

(Agenda of meeting was posted outside of the Tulsa County Headquarters Building and on the Tulsa County website at www.tulsacounty.org on February 1, 2024 at 1:21 p.m.)

MINUTES
Monday, February 5, 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

Commissioner Stan Sallee 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. MINUTES

A. Board of County Commissioner's Meeting of January 29, 2024

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.

V. UNFINISHED BUSINESS

A. Bid Openings

1. Engineers - Cold-Milling Services

a. A&A Asphalt, Inc. (Clerk's Misc. File No. 20240182)

b. Sherwood Construction Co., Inc. (Clerk's Misc. File No. 20240183)

Motion made by Karen Keith, seconded by Kelly Dunkerley, to refer the bids to Engineers and Procurement for analysis, review and recommendation on 2/12/2024. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

B. Bid Awards & Recommendations - Engineers:

1. Asphalt & Emulsions, to various vendors, lowest and best for their respective awarded categories and products (Clerk's Misc. File No. 20240184)
2. Concrete Mixes & Related Products, to Barnes Construction Solutions, Inc., the lowest and best bid received (Clerk's Misc. File No. 20240186)
3. Guard Rail, to Action Safety Supply Co., Inc., the lowest and best bid received (Clerk's Misc. File No. 20240186)

4. HP Storm Pipe, to Core & Main, LP and DP Supply Company, the lowest and best bids received (Clerk's Misc. File No. 20240187)
5. Reinforced Concrete Pipe & Boxes, to FOSMF, LLC, dba Oklahoma Precast, the lowest and best bid received (Clerk's Misc. File No. 20240188)
6. Road Structure Materials & Road Salt, to various vendors, lowest and best for their respective awarded categories and products (Clerk's Misc. File No. 20240189)

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

- C. Addendum - (Engineers) - #1 to the Request for Qualifications for On-Call Surveying Services, to open on 2/12/2024, to provide answers to vendor questions (Clerk's Misc. File No. 20240190)

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

- D. Amendment - (Court Services) - #1 to the Master Equipment and Products agreement with Siemens Healthcare Diagnostics, Inc., to add additional assays to further assist in determining the presence and amount of a substance (Clerk's Misc. File No. 20240191)

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. ACTION ITEMS

- A. Gasoline & Diesel Fuel Quotes for week ending 2/12/2024 (Clerk's Misc. File No. 20240181)

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

- B. New Procurement Officer - (Engineers) - designating Ryan Clark as receiving officer for CC2300 Highway Maintenance (Clerk's Misc. File No. 20240192)

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.

- C. Memorandum of Understanding - (IT) - to accept Fiscal Year 2022 (FEMA/DHS/CISA) State and Local Cybersecurity Grant Program funds totaling \$201,580 (Clerk's Misc. File No. 20240193)

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. Requests for Approval

1. Budget Division - Tulsa County Agency Fund Recommended for Payment: (Clerk's Misc. File No. 20240194)
Creditor: Crawford & Associates, P.C.; Fund: 500; Item: Professional Services rendered through 1/15/2024; Purpose: Work in Progress on Preparation of annual financial statements for FY23; Amount Paid: \$320
2. Human Resources:
 - a. of TCP 2003 Weapons Policy (Clerk's Misc. File No. 20240195)
 - b. of TCP 2006 Anti-Harassment & Anti-Discrimination Policy (Clerk's Misc. File No. 20240196)

3. INCOG - The Department of Housing and Urban Development (HUD) Home Consortium Program FY 2015 Grant Closeout, to approve the M-15-DC-40-0205 SF425 and authorize execution by the Chair and submittal to HUD (Clerk's Misc. File No. 20240197)
4. Parks 20240198 - of request to close the Parks Administration office, Athletic and Recreation centers at South County, Chandler Park, O'Brien Park and LaFortune Park on Friday, 3/1/2024 for all Parks staff training and recognition (Clerk's Misc. File No. 20240198)

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 Sallee. No - None. Abstain - None. Motion carried.

E. Agreements

1. Assessor - Standley Systems, for monthly lease and service of Kyocera TASKalfa 6054ci printer, at monthly base payment of \$209.65 with additional excess per image charge of \$.0083 cents for black and white images and \$.028 cents for color images (Clerk's Misc. File No. 20240199)
2. Board of County Commissioners - JE Dunn, for Construction Management of Courthouse Renovation, CMF #20230115. The total Pre-construction Phase services will not exceed the estimated \$196,492 and Tulsa County agrees to pay Construction Phase fees equal to five percent (5%) of the estimated Cost of the Work used to establish the Guaranteed Maximum Price (Clerk's Misc. File No. 20240200)
3. Juvenile Bureau - Nixon Power Services, for maintenance on the Kohler 2000REOZMD Generator from 12/1/2023 through 11/30/2024, cost of \$2,342 (Clerk's Misc. File No. 20240201)
4. Parks:
 - a. Buel Leon Reeder, for Martial Arts at several Tulsa County Parks, meeting as requested by the instructor, from 3/1/2024 - 8/25/2024, fee of 20 percent of paid enrollment (Clerk's Misc. File No. 20240202)
 - b. ZFI Engineering Company, for Structural Engineering Consulting Services to address the flood plain issues at the restroom facilities at LaFortune Park and Mack Taylor Park, for fixed cost of \$8,700 (Clerk's Misc. File No. 20240203)
5. Tulsa Area Emergency Management Agency - (TAEMA) - State of Oklahoma Department of Emergency Management and Homeland Security for Tulsa County to receive Performance Training Grant funds for the Fiscal Year 2023 in the amount of \$800 made available by ODEMHS to the county to attend emergency management-related training, their emergency management regional workshops, and the annual Oklahoma Emergency Management Conference by reimbursing the costs of the hotel room and associated conference fees (Clerk's Misc. File No. 20240204)

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.

F. Inventory Resolutions

1. Assessor:
 - a. Asset disposal: junked - Chair (Clerk's Misc. File No. 20240205)
 - b. Asset reinstatement: Rapid print time stamp (Clerk's Misc. File No. 20240206)
2. Drainage District #12 - Asset disposal: lawn & garden equipment (Clerk's Misc. File No. 20240207)

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.

- G. Sole Source - (Engineers) - CitiTech Systems, Inc., the sole provider of CitiTech Management Software (CMS) and the only company authorized to provide maintenance, updates, and support (Clerk's Misc. File No. 20240208)

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.

- H. Utility Permit - (Engineers) - ONE Gas, Inc., for the crossing of S. 42nd E. Ave. at 4211 E. 179th St. approximately 2.85 mi. S. & 4.53 E. of the US 75 & SH 67 junction (Clerk's Misc. File No. 20240209)

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.

- I. Travel/Training - (OSU Extension) - Hannah Hough:

1. to Beef Short Course Program in Collinsville, OK on 2/22/2025; cost of \$35 (Clerk's Misc. File No. 20240210)
2. to NRCS Work Day In-Service in Claremore, OK on 2/21/2024; cost of \$45 (Clerk's Misc. File No. 20240211)
3. to OKAN Cattle Conference in South Coffeyville, OK on 2/9/2024; cost of \$120 (Clerk's Misc. File No. 20240212)
4. for unplanned travel from February - June, 2024; cost of \$300 (Clerk's Misc. File No. 20240213)

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

- J. Claims

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

- K. Payroll claims: Bi-Weekly for 1/13-26/2024

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 Sallee. No - None. Abstain - None. Motion carried.

- L. Blanket Purchase Orders and Emergency Purchase Orders

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 Sallee. No - None. Abstain - None. Motion carried.

- M. Discussion and possible action approving the appropriation and use of funds received from the U.S. Department of Treasury under 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 appropriations.

- N. Executive Sessions

1. Board of County Commissioners - Requested by Commissioner Kelly Dunkerley, Pursuant to 25 O.S. § 307(B)(3), to Discuss the Purchase or Appraisal of Real Property

2. District Attorney - 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 pending claims, to wit: *Tulsa County v. City of Bixby, Case Nos. CV-2023-1198 and CV-2023-2424, pending in the Tulsa County District Court*, 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 Sallee. No - None. Abstain - None. Motion Carried.

Executive Session commenced at 9:50 a.m.

Motion made by Kelly Dunkerley, seconded by Karen Keith, to reconvene the regular meeting at 10:50 a.m. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried.

O. Discussion and Possible Action Regarding Executive Session Items

There was no action taken regarding the purchase or appraisal of Real Property.

Motion made by Karen Keith, seconded by Kelly Dunkerley, to authorize Assistant District Attorney Douglas Wilson to proceed as discussed in Executive Session, to-wit: *Tulsa County v. City of Bixby, Case Nos. CV-2023-1198 and CV-2023-2424, pending in the Tulsa County District Court*. Upon roll call, Yes - Kelly Dunkerley, Karen Keith, Stan Sallee. No - None. Abstain - None. Motion carried. (Clerk's Misc. File No. 20240214)

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 Kelly Dunkerley, seconded by Karen Keith, 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