

(Agenda of meeting was posted outside of the Tulsa County Headquarters Building and on the Tulsa County website at www.tulsacounty.org on January 14, 2022 at 7:46 a.m.)

MINUTES
Tuesday, January 18, 2022

I. CALL TO ORDER

The Board of County Commissioners (BOCC) met at the hour of 8:30 a.m., with the following members present: Chief Deputy Vicki Adams representing Commissioner Ron Peters, Chief Deputy Michael Craddock representing Commissioner Stan Sallee and Commissioner Karen Keith. Others present: County Clerk Michael Willis.

Karen Keith, Chairman, called the meeting to order at 8:30 a.m., and the following business was transacted:

II. MINUTES

A. Board of County Commissioner's Meeting of January 10, 2022

Motion made by Michael Craddock, seconded by Vicki Adams, to approve the minutes. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

III. REPORTS

A. Elected Officials:

1. Assessor - Monthly Revolving for 12/2021 (Clerk's Misc. File No. 20220068)
2. County Clerk - Monthly for 12/2021 (Clerk's Misc. File No. 20220069)
3. Court Clerk:
 - a. Monthly for 12/2021 (Clerk's Misc. File No. 20220070)
 - b. Management and Preservation Monthly for 12/2021 (Clerk's Misc. File No. 20220071)
4. Treasurer - Depository Summary of Daily Analysis for 12/2021 (Clerk's Misc. File No. 20220072)

B. County Department - (Election Board) - Monthly for 12/2021 (Clerk's Misc. File No. 20220073)

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

IV. UNFINISHED BUSINESS

A. Report - (Sheriff) - Commissary/Inmate Trust Financial for 2021 - deferred from 1/10/2021 Agenda (Clerk's Misc. File No. 20220074)

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

B. Bid Openings

1. TC Departments - Bermuda Sod Grass
 - a. Greenshade Trees, LLC (Clerk's Misc. File No. 20220075)
 - b. Riverview Sod Ranch, Inc. (Clerk's Misc. File No. 20220076)

Motion made by Vicki Adams, seconded by Michael Craddock, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on 1/24/2022. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

C. Bid/Proposal/Qualification Awards & Recommendations:

1. Assessor - Deed Reading Software - to Just Appraised, Inc., the lowest and best bid received. This award is good for one year beginning 1/18/2022 (Clerk's Misc. File No. 20220077)
2. Sheriff - Architectural & Engineering Services for the Tulsa County Sheriff's Office Administration Campus Buildout (RFQ) - to Lilly Architects PLCC (Clerk's Misc. File No. 20220079)
3. TC Departments - Hygiene Supplies - to Bob Barker Company, Inc., the lowest and best bid received. This award is for one year beginning 1/18/2022 (Clerk's Misc. File No. 20220078)
4. Tulsa Area Emergency Management Agency - Mitigation Buyout Program Design & Implementation - to Meshek & Associates, LLC, the highest ranked and most qualified firm (Clerk's Misc. File No. 20220080)

Motion made by Michael Craddock, seconded by Vicki Adams, to approve the recommendations. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

- D. Amendment - (Building Operations) - #1 to the award for Vehicle Lubricants and Antifreeze to MFA Oil Company, CMF #20211553, to renew for an additional six-month period beginning 1/19/2022 with no changes to the terms of the bid (Clerk's Misc. File No. 20220081)

Motion made by Vicki Adams, seconded by Michael Craddock, to approve the amendment. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

- E. Change Order - (Board of County Commissioners) - #14 to Lighthouse Electric, LLC for the Tulsa County Ray Jordan Administration Building Renovations bid package 26-01-C (Electrical and Fire Alarm), CMF# 20210110, to install two dedicated circuits in the Public Defender area. The contract time is unaffected by the change order and the contract sum will be increased by \$1,441, for a revised total contract sum is \$500,188.88 (Clerk's Misc. File No. 20220082)

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

V. ACTION ITEMS

- A. Gasoline & Diesel Fuel Quotes for week ending 1/25/2022 (Clerk's Misc. File No. 20220083)

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

- B. Resolution on Disposition of Funds/Cash Fund Estimate of Needs (Clerk's Misc. File No. 20220084)

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

C. Requests for Approval

1. Board of County Commissioners - (INCOG) - 2022 Rural Economic Action Plan (REAP) Funds for Transportation:

- a. Purchase and Installation of a Storm Siren in the amount of \$22,611 (Clerk's Misc. File No. 20220085)
- b. Purchase of PPE and Fire Equipment for Liberty Volunteer Fire Department, in the amount of \$20,000 (Clerk's Misc. File No. 20220086)
- c. Certificate of Authorized Signatures (Clerk's Misc. File No. 20220087)

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

2. County Clerk Budget Division - Authorization for Payment and Certificate of Authority to Crossland Construction for final payment on Juvenile Justice Center in the amount of \$82,850 (Clerk's Misc. File No. 20220088)

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

3. Human Resources:

- a. TCP-024 Hazardous Weather Policy (Clerk's Misc. File No. 20220089)
- b. TCP-034 COVID-19 Policy (Clerk's Misc. File No. 20220090)
- c. TCP-126 Employee Absences and Tardiness Policy (Clerk's Misc. File No. 20220091)

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

4. Parks - Certificate of Substantial Completion for Chandler Park Lower-Level Overlook Plaza with Diversified Civil Contractors, LLC, CMF# 20211967, reached on 12/22/2021 (Clerk's Misc. File No. 20220092)
5. Sheriff - Oklahoma Department of Emergency Management Grants Access Authorization Form for Enhanced 911 Management Authority naming Ken Stewart to act on behalf of Tulsa County (Clerk's Misc. File No. 20220093)

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

6. Social Services - to increase fleet size by one vehicle

Motion made by Vicki Adams, seconded by Michael Craddock, to strike the request for an additional vehicle. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

D. Resolutions

1. Assessor - designating Mark Liotta as Requesting Officer to replace Lisa Weintraub (Clerk's Misc. File No. 20220094)
2. Board of County Commissioners - Concerning County Building Closings Due to Hazardous Weather Conditions (Clerk's Misc. File No. 20220095)

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

3. Drainage District #12 - to Strike Assessments:

- a. Henson, Chris & Jessica - for 2020 Tax Roll - Parcel No. 54575-92-07-01020, Item No. 20-20-5033280-024-2, Assessed Value \$1.947, Tax Amount \$19,

Amount to Strike \$14 and for 2021 Tax Roll - Item No. 21-20-5033360-024-1, Assessed Value \$1947, Tax Amount \$22, Amount to Strike, \$17 (Clerk's Misc. File No. 20220096)

- b. Reese Trailer Repair - for the 2021 Tax Roll - Parcel No. 00000-58-00-01217, Item No. 21-20-5002460-019-8, Assessed Value of \$8049, Tax Amount of \$90, Amount to Strike \$7, and duplicate Parcel Number 00000-50-40-03 899, Item No. 21-20-5000380-019-7, Assessed Value \$838, Tax Amount \$9, Amount to Strike \$9 (Clerk's Misc. File No. 20220097)
- c. Taylor, Linda S. - for 2021 Tax Roll - Parcel No. 54575-92-07-00915, Item No. 21-20-5033260-024-7, Assessed Value \$3,348, Tax Amount \$37, Amount to Strike \$32 (Clerk's Misc. File No. 20220098)

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

- 4. Tulsa Health Department - designating Candice Grissett as Receiving Officer to replace Lucia DeLeon (Clerk's Misc. File No. 20220099)

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

- E. Requests to Advertise for Bids - (Engineers) - On-Call Surveying Services (Clerk's Misc. File No. 20220100)

Motion made by Michael Craddock, seconded by Vicki Adams, to approve the request to advertise. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

- F. Inventory Resolution - (Election Board) - junked; Automatic Folder (Clerk's Misc. File No. 20220101)

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

- G. Utility Permits - (Engineers) - Oklahoma Natural Gas:

- 1. to cross E 91 st St N approximately 2.54/4.02 mi S./W. of the US-169 & SH-20 junction (Clerk's Misc. File No. 20220102)
- 2. to cross S 4th Ave approximately 1.94/1.47 miles S./E. of the US-75 & SH-67 junction (Clerk's Misc. File No. 20220103)
- 3. to cross S Sheridan Rd approximately 4.12/1.20 mi S./W. of the US-64 & SH-67 junction (Clerk's Misc. File No. 20220104)

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

- H. Travel/Training - (Engineers) - IMSA Training for five Sign Shop staff to be held in Catoosa from February 21-24, 2022; cost of \$4,835 (Clerk's Misc. File No. 20220105)

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

- I. Tulsa City-County Health Department Documents to Accept & File

- 1. Agreements - D & P Janitorial LLC

- a. Cleaning services at Central Regional Health Center, 315 S. Utica Avenue, from 12/20/21 - 12/19/22; cost of \$3,128/mo. (Clerk's Misc. File No. 20220106)
- b. Cleaning services at James O. Goodwin Health Center, 5051 S.129th East Avenue, from 12/17/21 - 12/16/22; cost of \$3,128/mo. (Clerk's Misc. File No. 20220107)

2. Travel/Training (Clerk's Misc. File No. 20220108)

Motion made by Vicki Adams, seconded by Michael Craddock, to accept and file the documents from the Tulsa Health Department. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

J. Claims to be Disallowed (payments cancelled as of 1/10-14/2022)

There were no claims to be disallowed.

K. Claims (payments for bills to be paid by 1/3-7/2022)

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

L. Blanket Purchase Orders and Emergency Purchase Orders Submitted from 1/10-14/2022

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

M. Consideration and Approval of Construction Program Payments

1. Vision 2025 (Clerk's Misc. File No. 20220109)

2. Vision Tulsa County (Clerk's Misc. File No. 20220110)

Motion made by Michael Craddock, seconded by Vicki Adams, to approve the payments. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

N. 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.

- O. Discussion and possible action approving the appropriation and use of funds received from the U.S. Department of Treasury under the, 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 (Clerk's Misc. File No. 20220111)

Motion made by Michael Craddock, seconded by Vicki Adams, to approve the appropriation of funds. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

VI. 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, Tulsa City-County 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.

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 Vicki Adams, to adjourn the meeting. Upon roll call, Yes - Vicki Adams, Michael Craddock, Karen Keith. No - None. Abstain - None. Motion carried.

BOARD OF COUNTY COMMISSIONERS

Karen Keith, Chairman

ATTEST:

Michael Willis, Tulsa County Clerk