

(Agenda of meeting was posted on the Tulsa County website at [www.tulsacounty.org](http://www.tulsacounty.org) on April 16, 2021 at 8:45 a.m.)

MINUTES  
Monday, April 19, 2021

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 Ron Peters appearing in person, Commissioner Karen Keith appearing in person, and Commissioner Stan Sallee appearing in person. 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. ANNOUNCEMENTS

County Events and Status Updates for Comment and Discussion from: Administrative Services, Building Operations, Court Services, Election Board, Human Resources, Information Technology, Parks, Purchasing, Social Services, Engineering, Highways, Inspections, Sheriff, Assessor, County Clerk, Court Clerk, Treasurer, District Attorney, Presiding Judge, Juvenile Justice, Expo Square, INCOG, Tulsa Area Emergency Management Agency, OSU Extension, CC Library, CC Health Department, River Parks Authority, Levee Drainage District #12, Board of County Commissioners Chief Deputies, Director of Governmental Affairs

Chairman 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 Commissioners Special Meeting of April 8, 2021

B. Board of County Commissioners Meeting of April 12, 2021

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

IV. REPORTS

A. Assessor - Monthly Revolving Fund for 3/2021 (Clerk's Misc. File No. 20210708)

B. County Clerk - Quarterly E-911 Funds from 7/1/2020 to 3/31/2021 (Clerk's Misc. File No. 20210709)

C. Court Clerk - Monthly for 3/2021 (Clerk's Misc. File No. 20210710)

D. Treasurer - Depository Summary of Daily Analysis for 3/2021 (Clerk's Misc. File No. 20210711)

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

V. UNFINISHED BUSINESS

A. Bid Openings - TC Departments

1. Automotive Batteries

a. Advance Auto Parts (Clerk's Misc. File No. 20210712)

b. Bumper to Bumper Auto Parts (Clerk's Misc. File No. 20210713)

c. Batteries Plus Bulbs (Clerk's Misc. File No. 20210714)

d. XL Parts/Dealer Service Warehouse (Clerk's Misc. File No. 20210715)

Motion made by Ron Peters, seconded by Karen Keith, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on April 26, 2021. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

2. Commercial Flat Glass

a. AAA Glass & Mirror of Oklahoma, LLC (Clerk's Misc. File No. 20210716)

Motion made by Karen Keith, seconded by Ron Peters, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on April 26, 2021. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

3. Deodorizing Agents and Cleaners

a. Advanced Industrial Solutions (Clerk's Misc. File No. 20210717)

b. Empire Paper Company (Clerk's Misc. File No. 20210718)

c. Office Depot, LLC (Clerk's Misc. File No. 20210719)

d. Safety First Supply Company, LLC (Clerk's Misc. File No. 20210720)

e. Acuity Specialty Products, Inc. dba Zep Sales and Service (Clerk's Misc. File No. 20210721)

Motion made by Ron Peters, seconded by Karen Keith, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on April 26, 2021. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

B. Bid Award & Recommendation - (Highways) - Sign and Delineator Posts, Brackets and Markers - to Xcessories Squared Development & Manufacturing, Inc., the lowest and best bid received. This award is for one year beginning 4/25/2021 (Clerk's Misc. File No. 20210722)

Motion made by Karen Keith, seconded by Ron Peters, to approve the bid award. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

C. Addendums

1. Assessor - #9 to the agreement with Harris Systems USA, Inc., CMF #230887, to extend maintenance services for the RealWare Support software from 7/1/2021 to 6/30/2022 (Clerk's Misc. File No. 20210723)

2. TC Departments - #1 to the notice to bidders for Air Handler Filters set to open on 4/26/2021, to provide answers to vendor questions and a revised bid form (Clerk's Misc. File No. 20210724)

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

D. Amendment #2 - (Highways) - to the bid award for Reflective Sign Sheeting to 3M Company, CMF #247931, to extend the award for one year beginning 5/29/2021 with no changes to terms of the bid (Clerk's Misc. File No. 20210725)

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

E. Change Orders

1. Board of County Commissioners:

a. #42 to the agreement with A.C. Owen Construction, LLC for the construction of the Tulsa County Maintenance Facilities in Districts 1 and 3, CMF# 247111, to provide electrical for the security cameras at the District 1 site. The contract

sum will be increased by \$2,076.32 for a revised total contract sum of \$7,447,439.59 (Clerk's Misc. File No. 20210726)

- b. #43 to the agreement with A.C. Owen Construction, LLC for the construction of the Tulsa County Maintenance Facilities in Districts 1 and 3, CMF# 247111, to provide electrical for the security cameras at the District 3 site. The contract sum will be increased by \$3,994.96 for a revised total contract sum of \$7,451,434.55 (Clerk's Misc. File No. 20210727)

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

2. Highways - #3 to the to the agreement with Construction Enterprises Incorporated for the Fueling Stations at the Tulsa County Maintenance Facilities in Districts 1 and 3, CMF #20202825, to increase the number of days required for substantial completion due to unforeseen delays involving weather, soil testing, and concrete. The contract sum is unchanged and remains \$520,474.23. The contract time will be increased by 40 calendar days resulting in a revised substantial completion date of 5/8/2021 (Clerk's Misc. File No. 20210728)

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

## VI. ACTION ITEMS

- A. Gasoline & Diesel Fuel Quotes for week ending 4/26/2021 (Clerk's Misc. File No. 20210729)

Motion made by Ron Peters, seconded by Karen Keith, to approve the gasoline and diesel fuel quotes. Upon roll call, Yes - None. No - None. Abstain - None. Motion carried.

- B. Resolution on Disposition of Funds/Cash Fund Estimate of Needs from 3/11/2021-4/14/2021 (Clerk's Misc. File No. 20210730)

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

- C. Appointment - (Commissioner Sallee) - Mayor Larry Shafer to the Tulsa County Criminal Justice Authority effective immediately with term to expire 7/31/2022 (Clerk's Misc. File No. 20210731)

Motion made by Ron Peters, seconded by Karen Keith, to approve the appointment. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

- D. Requests for Approval

1. Board of County Commissioners - Updated Employee Handbook (Clerk's Misc. File No. 20210732)
2. Employees' Retirement System of Tulsa County - Application for Renewal of Trustee Insurance (Clerk's Misc. File No. 20210733)

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

- E. Request for Public Hearing - (Drainage District #12) - to be held May 17, 2021 at 9:30 a.m. to discuss report and budget request for FY 2021-2022 in the sum of \$999,750 (Clerk's Misc. File No. 20210734)

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

- F. Resolution - (Engineers) - Authorizing the filing of Magnolia Heights Public Subdivision plat, as required under Title 19 O.S., § 288.1 (Clerk's Misc. File No. 20210735)

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

G. Agreements

1. Court Clerk - Kodak Alaris, Inc. - for standard maintenance, software maintenance and software assistance services (Clerk's Misc. File No. 20210736)
2. Court Services - BI Incorporated - for electronic monitoring services (Clerk's Misc. File No. 20210737)
3. Election Board - Mail Finance, Inc. - to add a Innovolt SmartProtect Plus device to the existing lease agreement made through Oklahoma Statewide Contract SW1008N for a Quadient IS5000/EMSMC Postage System; cost of \$10.00/month (Clerk's Misc. File No. 20210738)
4. Engineers:
  - a. The Greens at Broken Arrow, a Limited Partnership - for the purchase of right of way and easements for the widening of 51st Street between 177th and 193rd East Ave, Parcels 5.1/5.2/5.3/5.4/5.5/5A/5B/5C, in the amount of \$22,028.25 (Clerk's Misc. File No. 20210739)
  - b. The Greens at Broken Arrow Phase II, a Limited Partnership - for the purchase of right of way and easements for the widening of 51st Street between 177th and 193rd East Ave, Parcels 4.1/4A/4B, in the amount of \$23,378.25 (Clerk's Misc. File No. 20210740)
  - c. The Greens at Broken Arrow Phase III, a Limited Partnership - for the purchase of right of way and easements for the widening of 51st Street between 177th and 193rd East Ave, Parcel 7.1, in the amount of \$2,853.25 (Clerk's Misc. File No. 20210741)
5. Juvenile Bureau - Oklahoma Commission on Children and Youth - Contract Extension and Modification #2, CMF #20190357, to extend for one year beginning 7/1/2021 to 6/30/2022 and to increase the number of hours worked from 20 to 35 hours per week and a monthly pay increase from \$2,000 to \$3,500 (Clerk's Misc. File No. 20210742)
6. Parks - Push Pedal Pull - for preventative maintenance on exercise equipment at South County Community Center and Chandler Park for FY 2021-2022; cost of \$1,400 (Clerk's Misc. File No. 20210743)
7. Sheriff - Schindler Elevator Corporation - to provide and install hydraulic oil filtration for two elevators at David L. Moss, 300 N Denver Ave, Tulsa, OK 74103; cost of \$3,600 (Clerk's Misc. File No. 20210744)

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

H. Agreement Renewals - County Clerk

1. eRecording Partners Network, LLC - for renewal of CMF #20200872 for FY 2021-2022 (Clerk's Misc. File No. 20210745)
2. Simplifile - for renewal of CMF #20200873 for FY 2021-2022 (Clerk's Misc. File No. 20210746)

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

I. Inventory Resolutions

1. County Clerk - Junked - Misc. Items (Clerk's Misc. File No. 20210747)
2. Drainage District #12 - Junked - Computer (Clerk's Misc. File No. 20210748)
3. OSU Extension - Transferred to Parks - Dell Computer (Clerk's Misc. File No. 20210749)

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

J. Sole Sources - Building Operations

1. Fluke Corporation dba eMaint Enterprises, LLC - for SaaS based Computerized Maintenance Management Software (CMMS) used by Tulsa County Building Operations and Fleet Maintenance (Clerk's Misc. File No. 20210750)
2. Schindler Elevator Corporation - for maintenance on escalator, Schindler is the only manufacturer of the 9300 model escalator and its components (Clerk's Misc. File No. 20210751)

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

K. Utility Permits - (Engineers) - AT&T Oklahoma:

1. to parallel E. 76th St. N., Whirlpool Dr., and E. 66th St. N. (Clerk's Misc. File No. 20210752)
2. to cross and parallel S. 116th W. Ave (Clerk's Misc. File No. 20210753)

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

L. Travel/Training - (OSU Extension) - Augustus Holland:

1. to OAE4-HA from 5/13-14/2021 (Clerk's Misc. File No. 20210754)
2. to OAEAA Conference from 6/29-7/1/2021 (Clerk's Misc. File No. 20210755)

Motion made by Karen Keith, seconded by Ron Peters, to approve the travel/training requests. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

M. Personnel Actions

1. Administrative Services (Clerk's Misc. File No. 20210756)
2. Building Operations (Clerk's Misc. File No. 20210757)
3. Court Services (Clerk's Misc. File No. 20210758)
4. Election Board (Clerk's Misc. File No. 20210759)
5. Highways (Clerk's Misc. File No. 20210760)
6. IT (Clerk's Misc. File No. 20210761)
7. Parks (Clerk's Misc. File No. 20210762)
8. Social Services (Clerk's Misc. File No. 20210763)

Motion made by Ron Peters, seconded by Karen Keith, to approve the personnel actions. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

N. Juvenile Bureau Personnel Actions to Accept & File (Clerk's Misc. File No. 20210764)  
Motion made by Karen Keith, seconded by Ron Peters, to accept and file the Juvenile Bureau personnel actions. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

O. CC Health Department Documents to Accept & File

1. Agreements/License Renewal

- a. Gold Star Security and Investigations, Inc - for security patrol services for CRHC from 1/1/2021 to 6/30/2022; cost of \$350/mo. (Clerk's Misc. File No. 20210765)
- b. General Financial Services, Inc. - for lease for South WIC 6831 S. Peoria Ave, Riverpark Square Shopping Center from 1/1/2021 to 12/31/2022; cost of \$1,631.06/mo. (Clerk's Misc. File No. 20210766)
- c. AHS Oklahoma Physicians Group dba-Utica Park - for subcontract work for Tulsa Healthy Start Program from 4/1/2021 to 3/31/2022; cost of \$65,756/yr. (Clerk's Misc. File No. 20210767)
- d. Ayres-Griffin, Colleen, LPC, LADC - for renewal of subcontract for Healthy Start Program coordination, performance monitoring, collaboration with Staff and case management reports from 4/1/2021 to 3/31/2022; cost of \$85/hr. not to exceed \$53,040 + \$4,000 travel expenses per year (Clerk's Misc. File No. 20210768)
- e. Indian Health Care Resource Center of Tulsa, Inc - for subcontracted services for Healthy Start Program from 4/1/2021 to 3/31/2022; cost of \$50,639/yr. (Clerk's Misc. File No. 20210769)
- f. Saxum, Inc. - for marketing services for the COVID-19 vaccine campaign from 4/5/2021 to 6/30/2021; cost of \$240,000 (Clerk's Misc. File No. 20210770)
- g. R&M Music Co. - for renewal of lease for WIC Broken Arrow from 1/1/2021 to 12/31/2021; cost of \$1,200/mo. (Clerk's Misc. File No. 20210771)
- h. Mechanical License Renewal for David Dugan (Clerk's Misc. File No. 20210772)

Motion made by Ron Peters, seconded by Karen Keith, to accept and file the CC Health agreements and license renewal. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

2. Personnel Actions (Clerk's Misc. File No. 20210773)

3. Travel/Training (Clerk's Misc. File No. 20210774)

Motion made by Karen Keith, seconded by Ron Peters, to accept and file the CC Health personnel actions and travel/training requests. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

P. Claims to be Disallowed (payments cancelled as of 4/12-16/2021)

There were no claims to be disallowed.

Q. Claims (payments for bills to be paid by 4/5-9/2021)

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

R. Blanket Purchase Orders and Emergency Purchase Orders Submitted from 4/12-16/2021

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

S. COVID-19 Virus Discussion and Update

Joseph Kralicek, Director of Tulsa Area Emergency Management Agency, gave an update on COVID-19 numbers in Tulsa County.

- T. Discussion and possible action approving the appropriation and use of funds received from the U.S. Department of Treasury under the “Coronavirus Aid, Relief, and Economic Security (CARES) Act”, the “Coronavirus Response and Relief Supplemental Appropriations Act of 2021”, the “Emergency Rental Assistance Program”, and/or the “American Rescue Plan Act of 2021” and the “Coronavirus State and Local Fiscal Recovery Fund” contained therein

There were no CARES funding requests.

U. Executive Sessions - District Attorney

1. 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: Increase in Vicinity Energy Bills (water and steam) to Tulsa County and its affiliates, disclosure of the details of which its attorney advises would seriously impair the ability of the Board to proceed in the public interest
2. Requested by James Rea, Pursuant to 25 O.S. § 307(C)(11), the Board may meet in executive session for purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business, *In re: Oklahoma Jazz Hall of Fame, Inc.*, pending in the United States Bankruptcy Court for the Northern District of Oklahoma, Case No. 21-10047-M-11

Motion made by Ron Peters, seconded by Karen Keith, to go into Executive Session. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion Carried.

Executive Session commenced at 9:47 a.m..

Motion made by Ron Peters, seconded by Karen Keith, to reconvene the regular meeting at 10:23 a.m. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

V. Discussion and Possible Action Regarding Executive Session Items

No action taken on Executive Session #1.

Motion made by Ron Peters, seconded by Karen Keith, to pay the undisputed amount of the Vicinity Energy bill from February 2021, to-wit: Increase in Vicinity Energy Bills (water and steam) to Tulsa County and its affiliates. Upon roll call, Yes - Ron Peters, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried. (Clerk’s Misc. File No. 20210775)

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

BOARD OF COUNTY COMMISSIONERS

Stan Sallee, Chairman

ATTEST:

Michael Willis, Tulsa County Clerk