

MINUTES  
Monday, November 4, 2024

APPROVED  
11/12/2024

I. CALL TO ORDER

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

Stan Sallee, Chairman, called the meeting to order at 9:30 a.m., and the following business was transacted:

II. PLEDGE OF ALLEGIANCE

Chief Deputy James Rea led the Pledge of Allegiance.

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

IV. PROCLAMATION

- A. As a Green Light for Veterans County, Tulsa County hereby declares November 4th through Veterans Day, November 11, 2024, a time to salute and honor the service and sacrifice of our men and women who served in the military; and that in observance of Operation Green Light, the Tulsa County Board of Commissioners encourages its citizens to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence (Clerk's Misc. File No. 20242033)

Commissioner Sallee summarized the Proclamation and recognized the Veterans present. Motion made by Karen Keith, seconded by Kelly Dunkerley, to approve the Proclamation. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

V. MINUTES

- A. Board of County Commissioner's Meeting of October 28, 2024

- B. Board of County Commissioner's Special Meeting of October 31, 2024

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

VI. UNFINISHED BUSINESS

- A. Bid Awards & Recommendations:

1. Board of County Commissioners - Request for Qualifications for Architect & Engineering Services for OSU Extension Building - Deferred

2. Building Operations - Request for Proposals for Tulsa County Courthouse Elevator Assessment & Repair - Deferred

Motion made by Karen Keith, seconded by Kelly Dunkerley, to defer the recommendations. Upon roll call, Yes- Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

B. Amendments

1. Board of County Commissioners - Family Safety Center, Inc., ARPA Beneficiary agreement CMF #20230652, to amend the performance period from 12/31/2024 to 12/31/2026 (Clerk's Misc. File No. 20242034)
2. County Clerk - #1 to the agreement with Kofile Technologies, Inc., CMF #20241755, to change the services for Commissioner Minutes volumes 2-20 to include new additional binders at a cost of \$350 each, for a revised cost of \$116,212.78 (Clerk's Misc. File No. 20242035)

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

C. Change Orders

1. Board of County Commissioners - #1 to the agreement with J.E. Dunn Construction, CMF #20240200, for the Preconstruction Phase for the Tulsa County Courthouse, to provide Supplemental Funding of Contractor's preconstruction services, increasing the contract by \$87,855 for a new contract sum of \$284,347 (Clerk's Misc. File No. 20242036)
2. Sheriff - #1 to the agreement with Scissor Tail Construction, CMF #20232022, for the David L. Moss Master Control Room & Operations Desk Remodel, for the removal of F hall desk and flooring repair and change to master control sliding deal tray per state Fire Marshall, increasing the contract by \$19,611.25, for a new contract sum of \$294,512.25 (Clerk's Misc. File No. 20242037)

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

- D. Zoning Application Hearing and Possible Action - (Tulsa Metropolitan Area Planning Commission) - CZ-556 and related PUD-869, Applicant: Megan Pasco, Property Owner: Bagwell, Eva Sue Rev Trust, Location: West of the northwest corner of E. 151st St. S. and S. East Ave. The request is to rezone 100 ± acres from AG to RS for residential use. On meeting date of August 7, 2024, TMAPC voted 8-0-0 to recommend that the County Commission approve the rezoning of 100 ± acres from AG to RS, and from AG to PU-869 - Deferred from 10/21/2024 agenda

Motion made by Karen Keith, seconded by Kelly Dunkerley, to enter into a public hearing at 9:48 a.m. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

Jay Hoyt, representing the Tulsa Metropolitan Area Planning Commission, presented the zoning application. Megan Pasco, the applicant, of 5323 S. Lewis Ave., Tulsa, Oklahoma, was the only person signed up to speak in favor of the zoning. Director of Inspections, Teresa Tosh, voiced concerns regarding the area being in the floodplain, as did Joe Kralicek, noting that two miles of Tulsa County access roads would need to be raised five feet. Alex Mills noted that he would not authorize the platting to go forward until the access road issues were resolved.

Motion made by Kelly Dunkerley, seconded by Karen Keith, to close the public hearing at 10:05 a.m. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

Motion made by Karen Keith, seconded by Kelly Dunkerley, to defer until 11/18/2024 to allow for continued discussion and agreement prior to proceeding. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Saltee. No - None. Abstain - None. Motion carried.

## VII. ACTION ITEMS

- A. New or Replacement Procurement Officers - (Court Fund) - designating Danielle Rutledge as new Receiving Specialist for CC 4150 Public Defender (Clerk's Misc. File No. 20242038)

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

- B. Appointment - (Board of County Commissioners) - Commissioner Dunkerley - of Shayne Buchanan to the Glenpool Area Medical Services District, effective immediately, to complete the term of Brandon Kearns who resigned on 10/7/2024. This appointment is for a five-year term to expire 5/31/2027 (Clerk's Misc. File No. 20242039)

Motion made by Karen Keith, seconded by Kelly Dunkerley, to approve the appointment. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Saltee. No - None. Abstain - None. Motion carried.

### C. Requests for Approval

1. Board of County Commissioners - Submission of proposed floodplain regulations to the Oklahoma Water Resources Board (Clerk's Misc. File No. 20242040)
2. Budget Division:
  - a. Tulsa County Agency Fund Recommended for Payment: (Clerk's Misc. File No. 20242041)  
Creditor: Crawford & Associates, P.C.; Fund: 500; Item: Professional Services rendered through 10/15/2024; Purpose: Work in Progress on Preparation of annual financial statements for FY24; Amount Paid: \$3,600
  - b. TCIA Juvenile Justice Capital Improvement 16 Construction Fund Payment: (Clerk's Misc. File No. 20242042)  
Creditor: DaVco Heating Cooling and Plumbing LLC.; Fund: 505; Item: Invoice no. i6769; Purpose: Replacement of RTU; Amount Paid: \$74,433  
Creditor: Scovil & Sides Hardware Company.; Fund: 505; Item: Invoice no. 0123230-IN; Purpose: Repair of door locks and their parts; Amount Paid: \$8,192.50
3. Building Operations - Oklahoma Department of Environmental Quality, to permit 3 Astrophysics XIS 6040 X-Ray Machines located at the Tulsa County Courthouse for the purpose of utilizing the equipment to scan bags, briefcases, documents, and package delivery screening (Clerk's Misc. File No. 20242043)
4. Court Services - of Tulsa County Policy (TCP 2106) Prohibited Relationships between Court Services Employees and Current or Recent Clients/Offenders, which establishes policies for prohibiting certain inappropriate activities and relationships between Court Services employees and current or recent clients/offenders (Clerk's Misc. File No. 20242044)
5. Engineers - Acceptance of Right-of-Way Easement in Tulsa County from James and Marie Koelsch (CLS-54) (Clerk's Misc. File No. 20242045)

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

6. Human Resources:

- a. of Tulsa County Pharmacy Operation Policy (TCP 730) (Clerk's Misc. File No. 20242046)
- b. Revocation of Tulsa County Policies:
  - 1) Data Processing Standards, Regulations and Forms (TCP 301), Assigning System, Job, and Program Numbers (TCP 302), and Telephone Services (TCP 303), Using Direct Inward Dial Number for Heavy Phone Usage (TCP 304), Updating County Numbers in SW Bell Blue Pages (TCP 305), County Switchboard Operations Training (TCP 306), Money & Valuables Found in the Courthouse (TCP 307), and System Development and Maintenance (TCP 381) (Clerk's Misc. File No. 20242047)

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

2) Military Leave for Qualifying Employees (TCP 107-G)

3) Paid Funeral Time for Full-Time Regular Employees (TCP 107-D)

Motion made by Kelly Dunkerley, seconded by Karen Keith, to strike these two revocations. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

7. INCOG - Urban County CDBG Project: City of Glenpool - Kendalwood Boulevard Inlet and Street Rehabilitation - Certifying Officer under the National Environmental Policy Act of 1969 to assume overall responsibility for the environmental review process, including signing required certifications; and Make a Finding of Categorically Excluded/Converts to Exempt on the project (Clerk's Misc. File No. 20242048)

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

D. Agreements

1. Assessor - Home Builders Association of Greater Tulsa, Inc., for booth rental at the SageNet Center at Expo Square for the Greater Tulsa Home and Garden Show 3/6-9/2025; fee \$2,080 (Clerk's Misc. File No. 20242049)
2. District Attorney - University of Oklahoma, Health Sciences Center, Jeffrey Sanders, M.D., MHA, to provide psycholegal case consultation, interview evaluations, report writing, and providing forensic psychiatry services, from 11/4/2024 through 6/30/2025; cost \$250/hour (Clerk's Misc. File No. 20242050)
3. IT:
  - a. Alias Forensics, for cybersecurity incident response planning and review; cost \$12,600 (Clerk's Misc. File No. 20242051)
  - b. StateRAMP, for cybersecurity security reviews and to provide access to continuous monitoring reports (Clerk's Misc. File No. 20242052)
  - c. Workday, Inc., to acquire Training Credits; cost \$3,200 (Clerk's Misc. File No. 20242053)
4. Juvenile Bureau - Nixon Power Services, for annual service on the Koherl 2000REOZMD Generator located at 500 W. Archer Tulsa, OK 74103 from 12/1/2024 through 11/30/2025; cost \$2,412 (Clerk's Misc. File No. 20242054)

5. Parks - Michelle Brazzell, to provide Yoga classes at Buddy LaFortune Rec, South County Rec, Chandler Rec and O'Brien Rec from 11/5/2024 through 11/5/2025; fee 20% of paid enrollment (Clerk's Misc. File No. 20242055)
6. Social Services - BSCA Technology, Inc., dba Track Trace RX, Inc., subscription service for the George Prothro, M.D. Pharmacy; cost: \$900/yr. (Clerk's Misc. File No. 20242056)
7. Treasurer - Home Builders Association of Greater Tulsa, Inc., for booth rental at the SageNet Center at Expo Square for the Greater Tulsa Home and Garden Show, 3/6-9/2025; cost \$1,230 (Clerk's Misc. File No. 20242057)

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

- E. Request to Advertise for Qualifications - (Election Board) - Construction Management At-Risk Services for the Tulsa County Election Board Buildout (Clerk's Misc. File No. 20242058)

Motion made by Kelly Dunkerley, seconded by Karen Keith, to approve the request to advertise. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Saltee. No - None. Abstain - None. Motion carried.

F. Inventory Resolutions

1. Administrative Services - Asset disposal: junked - pin bar puncher (Clerk's Misc. File No. 20242059)
2. Building Operations - Request to surplus: hutch and pedestal desk (Clerk's Misc. File No. 20242060)
3. County Clerk - Request to surplus: telephone equipment (Clerk's Misc. File No. 20242061)
4. Court Services - Asset reinstatement: bulletproof chest protector (Clerk's Misc. File No. 20242062)
5. IT - Request to surplus: Computer & telephone equipment, cameras (Clerk's Misc. File No. 20242063)
6. Sheriff - Asset disposal: junked - floor scrubber (Clerk's Misc. File No. 20242064)

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

G. Utility Permits - Engineers:

1. Cox Communications, for the cross of N. Yale Ave., approximately 0.5 mi. N. of the SW Corner of Section 03 -20N-13E (Clerk's Misc. File No. 20242065)
2. ONE Gas, Inc., for the crossing of E. 120th Street North, approximately 0.76 mi. W. & 0.38 N. of the US 169 & SH 20 junction (Clerk's Misc. File No. 20242066)

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

H. Claims

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

I. Blanket Purchase Orders and Emergency Purchase Orders

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

J. Construction Program Payments

1. Vision Tulsa County (Clerk's Misc. File No. 20242067)

**Sales Tax Funded Projects Recommended for Payment**

Creditor: Pivotal Optics Inc.; Fund: ITSSN/PJ1598; Item: IT Servers, Storage, Network Switch; Purpose: Materials; Amount Paid \$1,219.02

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

K. Juvenile Detention Home Update to Accept & File for 10/23-30/2024 (Clerk's Misc. File No. 20242068)

David Parker presented the following update:

- Staffing: We recently conducted interviews for accounting positions. However, we have not yet found a suitable candidate. As a result, we have reopened the position and are actively seeking qualified applicants. As part of our efforts to improve employee morale, we are pleased to announce that we will be designating special parking spots for the Employee of the Month.
- Meeting: Advisory meeting with the Board October 24, 2024.
- The Tulsa County Detention Home: The Tulsa County Detention Home will be providing a 90-day verbal update on changes, improvements since the commissioners have assumed responsibility of the facility.

Current Facility Population Report as of 10/30/2024: First Degree Murder – 1; Possession Firearm Minor Misd. – 2; Minor in Possession of Weapon after Adjudicated Larceny of Vehicle – 1; Shooting with Intent to Kill – 3; Assault w/dangerous weapon – 2; Lewd proposals/ Act w/child – 1; Burglary III – 1; Burglary II – 2; Domestic Assault w/dangerous weapon Obstruction of Public Office – 3; Runaway – 1; Domestic Assault and Battery – 1; Arson – 1

Motion made by Kelly Dunkerley, seconded by Karen Keith, to accept and file the update. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Saltee. No - None. Abstain - None. Motion carried.

L. Executive Sessions - District Attorney:

1. Requested by Andrew Higginbotham - Pursuant to 25 O.S. § 307(B)(4), I am requesting that 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: *Tort Claim TC-2023-28 - Leo Bray, Sr.*, disclosure of which will seriously impair the ability of the public body to process the claim in the public interest
2. Requested by Douglas Wilson - Pursuant to 25 O.S. § 307(B)(4), I am requesting that this matter be discussed in Executive Session between the Board and its attorney, for the purpose of confidential communications concerning possible official action regarding a pending claim, to wit: *Tort Claim TC-2024-49: Leigh Rosas v. Tulsa County*, 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 Karen Keith, seconded by Kelly Dunkerley, to go into Executive Session. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Saltee. No - None. Abstain - None. Motion Carried.

Executive Session commenced at 10:14 a.m.

Motion made by Karen Keith, seconded by Kelly Dunkerley, to reconvene the regular meeting at 10:53 a.m. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

M. Discussion and Possible Action Regarding Executive Session Items

Motion made by Kelly Dunkerley, seconded by Karen Keith, to grant settlement authority to the District Attorney, up to the amount discussed in Executive Session, to-wit: *Tort Claim TC-2023-28: Leo Bray Sr.* Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried. (Clerk's Misc. File No. 20242069)

Motion made by Karen Keith, seconded by Kelly Dunkerley, to grant settlement authority to the District Attorney up to the amount discussed in Executive Session, to-wit: *Tort Claim TC-2024-49: Leigh Rosas v. Tulsa County.* Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried. (Clerk's Misc. File No. 20242070)

VIII. 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.

IX. ADJOURN

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

BOARD OF COUNTY COMMISSIONERS



Stan Sallee, Chairman

ATTEST:



Michael Willis, Tulsa County Clerk

