

Monday, October 2, 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, October 2, 2023, the meeting was posted for public information on September 29, 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: Commissioners: Jason Shanks, Member, present; Jeff Kreger, Member, present. Others present were as follows: Brian Hermanson, Kay County District Attorney (DA); Rhonda Stephens, Kay County Treasurer; Janell Leaming, Kay County Assessor; Brenda Medlock and Rachel Rolando; OSU Extension; Hannah Cross, Marianna Horinek and Cash Tripp, 4-H; Kelle Cross, Michelle Vap, and Karen Overman, 4-H Volunteers; Travis Harris, Citizen; Dan Hesson, Citizen; 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 September 25, 2023. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Jones and seconded by Shanks approving a Proclamation to proclaim October 1-7, 2023 as National 4-H Week. 4-H President Marianna Horinek read the Proclamation. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Kreger approving entering into Executive Session for the purpose of discussing the employment, hiring, appointing, promotion, demotion, disciplining or **resignation of any individual salaried public officer or employee, O.S. Title 25 § 307.B.1, Emergency Management position (9:08 a.m.)**. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Kreger approving to reenter the regular meeting of the BOCC (9:34 a.m.). Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Jones and seconded by Kreger approving to interview all of the received applicants for the Emergency Management position (related to the Executive Session) on Tuesday, October 10, 2023, at 9 a.m. in an Executive Session. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

No action was taken on a quote for water treatment for the Kay County OSU Extension Building. Shanks stated a contract needs to be presented to the BOCC to be voted on.

Quotes to purchase a pump for a fire truck for Bear Creek Fire Department: J & J Custom Fire Inc.-\$6,329.00; Fire Penny Fire Fighter Equipment-\$6,341.25; Fire Pump Specialty-\$5,700.00

Motion was made by Shanks and seconded by Kreger approving a quote J & J Custom Fire Inc.-\$6,329.00 to purchase a pump for a fire truck for Bear Creek Fire Department. This was next to the lowest quote, but the lowest quote was from a company out of Texas. Bear Creek Fire Department preferred to go with J & J Custom Fire because they were a local company and would be able to assist with emergency situations, repairs, etc. in a more timely manner. DA Hermanson stated this was a reasonable decision because they deal with emergencies, needing to get equipment repaired, etc. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Quotes to purchase a used rescue truck for the Newkirk Fire Department: Company Two Fire-\$65,000; Frontier Fire-\$23,500; Great Lakes Surplus Equipment-\$18,500.

Motion was made by Shanks and seconded by Kreger approving to accept the lowest quote from Great Lakes Surplus Equipment-\$18,500 to purchase a used rescue truck for the Newkirk Fire Department. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Jones approving on Agreements between the BOCC and the following to have remote terminal capabilities with the Assessor's office: Elsberry Appraisal, LLC. DA Hermanson approved as to form. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Kreger and seconded by Shanks approving reimbursement from the State for the Election Board Secretary's Salary for the month of September 2023. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Kreger approving authorizing a Requisitioning Officer, Receiving Agent, and Inventory Clerk for the following accounts with the Sheriff's Department: RO-Steve

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Kelley/Sean Grigsba/Jessica Wathor, RA-Jodi Harp/Vickie Schmidt, IC-Jon Stieber/Shannon Wathor; on all of the following accounts: Sheriff Juvenile Shelter; Service Fee; Security Fund; Service Fee-Courthouse Security; Training; Grant; JAG Grant; Donations. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Clerk Reese said she put the Travel Policy item on the agenda because the county needs to establish a policy. Reese asked Chairman Jones to also open up Item 16. She said before the county can obtain a purchasing card the county would need to have a travel policy in place. Reese said Chairman Jones had mentioned to her that he would like to see a per diem on meals per day when staying overnight. She asked the BOCC to decide between the per diem and the current procedure. Much discussion was made between the BOCC and other officers in attendance. Shanks asked DA Hermanson how the State handles this matter; DA Hermanson said they are paid per diem per state rate and suggested the county do the same if they choose the per diem method. DA Hermanson said he could get with Clerk Reese and together develop a Travel Policy.

Motion was made by Shanks and seconded by Kreger approving establishing a Travel Policy using the per diem per state rate structure. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Clerk Reese said although she is against the county obtaining a purchasing card it has become clear one will be needed in the near future. She said beginning in January 2024 we will no longer be able to book a hotel room for our annual conferences with a purchase order. Reese asked for strict restrictions on the card. Chairman Jones suggested only using the card for hotel reservations and only getting one card. Reese said before the process of getting a card can take place; training classes must be taken and passed. DA Hermanson said this language should be added to your travel policy as well.

Motion was made by Shanks and seconded by Kreger approving for Kay County to obtain a Purchasing Card to be used only for making hotel reservations and only receiving one card to be held in the County Clerk's office. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Road and Bridge Projects/Circuit Engineering District (CED) No. 8 Road and Bridge Projects:  
Commissioner Jones said crews worked on asphalt roads, dug out spots and filled them with asphalt, patched holes, mowed ditches, boom mowed, and bladed roads district-wide.

Commissioner Shanks said crews finished Main and finished rocking "P" Str., rocked one-half mile on Union, pulled one mile on Earth between Union and Pleasantview, spot-bladed, and mowed.

Commissioner Kreger said crews hauled shale and sand to the roads, graded roads, sprayed and mowed right of ways, changed out some culverts, trimmed trees, dug ditches, and placed rip rap on Fountain Rd.

Motion was made by Kreger and seconded by Jones approving the following Resolutions to deposit funds: Res#23, 24-37, Highway Dist#3-\$704.00, sale of 18" culvert. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

Motion was made by Shanks and seconded by Jones approving the following Resolutions declaring surplus: Res#23, 24-38, Sheriff's Department, 2014 Ford F150 patrol truck, auctioning on Purple Wave; Res#23, 24-39, Sheriff's Department, patrol vehicle Dodge Journey, auctioning on Purple Wave; Res#23, 24-40, Sheriff's Department, 2014 Ford F150 patrol truck, auctioning on Purple Wave. 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.**

Commissioner Shanks and DA Hermanson stepped out of the meeting (10:08 a.m.); Shanks returned to the meeting at 10:15 a.m. and DA Brian Hermanson left the meeting to attend court.

Motion was made by Jones and seconded by Kreger approving Payroll Verifications for September 2023, Maintenance & Operation Claims, and Blanket Purchase Orders. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

**FY 2023-2024 PURCHASE ORDER:**

ARPA 2021 Grader 1093 Yellowhouse Machinery Co 355444.00; Rock 1049 Dolese Bros. Co 5115.18; Assr Rev Fee Supplies 1185 Amazon Capital Services 202.97; Uniforms 1184 Village Screen Print 101.67; Drug Court Internet 972 Ponca City Utility Authority 23.33; Labor 1011 Bouton, Lonna Anne 156.75; Family Drug Court Internet 977 Ponca City Utility Authority 23.33; General FUEL 801 Fuelman 2108.95; Internet 939 Verizon Wireless 80.02; Lodging 497 Renaissance Tulsa Hotel 255.53; 514 Renaissance Tulsa Hotel 290.46; Maintenance 437 Harrell Automotive & Recovery 250.00; 692 TASC 10000.00; Phones 1026 American

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Telephone Inc 350.00; supplies 483 Walmart Capital One 117.61; 710 McMaster-Carr 57.63; 811 Redlands Office Solutions LLC 119.28; Travel 763 Stephens, Rhonda J. 206.83; 874 Rolando, Rachel 123.47; Treatment 1215 Oklahoma Bed Bug Experts 8000.00; Health Internet 846 Get Real Fiber 50.00; Janitorial 847 Brianna's Cleaning Company LLC 2200.00; Monitoring 177 Falco Alarm Co. 213.00; Payroll 609 Oklahoma State Dept of Health 35296.35; Postage 1226 USPS - Quadient 1500.00; Service 842 AT&T 118.92; 844 Summit Utilities Oklahoma Inc 52.59; 853 Sparklight 237.44; supplies 1178 Sanofi Pasteur Inc 88.89; Travel 207 Wehunt, Amy 109.25; 616 Todd, Cassie 169.78; 835 Pameticky, Laura 187.33; Utilities 850 Ponca City Utility Authority 2359.97; Highway null 1176 Warren Cat 1203.18; Asphalt 1245 KERNS ASPHALT COMPANY INC 2916.80; Billing 1045 OK Natural Gas 157.15; Construction 1179 Baker Construction 11257.00; Culvert 1105 Core & Main LP 8076.00; Engineering 1066 Willis Engineering 2600.00; Fire Extinguishers 1292 Pioneer Fire And Safety 160.00; FUEL 886 Farmers Grain Company 25470.26; Labor 367 High Point Partners LLC 14500.00; Lease 1100 Galaxie Business 84.00; Materials 1151 Lowes Building Center 597.19; Metal 1198 Lowes Building Center 56.99; Parts 9 Yellowhouse Machinery Co 256.26; 462 John Deere Credit 578.40; 470 Owen Auto Supply 405.49; 787 HUDSON AUTO SUPPLY LLC 479.19; Phone 1039 Chisholm Broadband 89.99; Pipe 1294 Century Products 946.32; 1302 Century Products 1761.50; Racks 1187 High Point Partners LLC 500.00; Registration 1183 Northwest District CODA 45.00; Repairs 621 Standley Systems Inc 133.07; 622 G & B Auto Service Inc 80.00; Sand 988 Wooderson Farms 1990.00; Service 682 Rolling Prairie 105.80; supplies 786 Brandts 240.06; Supplies 1293 O Reilly Auto Parts 44.97; Telephone 646 Nextiva Inc 93.34; TIRE 91 Kelle Oil Company 94.50; Tires 1028 Kelle Oil Company 2548.00; travel 987 Kreger, Jeff S. 98.25; Uniforms 982 Unifirst Holdings Inc 383.60; Utilities 557 Ponca City Utility Authority 505.78; Mental Health Internet 974 Ponca City Utility Authority 23.34; Labor 1002 Butler, Kristopher 358.54; ML Fee Travel 1181 Simpson, Amy Nicole 174.52; Rural Fire-ST Overhead garage door 1166 Richardson Overhead Door 700.00; Phone Service 900 Falco Communications 50.00; Pump 1024 J & J Custom Fire Inc. 6329.00; Radios 699 Spirit Electronic Communications LLC 6804.60; Truck 1070 Great Lakes Surplus Equipment 18500.00; SH Svc Fee First aid supplies 793 Cintas Corporation 97.53

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 10:38 a.m. Motion carried: Kreger, aye; Jones, aye; Shanks, aye.

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Approved this 10<sup>th</sup> day of October 2023.

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SHANE JONES, DIST#1, CHAIRMAN

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JASON SHANKS, DIST#2, MEMBER

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JEFF KREGER, DIST#3, MEMBER

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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