

June 14, 2021

The Board of County Commissioners of Creek County (BOCC) met in Regular Session on Monday, June 14, 2021 at 9:00 a.m., date and time duly posted.

Item #1: Meeting was called to order at 9:00 a.m. by Chairman, Newt Stephens Jr. Roll Call Stephens present, Warner present, Roger Smith present.

Item #2: Statement of compliance with open meetings act-Chairman.

Item #3: Commissioner Stephens led the Pledge of Allegiance and Invocation.

Item #4: Motion was made by Warner and seconded by Smith to approve the minutes of June 7, 2021. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #5: Motion was made by Warner and seconded by Smith to approve May Monthly Reports from Court Clerk, Election Board and Health Department; Transfers \$454.29 from 001-1-2200-2005/SL2 M&O Election Board FY2020-2021 to 001-1-2200-1110/SL1A Payroll Election Board FY2021; \$29,049.85 from 1102-6-4000-1110 Co HWY Unrestricted/Salary-ALL Commissioners FY2020-2021 to 1102-6-4000-2005 Co HWY Unrestricted/M&O-ALL Commissioners FY2021; \$4,068.83 from 1102-6-4000-2005 Co HWY Unrestricted/M&O-ALL Commissioners FY2020-2021 to 1102-6-4000-1110 Co HWY Unrestricted/Salary-ALL Commissioners FY2021; \$1.20 from 001-1-2700-2005 Gen Gov't M&O Commissioners FY2020-2021 to 001-1-2700-1110 Gen Gov't Civil Defense Salaries Commissioners FY2021; \$2,814.52 from 001-1-2000-6310/SQ Metro Planning/INCOG Commissioners FY2020-2021 to 001-1-3200-1110 Metro Planning/Salary Commissioners FY2021; \$76,172.95 from 1102-6-4000-1110 Co HWY Unrestricted/Salary-ALL Commissioners FY2020-2021 to 1102-6-4100-1110 Co HWY Unrestricted/Salary-D1 HWY \$40,000.000, 1102-6-4100-2005 Co HWY Unrestricted/M&O-D1 HWY \$26,172.95 and 1102-6-4100-4110 Co HWY Unrestricted/Capital Outlay-D1 HWY \$10,000.00 FY2021; \$105,979.76 from 1102-6-4000-1110 Co HWY Unrestricted/Salary-ALL FY2020-2021 to 1102-6-4200-1110 Co HWY Unrestricted/Salary-D2 HWY \$60,000.00, 1102-6-4200-2005 Co HWY Unrestricted/M&O-D2 HWY \$33,979.76 and 1102-6-4200-4110 Co HWY Unrestricted/Capital Outlay-D2 HWY \$12,000.00 FY2021; \$115,915.36 from 1102-6-4000-1110 Co HWY Unrestricted/Salary-ALL Commissioners FY2020-2021 to 1102-6-4300-1110 Co HWY Unrestricted/Salary-D3 HWY \$60,000.00, 1102-6-4300-2005 Co HWY Unrestricted/M&O-D3 HWY \$25,915.36 and 1102-6-4300-4110 Co HWY Unrestricted/Capital Outlay-D3 HWY \$30,000.00 FY2021; \$24,397.22 from 1102-6-6500-2005 CIRB-MV COLL/SB1888-ALL Commissioners FY2020-2021 to 1102-6-6510-2005 CIRB-MV COLL/SB1888-D1 HWY \$4,879.45, 1102-6-6520-2005 CIRB-MV COLL/SB1888-D2 HWY \$9,270.94 and 1102-6-6530-2005 CIRB-MV COLL/SB1888-D3 HWY \$10,246.83 FY2021; \$21,706.14 from 1103-6-4000-4030 Co Bridge & Rd Impr Fund-ALL Commissioners FY2020-2021 to 1103-6-4100-4030 Co Bridge & RD Impr Fund-D1 HWY \$7,235.38, 1103-6-4200-4030 Co Bridge & RD Impr Fund-D2 HWY \$7,235.38 and 1103-6-4300-4030 Co Bridge & RD Impr Fund-D3 HWY \$7,235.38 FY2021; Blanket Purchase Orders #-6391 - 6395; Purchase Orders # 2020-2021 911 Phone Dispatch office supplies 6345 MERRIFIELD OFFICE SUPPLIES 118.24; UTILITIES 6376 CIMARRON TELEPHONE COMPANY 1368.57; CBRI MATERIAL 4164 ANCHOR STONE COMPANY 5225.22; PARTS 5763 ROUTE 66 MOWERS & MORE 240.00; Parts & Supplies 5766 TRACTOR SUPPLY CREDIT PLAN 111.96; SIR TEST 5759 TotalSIR 36.50; Crt Clk Revolving SERVICE 85 LEXISNEXIS RISK SOLUTIONS 360.00; General CCSO VEHICLE REPAIRS 5860 Midtown Auto & Diesel Repair Inc 344.07; 6310 Midtown Auto & Diesel Repair Inc 746.71; CREMATION 6357 AdamsCrest Cremation And Funeral Services 185.00; FEES 5352 THOMSON-WEST 196.45; K-9 CARE 3887 ADVANCED CARE VETERINARY HOSPITAL 175.76; Network Services 5993 CASTLECOM LLC 1268.00; 6311 CASTLECOM LLC 244.00; 6343 COX BUSINESS 245.46; OFFICE SUPPLIES 6094 MIDWEST PRINTING 138.36; 6296 MERRIFIELD OFFICE SUPPLIES 59.04; 6297 MERRIFIELD OFFICE SUPPLIES 96.28; 6298 MERRIFIELD OFFICE SUPPLIES 128.67; parts 6159 ENLOW & SONS EQUIPMENT 196.00; PUBLICATION 5975 SAPULPA DAILY HERALD 38.60; REPAIR 6304 WOOTEN PLUMBING AND UTILITES LLC 975.00; Repairs 6030 HART DESIGNS ETC 150.00; REPLACE 6292 HART DESIGNS ETC 1285.00; REVAL EXPENSES 6022 Green Country Valuation Services 40000.00; SERVICE 136 PATRIOT SECURITY SYSTEMS INC 125.00; 4159 Imagenet Consulting LLC 1228.00; 4161 Standley Systems 29.28; 5541 SHOW INC. 35.00; SOFTWARE UPDATE 5641 CASTLECOM LLC 245.00; STRIPING/DECALS 5954 KPS STRIPING 135.00; Supplies 4802 JOHN DEERE FINANCIAL 269.52; 5890 MERRIFIELD OFFICE SUPPLIES 142.37; SUPPLIES 6259 Amazon Capital Services 50.51; 6293 CHARLEY'S SOUTHSIDE LOCK & SAFE 12.00; 6350 MERRIFIELD OFFICE SUPPLIES 155.00; SUPPLIES AND SERVICE 4759 EMCO TERMITE & PEST CONTROL INC 55.00; TIRES/REPAIRS/DEPUTY CARS 5350 BRISTOW TIRE & AUTO SERVICE 12.00; TRAINING SUPPLIES & EQUIPMENT 4831 ULTIMATE TRAINING MUNITIONS INC 8069.56; UNIFORM & ACCESSORIES 4262 Gorfam 130.00; UTILITIES 2996 O N G 129.02; UTILITIES WATER 6367 CITY OF SAPULPA 129.65; UTILITY 6340 O G & E 396.43; 6344 O G & E 339.52; 6346 O G & E 149.83; Vehicle Upfit 1499 KPS STRIPING 400.00; 1500 KPS STRIPING 400.00; VETINARY SERVICES 6375 ADVANCED CARE VETERINARY HOSPITAL 452.68; Health HANDYMAN SERVICES 5935 MARK CROMWELL 100.00; JANITORIAL 4927 CLEANING TECHNOLOGIES INC 1364.25; LAWN CARE 3282 MARK CROMWELL 400.00; REPAIR 4404 Shoemaker Mechanical 831.00; SERVICE 4913 VIP Voice Services 835.00; 5318 Metro Security 45.00; Service Call 6359 Shoemaker Mechanical 291.00; Supplies 5316 MERRIFIELD OFFICE SUPPLIES 197.07; 5328 Capital One 172.59; TRAVEL 6305 Frankenburger, Wendy 57.56; UTILITIES 4349 O G & E 219.32; 4929 CITY OF BRISTOW 102.73; Highway OFFICE SUPPLIES 5799 MERRIFIELD OFFICE SUPPLIES 130.04; PARTS/SUPPLIES 5898 O'REILLY AUTO PARTS 1346.27; Repair 6008 Steve's Vending Repair 1100.00; ROAD MATERIALS 5657 THE QUAPAW COMPANY 4890.48; 5800 DUNHAM ASPHALT SERVICE INC 22320.73; UTILITIES 5525 A T & T 411.25; 5526 A T & T MOBILITY 219.80; 5805 DRUMRIGHT UTILITIES 188.90; Hwy-ST EQUIPMENT MAINTENANCE 5815 ADVANCED ELECTRICAL REBUILDERS 255.00; FUEL 6024 LIONEL HARRIS OIL CO INC 10792.59; PARTS 5753 WARREN CAT 454.45; PARTS AND SUPPLIES 3093 CHEROKEE HOSE & SUPPLY INC 69.82; 4194 SUMMIT TRUCK GROUP 292.80; 4199 HI-LINE ELECTRICAL SUPPLY 135.08; 4205 TULSA COUNTY HIGHWAY CONSTRUCTION SIGNS 114.00; 4653 P&K EQUIPMENT 1314.42; 5148 DRUMRIGHT AUTO SUPPLY 92.96; 5158 NAPA AUTO PARTS 340.77; 5437 ATWOODS 138.74; 5816 DRUMRIGHT TIRE 12.00; 5822 ECONOMY SUPPLY CO 275.32; 5824 O'REILLY AUTO PARTS 196.95; 5829 CUSHING LUMBER 150.51; Parts & Labor 5659 MHC KENWORTH -Tulsa 760.79; Parts & Supplies 3488 OCT EQUIPMENT INC 1491.01; 5180 Kubota Center 790.79; 5771 STANDARD AUTO PARTS 714.96; 5780 O'REILLY AUTO PARTS 464.51; PARTS & SUPPLIES 6107 DXP ENTERPRISES INC 429.50; ROAD MATERIAL 3653 GREENHILL MATERIALS LLC 454.97; SUPPLIES 5772 VARNERS EQUIPMENT & HARDWARE 290.53; TIRES & REPAIRS 5781 Sellers Tire Inc 335.00; UTILITIES 5749 A T & T MOBILITY 279.72; UTILITY 5773 O G & E 25.66; 6220 O G & E 407.22; Jail-ST BATTERIES 6299 Amazon Capital Services 19.99; CCJ JAIL SUPPLIES/TOILET PAPER 5992 MERRIFIELD OFFICE SUPPLIES 1471.93; HYGIENE PRODUCTS 5491 BOB BARKER CO INC 370.59; LOCKS 4810 RR BRINK LOCKING SYSTEMS INC 4036.00; Maintenance 6381 WESTLAKE ACE

HARDWARE OK-020 102.13; PHONE & INTERNET SERVICES 6374 COX BUSINESS 2203.68; SUPPLIES/JAIL 6291 WESTLAKE ACE HARDWARE OK-020 488.31; TECH SUPPORT 5970 CASTLECOM LLC 265.25; UTILITIES WATER 6372 SAPULPA RURAL WATER CO 2980.50; 6379 SAPULPA RURAL WATER CO 38.00; Juv Dent-ST GLOVES 6289 Amazon Capital Services 75.96; JUVENILE DETENTION 6169 MERRIFIELD OFFICE SUPPLIES 527.82; 6300 MERRIFIELD OFFICE SUPPLIES 466.47; TRAINING REGISTRATION 5506 CENTRAL TECHNOLOGY CENTER 180.00; UTILITIES ELECTRIC SERVICE 6308 O G & E 1073.25; Planning/Zoning POSTAGE 3790 QUADIENT FINANCE USA INC 500.00; Supplies 5131 MERRIFIELD OFFICE SUPPLIES 7.30; Resale AIR FRESHENERS 4156 SCENTS PLUS LLC 72.00; LEASE 6337 QUADIENT LEASING USA INC 801.72; PUBLICATION 5649 SAPULPA DAILY HERALD 8592.00; Supplies 5544 MIDWEST PRINTING 500.00; TRAVEL REIMBURSEMENT 5904 FOWLER, BETTY 73.92; SH Commissary Commissary 5448 TIGER CORRECTIONAL 2303.02; SH Svc Fee EMAIL HOSTING 3244 CASTLECOM LLC 150.00; FIREARM 1339 G T DISTRIBUTORS 22045.80; FOOD FOR INMATES 5130 TIGER CORRECTIONAL 8589.83; LICENSE FEES 4838 CASTLECOM LLC 544.50; 6301 CASTLECOM LLC 566.80; MEDICAL SERVICES/JAIL 6338 Turn Key Health Clinics LLC 6591.86; TIME CLOCK/ 6382 TIMECLOCK PLUS, LLC 3364.20; Training 3946 LAW ENFORCEMENT RISK MANAGEMENT GROUP 2040.00; UNIFORM & ACCESSORIES 3590 OKLAHOMA POLICE SUPPLY 3148.50; Tax Refunds TAX CORRECTION 229 Brett And Michelle Sumner 82.00; 230 Robert, Charlotte And Brett Sumner 79.00; 231 Robert, Charlotte And Brett Sumner 76.00; 232 Robert, Charlotte And Brett Sumner 76.00; .
Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #6: DISCUSSION of new business. (In accordance with the Open Meetings Act, Title 25 O.S. § 311(A) (9), new business defined as any matter not known about or which could not have been reasonably foreseen within 24 hours of this meeting. Public Announcement that we received two late bids for **Bid#21-11 6-Month Bridge/HWY Materials and Professional Services** from Kirby-Smith Machinery and Leo Hicks Creosoting Company, these bids were received on June 7, 2021 after 2 p.m.

Item #8: Motion was made by Stephens and seconded by Warner to accept **Bid#21-12 Ballot Printing** for the Creek County Election Board and award upon the recommendation of Joy Naifeh, Election Board Secretary to Mid-West Printing Co. Bids received from Midwest Printing Co. and Rural Printing; Tulsa County was a no bid. Naifeh stated that Mid-West has better printing. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #7: Motion was made by Stephens and seconded by Warner to award **Bid#21-10 Commonly Used Items** to Merrifield Office Supply. The Board evaluated the submitted bids. Jana Thomas, Purchasing Agent presented spreadsheets of all 5 bidders, I have broken that down to the two overall better companies Merrifield and Admiral Express. Admiral Express did not bid all items and had alternates in the preferred items, instead of our preferred items. I have taken the two and compared them apples to apples, Merrifield appears to be the best overall vendor. The Board reviewed all information and agreed, it appears that Merrifield is the best overall and they are a local vendor. Warner asked that in the future the bid be separated out by office supplies and janitorial, so we can evaluate each category and possibly award to two separate companies if need be. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #9: DISCUSSION ONLY/NO ACTION to consider implementing procedures for the expenditure of the Creek County Fire Departments Sales Tax Fund. Mortazavi stated our Office has reviewed the Policy and requested some additions and changes, this information has been sent to Jana Thomas, Purchasing Agent to complete. Does the Board have any additional requests or comments? Warner stated he had reviewed what had been previously emailed and did not have anything at this time. Stephens announced the Purchasing class will be held on Thursday, June 17, 2021 and at this time maybe we might have some more input from the Departments. I think we should hold off a week before action is taken. Mortazavi stated at this time we have ten of the fifteen that have confirmed they will be attending the purchasing class. There was discussion of the requirements within the Resolution being fulfilled. Mortazavi stated as of today, I have not received any information that is detailed in Resolution. There was discussion of what needed to be turned in to the Clerk's Office before July 1, 2021. There was discussion of the Creek County Fire Association defining "Good Standing and providing a certification of departments being in such. There will be additional policy information filed in the Clerk's Office as well, stated Andrew Goforth, Assistant District Attorney. This information/language was lined out in the first request for sales tax to the Board. It isn't something new, they have had the information. Stephens stated he will reach out to the Association and see where they are on the information. There was additional information discussed if a department is not within good standing, the County would then hold the monies, until such time the department could come within the good standing definition. This item will be back on next week with the final proposed policy.

Item #10: Motion was made by Stephens and seconded by Warner to pass for one week until 6-21-21 for Andrew Goforth, Assistant District Attorney to clarify project/repairs and make changes to presented resolution establishing a process for repairs and construction projects for public buildings for all county entities. Stephens stated with some of the current issues of not having contracts and other departments handling repairs/projects and then asking Glen to come and check to make sure the repair/project is complete. Some of this Glen had not been involved in on the front side. This would help with the overall process with Jana and Glen. In the past we just have everyone doing their own thing and not one watching over the whole project,

this has caused issues. Example the Jail and the electric, it could have been avoided if a contract had been in place. There was discussion of the proposed process and how it would only be projects falling under Title 61. Joe Thompson and Leon Warner expressed concern with the definition of what is a project/repair. Mortazavi stated that it would be Title 61 projects/repairs and not maintenance. Thompson stated this then would create a lot of work for Glen that we operate and repair 24/7. Mortazavi asked does all of your maintenance now come before Jana before you have it repaired. This would not be for your maintenance it would be Title 61 projects to Public Building or construction of Public Buildings. Thompson discussed how much their maintenance personnel repairs and his concerns with Glen and Jana reviewing it all. Goforth stated this would allow Glen to track warranties, contracts and repairs, so that we are not repairing or replacing something that is under warranty. This has almost happened previously with the Fairgrounds. Stephens stated we are not trying to micro-manage anyone's office, but we have a duty to protect County Funds and to know what is going on with the County assets. This is overall better for the County to have in place. There was additional conversation on clarifying the definition and placing the agenda item back on next week. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #11: DISCUSSION ONLY/NO ACTION hiring additional personnel for Emergency Management. Stephens stated with the move of Jana and the ARP monies and now the Fire Departments coming on. Covey is needing help with the Emergency Management side. Stephens presented the Board with a draft of job descriptions, and asked that the Board review and add anything they see fit. There was discussion of the annual pay being around \$40,000.00. Warner asked if additional Emergency Management training would be required, Covey Murray, Emergency Management stated yes, there is additional classes that will be required from OEM and NEMS. Stephens stated this would be a good move in allowing an additional backup for Glen and Covey. There was more discussion of the position being full-time and possible help with the grant side as well. Stephens stated if anyone has additional correspondence about duties, to submit them to Dana and she will compile the final job description. Warner stated he would like to compare to previous job descriptions as well.

Item #12: Motion was made by Warner and seconded by Smith to sign Inter-Cooperative Agreement with the Township of Lawrence Creek in District #2. Warner stated they have some upcoming projects that they may need our assistance on, we want an agreement on file. The town is approved to receive ARP Funds, there was discussion of Lawrence Creek being one of the non-entitlement towns/cities for ARP money. This will be renewed again in July, stated Warner. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #13: Motion was made by Warner and seconded by Smith for the Allocation of Beverage Tax to be distributed as follows Bristow \$3,728.74; Depew \$421.14; Drumright \$2,572.21; Kellyville \$1,017.22; Kiefer \$1,490.20; Lawrence Creek \$132.82; Mannford \$2,721.23; Mounds \$1,033.42; Oilton \$897.36, Sapulpa \$18,173.94; Shamrock \$90.71; Slick \$116.62. There was discussion of Shamrock being in receivership and that the town has not been dissolved currently. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #14: Motion was made by Warner and seconded by Smith to sign **Resolution#2021-70** directing the Creek County Treasurer to credit the Creek County General Government Maintenance and Operations Fund 001-1-2000-2005/R2 with funds from the Creek County Court Clerk's Office Fund for reimbursement of utility payments in the amount of \$99.07, as per 62 O.S. § 335, and procedures implemented by the State Auditor's Office. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #15: Motion was made by Smith and seconded by Warner to approve Utility Permit from Oklahoma Natural Gas Company per County Specs for natural gas pipeline by boring, to cross W. 241st St. S. approximately 1.00 miles S. and 0.73 miles W. of SH-16 & SH-48 further described as 1,467' E. of the S.W. corner of Section 31, T16N, R9E and the N.W. corner of Section 6, T15N, R9E in District #3. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #16: Motion was made by Warner and seconded by Smith at 10:02 a.m. to go into Executive Session for the discussion regarding the alteration of job duties of one or more individual salaried public offices to be included duties related to the American Recovery Plan 2021. This Executive Session is authorized by 25 O.S. 307(B)(1). Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye. Motion was made by Warner and seconded by Smith at 10:56 a.m. to come out of Executive Session. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

Item #20: NO DISCUSSION/NO ACTION regarding the above Executive Session Discussion.

Public Comment: NONE

Adjournment: Motion was made by Stephens and seconded by Warner at 10:57 a.m. to adjourn and meet again 6-21-21. Vote as follows: Stephens - Aye, Warner - Aye, Smith - Aye.

