

Monday, August 7, 2023  
Newkirk, Oklahoma

The Board of County Commissioners (BOCC) of Kay County, Oklahoma, met in regular session at 9:00 o'clock a.m. on Monday, August 7, 2023, the meeting was posted for public information on August 4, 2023, at 8:50 a.m. at the Commissioners Room, west entrance of the Kay County Administration Building in Newkirk, Oklahoma, and on the Kay County Website.

Chairman Shane Jones called the meeting to order (9:12 a.m.): Commissioners: Jason Shanks, Member, present; Jeff Kreger, Member, present. Others present were as follows: Rob Davis, Kay County Assistant District Attorney; Steve Kelley, Kay County Sheriff; Rhonda Stephens, Kay County Treasurer; Janell Leaming, Kay County Assessor; Dennis Bonewell, Kay County Emergency Management Director; Terri Nash and Crystal Meadows, Kay County Custodians; Donna Parker, Oklahoma Court Services; Skylar Mathews and Paul Stokesberry, Kaw Nation; Everett Brazil, Ponca City News; Claude Williams, Taxpayers for Transparency; Tammy Reese, Secretary/Kay County Clerk.

Chairman Shane Jones led the flag salute.

Motion was made by Kreger and seconded by Shanks approving the regular meeting minutes of July 31, 2023. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Report given by Donna Parker, Oklahoma Court Services, presenting the number of community service hours defendants are working and the projects they are involved in: Ms. Parker reported the total monthly completed hours for July 2023 were: New community service clients-17, regular community service clients-43, sanction community service hours completed-62.5, total hours completed-653.20, and community service offender completions-17. Completed Events: Blackwell Schools-clients assisted with cleaning, Northern Oklahoma Humane Society and New Life Trails-clients assisted with feeding and watering the animals, and Wheatheart Nutrition-clients assisted with fixing meals and cleanup. Upcoming Events: Hope and Recovery, Camp McFadden, Lake Ponca, and Charlie Adams Day, clients will assist with various duties.

Job clarification/Amphitheater responsibilities for the janitorial staff: Custodian Terri Nash asked the BOCC what the custodians' duties were regarding the Amphitheater, who they were to answer to, and when they were required to work. Shanks said custodians were to mow, weed eat, and take care of the grounds. Chairman Jones told Nash you are not required to work weekends, and that the custodians reported to him and the BOCC. He continued by saying, that if there are needs outside of these areas, mowing and weed eating, those requests or needs should be brought to the BOCC. Nash said she was told there was a contract in place stating the custodian's responsibilities; Shanks said he has not seen a contract. Clerk Reese said the custodians needed something in writing regarding their job clarification on these issues. No action was taken.

Motion was made by Shanks and seconded by Kreger approving the Oklahoma State Department of Health Business Associate Agreements by and between the Kay County Health Department and Brianna's Cleaning Company, LLC, to provide janitorial services. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Jones approving amending the Office of Commissioners Estimate of Needs on the Temporary Appropriations, and Annual Report for FY 2024 to bring Dist. #2 Foreman up to the same salary as Dist. #1 and #3 Foreman's. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Jones approving setting the BOCC regular meeting dates for the calendar year 2024. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

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Motion was made by Shanks and seconded by Jones approving designating Kay County's holidays for the calendar year 2024. Motion carried: Kreger, aye; Jones; Shanks, aye.

Motion was made by Shanks and seconded by Jones approving the Application for County Burial and Affidavit of Financial Inability to Pay. Jones said this came from the State Medical Examiner. Motion carried: Kreger, aye; Jones; Shanks, aye.

Road and Bridge Projects/Circuit Engineering District (CED) No. 8 Road and Bridge Projects:  
Commissioner Jones said crews finished cleaning out a ditch on Prentice north of Hubbard Rd., sprayed around bridges and signs, put in three culverts on Lake Rd., cleaned around a culvert on Longwood, dug out asphalt on Hartford, bladed, hauled material and mowed district-wide.

Commissioner Shanks said crews finished and opened Bridge 254, crews are working in the shop changing the oil on graders, hauling rock, and blading.

Commissioner Kreger said crews hauled rock and shale to the roads, graded roads, installed and repaired guardrails, ran the packer on Riverview on new shale, and worked on signs.

Motion was made by Shanks and seconded by Kreger approving ODOT Claim Form 324a, Kay County JP 25085(08) Hydrovac, Dist#2. Skylar Mathews told Shanks he would check with Kaw Nation for possible assistance on this project (Peckham Rd.). Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Kreger and seconded by Jones approving the following Public Service/Pipeline Crossing Line Installation: Kay Electric Cooperative, NE4/NE4 S27 T28N R2W ending SE4/SE4 S22 T28N R2W, Peckham Rd., Dist#3. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

BOCC to participate in the County Road Machinery and Equipment Revolving Fund Program, Resolution No. 23, 24-28: Shanks explained to participate is a one-time interest with long payments of approximately 7 years.

Motion was made by Shanks and seconded by Jones tabling to participate in the County Road Machinery and Equipment Revolving Fund Program, Resolution No. 23, 24-28. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Jones and seconded by Shanks approving paying off a loan to Security National Bank for a JD 672G Motor Grader in the amount of \$155,056.10, Dist#3. Kreger said he had one year left on the warranty so he was paying this off. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Kreger and seconded by Shanks approving a Purchase Agreement with District #2 for a 2023 John Deere 210P-Tier Excavator. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Kreger approving the following Kay County Monthly Reports for July 2023: Treasurer. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Kreger approving the following Resolutions to dispose of equipment: Res#23, 24-29, Hwy. Dist#2, JD Excavator, Ingersol Air Compressor, Hotsy Power Washer, Lincoln Welder, Linde Wire Welder, sold at Purple Wave Auction. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Kreger approving the following Resolutions to deposit funds: Res#23, 24-26, Hwy. Dist#2-\$55.00, a prorated refund for an unneeded anti-virus license, and \$39,030.00, government consignment sale; Res#23, 24-27, Hwy. Dist#2-\$1,068.81, overpayment in personal services. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

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Motion was made by Shanks and seconded by Kreger approving the following Cash Fund Estimate of Needs and Request for Appropriations: Highway-\$222,874.77; D#1-\$60,151.44, D#2-\$99,236.44, D#3-\$63,486.89; ARPA 2021-\$21,244.25; Opioid Settlement-\$276.92; County Bridge & Road Improvement-\$42,053.12; Treasurer Mortgage Certification-\$480.00; Resale Property-\$86,136.07; Adult Drug Court-\$6,392.23; Family Drug Court-\$6,000.00; Mental Health Court-\$8,650.25; Local Assistance & Tribal Consistency (LATCF)-\$508.80; County Clerk Lien Fee-\$356.00; Bond-ST (PBA)-\$146,751.67; County Clerk Records Management & Preservation-\$6,990.00; Assessor Revolving Fee-\$1,166.13; County Sales Tax-\$391,533.45; Home Finance Trust Authority-\$16.03; Sheriff Service Fee-\$25,310.97; Rural Fire ST-\$145,907.71; Ambulance Service District ST-\$49,565.51; Use Tax-ST-\$110,988.81 (\$59,223.63/PBA-\$22,197.76/RFD-\$22,175.57/EMS-\$7,391.85). Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Kreger approving the following Transfer of Appropriations: Mental Health Maintenance & Operation-\$500.00 to Travel; Hwy. Dist#3 FEMA Projects-\$75,000.00 to Capital Outlay. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

**New Business [As per 1991 O.S. 25§311. A.9- 'New Business', as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.] None.**

Motion was made by Jones and seconded by Shanks approving Maintenance & Operation Claims, and Blanket Purchase Orders. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

**FY 2022/2023 PURCHASE ORDER:  
FY 2023-2024 PURCHASE ORDER:**

Details' concerning the above-listed purchase orders/claims are available in the County Clerk's Office. All records are open to the public, and any person may examine the same during regular office hours.

There being no other business, motion was made by Jones and seconded by Shanks to adjourn at 10:15 a.m. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

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Approved this 14<sup>th</sup> day of August 2023.

\_\_\_\_\_  
SHANE JONES, DIST#1, CHAIRMAN

\_\_\_\_\_  
JASON SHANKS, DIST#2, MEMBER

\_\_\_\_\_  
JEFF KREGER, DIST#3, MEMBER

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ATTEST:

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TAMMY REESE, COUNTY CLERK  
COUNTY OF KAY, STATE OF OKLAHOMA  
SECRETARY, BOARD OF COUNTY COMMISSIONERS  
(SEAL)

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