roundabout, CMF #245534, for compensation increase of \$28,141 for modifications, including surveying the existing Verizon pipeline, revising medians, adding new crosswalks and pedestrian signals (Clerk's Misc. File No. 20241104)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

3. Juvenile Bureau - #3 to the agreement with Oklahoma Commission on Children and Youth, CMF #20190357, CMF #20200805 and CMF #20210742, for the PARB coordinator to support four PARB Boards, 20 hours per week on average; at \$2,500 per month, for total \$30,000 during first renewal term (Clerk's Misc. File No. 20241105)
4. Sheriff - #3 to the agreement with Turn Key Health Clinics, LLC, CMF #20221680, the most recent amendment, CMF #20231040, to update the Staffing Matrix fees and Monthly Reimbursement of Services cost to \$771,214.23 (Clerk's Misc. File No. 20241106)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

VI. ACTION ITEMS

- A. Gasoline & Diesel Fuel Quotes for week ending 6/24/2024 (Clerk's Misc. File No. 20241087)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve the fuel quotes. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

- B. Resolution on Disposition of Funds/Cash Fund Estimate of Needs (Clerk's Misc. File No. 20241107)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

- C. Requests for Approval

1. Board of County Commissioners:
 - a. District #2 grant request to the Oklahoma Cooperative Circuit Engineering District Board's Solid Waste Program, in the amount of \$20,500 for roll-off containers, chainsaw/pole saw purchases, solid waste cleanup, and storm debris cleanup throughout the district for FY 2024-2025 (Clerk's Misc. File No. 20241108)
 - b. District #3 grant request to the Oklahoma Cooperative Circuit Engineering District Board's Solid Waste Program, for \$6,000 for roll-off containers/illegal dumping, \$6,000 for solid waste cleanup, \$5,000 for storm debris cleanup, and \$3,500 for chainsaws for FY 2024-2025 (Clerk's Misc. File No. 20241109)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve the requests. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

2. Budget Division - Tulsa County Agency Fund Recommended for Payment:
Creditor: NACCED; Fund: 500; Item: To sponsor NACCED 49th Annual Educational Conference & Training; Purpose: To sponsor the event scheduled on September 16-19, 2024; Amount Paid: \$10,000 (Clerk's Misc. File No. 20241110)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve the payment. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

3. Engineers:
 - a. Acceptance of Right-of-Way Easement from the John R. Jr. and Janet M. Crouch Revocable Living Trust (CLS-38) (Clerk's Misc. File No. 20241111)

- b. Acceptance of Right-of-Way Easement from Antonio and Eugenia Perez (CLS-42) (Clerk's Misc. File No. 20241112)
- c. Oklahoma Department of Transportation, (ODOT), for payment of right-of-way review appraiser services required for the 121st Street from Highway 75 to Elwood project, State Project JP 33567(04), assigned to Massey & Associates, LLC, in the amount of \$19,800 (Clerk's Misc. File No. 20241113)
- d. Purple Wave, Inc./Purple Wave Auction, to use our brand, logo, artwork, digital images, etc. in conjunction with the sale of surplus County equipment on an online action platform (Clerk's Misc. File No. 20241114)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution, as needed. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

4. Human Resources:

- a. of refund application to Oklahoma Employment Security Commission, (OESC). Tulsa County's quarterly MITF payment to Oklahoma Tax Commission was received and cashed by OESC. Tulsa County has an account with both of these state agencies. This refund request is to correct the mistake made by the State of Oklahoma when the payment was applied to the wrong Tulsa County account. This created an overage on our OESC tax account. We are requesting a refund from OESC for the overage, so that those funds can be applied to our OTC Multiple Injury Trust Fund account (Clerk's Misc. File No. 20241115)
- b. of TCP 120, Orientation Period for New-Hire Employees, establishing policies for the initial orientation period to be completed by all new-hire employees at Tulsa County (Clerk's Misc. File No. 20241116)
- c. of TCP 900, Forms Creation & Control, establishing policies for the creation and control of Tulsa County forms (Clerk's Misc. File No. 20241117)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve and authorize execution, as needed. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

- 5. Parks - of acceptance of grant award in the amount of \$3,500 from the Oklahoma Arts Council via the Community Arts Experience Grant Program, for Art in the Park event (Clerk's Misc. File No. 20241118)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve the award. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

D. Resolutions

- 1. Board of County Commissioners - authorizing the transfer of the balance of funds in the amount of \$3,006.50 from the Vision 2025 Capital Improvements Program, Jenks Trail System Extension Project (P4), which is now complete, to the Tulsa County Sales Tax Trust Account (Clerk's Misc. File No. 20241119)
- 2. Treasurer - designating one or more banks in Tulsa County as an official depository for the Tulsa County Treasurer (Clerk's Misc. File No. 20241120)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve and authorize execution, as needed. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

- E. Sign Contractor's Bond Application, from Summit Locations, LLC, as principal and The Ohio Casualty Insurance Company as Surety, in the amount of \$10,000, for the period April 10, 2024 to April 10, 2025 (Clerk's Misc. File No. 20241121)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution by the Chairman. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

- F. Tort Claim - TC 2024-29, Claimant: Corey and Taryn Anderson, to approve in the amount of \$1,321.53 for incident on 5/3/2024 (Clerk's Misc. File No. 20241122)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve the tort claim. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

G. Agreements

1. Assessor - Standley Systems, LLC, for the purchase of a Canon DR-G2140 USB Production Scanner, Item Number 3149C009, cost \$9,265 (Clerk's Misc. File No. 20241123)
2. Employees' Retirement System of Tulsa County - Hinkle & Company, PC for auditing services; estimated cost \$29,000 (Clerk's Misc. File No. 20241124)
3. Juvenile Bureau - Final Touch Commercial Cleaning, Inc., for professional cleaning services at 500 West Archer Street, Tulsa, OK 741013 for FY 2024-2025; cost \$16,500 per month (Clerk's Misc. File No. 20241125)
4. Parks:
 - a. Oklahoma Heart Institute, to hold a retirement celebration at LaFortune Park from 10:00 a.m. to 3:00 p.m. on 6/29/2024; fee \$150 (Clerk's Misc. File No. 20241126)
 - b. Sheri Murphy, to hold a family reunion at Buddy LaFortune Center from 11:00 a.m. to 6:00 p.m. on 6/6/2024; fee \$1,085 (Clerk's Misc. File No. 20241127)
5. Sheriff and Juvenile Bureau -Tulsa Area Community Intervention Center (TACIC), to provide services regarding officer contact with Tulsa County juvenile offenders and to monetarily support the continued operation of the Center (Clerk's Misc. File No. 20241128)
6. Sheriff - US Fleet Tracking, for monthly service on GPS devices beginning for FY 2024-2025, cost \$359.55 per month (Clerk's Misc. File No. 20241129)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

H. Agreement Renewals

1. Assessor - West Publishing Corporation, dba Thomson Reuters, for renewal of CMF #20230740 for FY 2024-2025 (Clerk's Misc. File No. 20241130)
2. Court Services - JD Young, Think Healthy Systems, for renewal of CMF #20230889 for FY 2024-2025 (Clerk's Misc. File No. 20241131)
3. Employees' Retirement System of Tulsa County:
 - a. PRISA II Fund Manager, LLC, for renewal of CMF #20230611 for FY 2024-2025 (Clerk's Misc. File No. 20241132)
 - b. State Street Global Advisors Trust Company, for renewal of CMF #20231124 for FY 2024-2025 (Clerk's Misc. File No. 20241133)
4. Human Resources – ReliaStar Life Insurance, dba Voya Financial:
 - a. Group Accident Insurance, for renewal of CMF #20230986 for FY 2024-2025 (Clerk's Misc. File No. 20241134)

- b. Group Critical Illness Insurance, for renewal of CMF #20230987 for FY 2024-2025 (Clerk's Misc. File No. 20241135)
 - c. Group Long-term Disability Insurance, for renewal of CMF #20230988 for FY 2024-2025 (Clerk's Misc. File No. 20241136)
 - d. Group Short-term Disability Insurance, for renewal of CMF #20230989 for FY 2024-2025 (Clerk's Misc. File No. 20241137)
 - e. Group Life and Voluntary Group Life Insurance, for renewal of CMF #20230990 for FY 2024-2025 (Clerk's Misc. File No. 20241138)
5. IT:
- a. Bixby Telephone Company, (BTC Broadband), for renewal of CMF #20230906 for FY 2024-2025 (Clerk's Misc. File No. 20241139)
 - b. OneNet, a division of the Oklahoma State Regents for Higher Education, for renewal of CMF #20230103 for FY 2024-2025 (Clerk's Misc. File No. 20241140)
6. Sheriff - Intellitech, Corp., for renewal of CMF #20230663 for FY 2024-2025 (Clerk's Misc. File No. 20241141)
7. Treasurer - Wycom Systems, Inc., for renewal of CMF #20231298 for FY 2024-2025 (Clerk's Misc. File No. 20241142)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

I. Inventory Resolutions

- 1. Board of County Commissioners - Asset disposal: sold - Berry Hill Acres; junked - portable barn, lateral file cabinet (Clerk's Misc. File No. 20241143)
- 2. Budget Division - Asset disposal: junked - computer equipment (Clerk's Misc. File No. 20241144)
- 3. Court Clerk - Asset disposal: junked - time/date clocks and digital recorders (Clerk's Misc. File No. 20241145)
- 4. Court Services - Asset disposal: junked - Halo bulletproof vests (Clerk's Misc. File No. 20241146)
- 5. District Attorney - Asset disposal: junked - computer equipment, refrigerator and shredder; lost - furniture for Victim Services Coordinator and cubicles (Clerk's Misc. File No. 20241147)
- 6. Sheriff - Asset disposal: junked - printer and food delivery carts (Clerk's Misc. File No. 20241148)

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

J. Sole Source - (Sheriff) - Motorola Solutions, Inc., for Motorola service contracts, training and components (Clerk's Misc. File No. 20241149)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

K. Travel/Training

1. Board of County Commissioners - for Sherry Langston, for expenses incurred, in addition to travel, expenses for training, conferences, and meetings (including, but not limited to, registration, lodging, per diem, airfare, mileage, and tolls) which are required for County business in her role as Executive Assistant, for FY 2024-2025, not to exceed \$100 (Clerk's Misc. File No. 20241150)
2. Human Resources - for Cheryl King to attend the Oklahoma Safety and Health Conference & Expo on 7/24-26/2024, in Norman, OK. The early bird registration of \$499 will be taken out of our FY 2024 budget. Hotel and per diem, approximately \$500, will be taken out of our FY 2025 budget; total expense \$999 (Clerk's Misc. File No. 20241151)
3. OSU Extension - Unplanned travel for FY 2024-2025 in the amount of \$300 for the following:
 - a. Brian Jervis (Clerk's Misc. File No. 20241152)
 - b. Hannah Hough (Clerk's Misc. File No. 20241153)
 - c. Janis Dawson (Clerk's Misc. File No. 20241154)
 - d. Stacey Jones (Clerk's Misc. File No. 20241155)

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve the travel/training. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

L. Claims

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution by the Commission. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

M. Blanket Purchase Orders and Emergency Purchase Orders

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to approve and authorize execution by the Commission. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

N. Consideration and Approval of Construction Program Payments

1. Vision 2025 (Clerk's Misc. File No. 20241156)
Creditor: Program Management Group; Trust 816421-59; Item: 10,530-Vision 2025 Program Management; Purpose: Program Administration; Amount Paid: \$27,142.40
2. Vision Tulsa County (Clerk's Misc. File No. 20241157)
Sales Tax Funded Projects Recommended for Payment
Creditor: Program Management Group, LLC; Fund ADMIN/PJ1001; Item: Vision Tulsa County Administration; Purpose: Administration; Amt. Paid: \$10,936.60

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to approve and authorize execution by the Chairman Pro Tem. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

- O. Executive Session - (District Attorney) - Requested by Douglas Wilson - Pursuant to 25 O.S. § 307(B)(4), I am requesting this matter be discussed in Executive Session between the Board and its attorney for the purpose of confidential communications concerning a pending claim, to-wit: *Potential claim against Berryhill Fire Protection District re AHJ jurisdiction*, disclosure of the details of which its attorney advises would seriously impair the ability of the Board to proceed in the public interest

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to go into Executive Session. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion Carried.

Executive Session commenced at 9:47 p.m.

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to reconvene the regular meeting at 10:00 a.m. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

P. Discussion and Possible Action Regarding Executive Session Item

Motion made by Kelly Dunkerley, seconded by Michael Craddock, to authorize the Chairman to work with the District Attorney's office to craft a letter to the State Fire Marshall clarifying the law on the items as discussed in Executive Session, to-wit: *Potential claim against Berryhill Fire Protection District re AHJ jurisdiction*. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried. (Clerk's Misc. File No. 20241158)

VII. NEW BUSINESS

In accordance with the Open Meeting Act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

There was no new business.

VIII. ADJOURN

Motion made by Michael Craddock, seconded by Kelly Dunkerley, to adjourn the meeting. Upon roll call, Yes - Michael Craddock, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

BOARD OF COUNTY COMMISSIONERS



Stan Saltee, Chairman

ATTEST:



Michael Willis, Tulsa County Clerk

