

Monday, May 11, 2020  
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, May 11, 2020, the meeting was posted for public information on May 8, 2020, at 8:50 a.m. on the Courthouse front door, Commissioners Court, basement handicapped entrance of the Kay County Courthouse, and Mark Branch Gymnasium in Newkirk, Oklahoma.

Chairman John Wilson called the meeting to order. Those present were as follows: Jason Shanks, Member; Brian Hermanson, District Attorney (DA); Steve Kelley, Kay County Sheriff; Jennifer Brock, Kay County Special Judge; Lennis Ailey, Secretary Bailiff for Special Judges; Marilee Thornton, Kay County Court Clerk; Susan Keen, Kay County Assessor; Christy Kennedy, Kay County Treasurer; Brenda Medlock, OSU Extension; Dennis Bonewell, Kay County Emergency Management Director; Terri Nash, Cody Blair, Crystal Meadows, Courthouse Custodians; David Cummings, Baumert, Cummings & Hiatt, Attorneys-At-Law; Randy Kyler, KSB Enterprises, LLC; Matt Graves and Gang Li, Architects In Partnership; Tammy Reese, Secretary/Kay County Clerk. Absent: Jack Godberson, Member. (See sign in sheet).

Motion was made by Shanks and seconded by Wilson approving to recess the meeting to Mark Branch Gymnasium, Newkirk Public Schools, located at 215 S. Maple, Newkirk, OK (across the street west of the courthouse). Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving to reconvene BOCC regular meeting (9:10 a.m.). Motion carried: Godberson, aye; Wilson, aye; Shanks, aye.

Chairman Wilson led the flag salute.

Motion was made by Shanks and seconded by Wilson approving regular meeting minutes of May 4, 2020. Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving to enter into a special meeting of the Kay County Public Buildings Authority (9:11 a.m.). Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving to re-enter into the regular meeting of the BOCC (9:30 a.m.). Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving Contract for Services an Agreement by and between the Kay County Assessor's Office, by and through the BOCC and Total Assessment Solutions Corp. (TASC) allowing TASC to do assessments on personal properties in Kay County. Assessor Keen explained this is the annual contract with TASC to assess oil/gas pipelines, wind farms, etc. Commissioner Shanks verified the contract is paid by Assessor's Visual Inspection account. DA Hermanson approved as to form. Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving Agreement between Pictometry International Corp. and Kay County for online services. Assessor Keen told this is an annual contract utilized to assess and is also used by the Sheriff Department and District Attorney's office for criminal activities. Commissioner Shanks confirmed this service is paid by the Assessor's Visual Inspection account. DA Hermanson approved as to form. Motion carried: Wilson, aye; Shanks, aye.

Replacement Agreement for Gas Sales Agreement (Contract #8184): DA Hermanson noted the contract "Buyer" was listed as Kay County Courthouse instead of Kay County Board of Commissioners and suggested changing the language on the contract.

Motion was made by Shanks and seconded by Wilson approving Replacement Agreement for Gas Sales Agreement (Contract #8184) with Contract Buyer language changed to Kay County Board of Commissioners. Motion carried: Wilson, aye; Shanks, aye.

Discussion was made regarding establishing the procedures to be used, and setting a date to reopen the courthouse to the public: DA Hermanson told he wrote up opening procedures and sent to all officers for review. He talked about the minor changes that were made. Assessor Keen expressed concerns

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entering/leaving and congestion of the west entrance, and she mentioned disinfecting the offices. Others expressed concerns and Judge Brock mentioned a few matters specific to limited deprived dockets. Court Clerk Marilee Thornton told her office made color-coded badges for each of the different departments and also signage for directions. DA Hermanson told if the Courthouse Opening Procedures are approved, he will send to the newspapers and etc. for public information.

Motion was made by Shanks and seconded by Wilson approving opening the courthouse to the public on Monday, May 18, 2020, with limited access pursuant to the rules and guidelines set forth (see attachment). Motion carried: Wilson, aye; Shanks, aye.

Road and Bridge Projects/Circuit Engineering District (CED) No. 8 Road and Bridge Projects:  
Commissioner Shanks said his crews were working in the shop today, hauling rock and weather permitting will start mowing. He told the pipe has been put in on Judo Rd. (FEMA Project) and said Do U Right Construction will start this week putting in a box culvert on Dry Rd., when completed this will finish up all Dist#2 FEMA Projects.

Commissioner Wilson reported his crews dug shale at the pit and hauled shale to roads, graded roads, laid shale, and installed bridge closed guardrail on the Hunnewell Bridge. He told his crews are now working Monday-Thursday from 6 a.m. – 4:30 p.m.

Motion was made by Shanks and seconded by Wilson approving signing Title Page for Bridge No. 220A, Dist#2. Commissioner Shanks said this is a CBRI Project for a bridge on "R" Str. and CED#8 has the plans. Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving to go out for bid on a full depth pavement repair on River Rd., Dist#2. Shanks said this a rebid and explained the reasons. Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Wilson and seconded by Shanks approving the following Public Service/Pipeline Crossing Line Installations: Kay Electric Cooperative, SW4/SE4 S15 T29N R2W ending NW4/NE4 S22 T29N R2W, Judo Rd., Dist#3. Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving following Requisitioning Officer (RO), Receiving Agent (RA) and Inventory Clerk (IC) to the Kay County Health Departments accounts: RO-Michelle Mollet, Jaala Wailin; RA-Michelle Ailey, June Fetters, Liz Banister; IC-Michelle Mollet. Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving the following Kay County Monthly Reports: Treasurer; County Clerk. Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving the following Resolutions to Dispose of Equipment: Res#19, 20-147, Hwy. Dist#3, fuel tank, junked. Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving the following Resolutions to Deposit Funds: Res#19, 20-145, Hwy. Dist#1-\$52,184.15, FEMA DR 4438 PW 506 Proj#120463-\$8,874.33; FEMA DR 4438 PW 530, Proj#129231, Lake Rd.-\$43,309.82; Res#19, 20-146, ETR Loan-\$295,000.00, Projects: ETRCB8-36-3(34)20-BIA-\$90,000.00; ETRCB8-36-3(35)20-BIA-\$90,000.00; ETRCB8-36-3(26)20-FEMA-\$115,000.00. Motion carried: Wilson, aye; Shanks, aye.

Motion was made by Shanks and seconded by Wilson approving the following Cash Fund Estimate of Needs and Request for Appropriations: Highway-\$401,960.89; Dist#1-\$130,321.36; Dist#2-\$90,585.57; Dist#3-\$181,053.96; Highway-CBRIF-\$37,365.70; Treasurer Mortgage Certification Fee-\$400.00; Resale Property-\$26,151.45; Adult Drug Court-\$4,818.00; Mental Health Court-\$10,200.00; County Clerk Lien Fee-\$551.90; Open Dumping Reward-\$121.88; Public Buildings Authority (PBA)-\$131,850.57; DHS-\$1,408.84; County Sales Tax-\$114,010.37; Use Tax-\$16,431.36; County Clerk Records Management & Preservation-\$7,610.00; Assessor Revolving Fee-\$1,162.93; Jail Sales Tax-\$304,016.60; Home Finance

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Trust Authority-\$3.10; Sheriff Service Fee-\$23,347.94; Use Tax-\$43,756.78; DA Misc. Revolving Fund-\$64.02. Motion carried: Wilson, 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 Shanks and seconded by Wilson approving Payroll Verifications for the month of April 2020 (on special payroll claim for Election Board), Maintenance & Operation Claims and Blanket Purchase Orders. Motion carried: Wilson, aye; Shanks, aye.

**FY 2019/2020 PURCHASE ORDERS:**

DA Revolving Disbursement 3566 8th District Attorney Of OK 64.02; Drug Court Attorney Fees 3458 Terrell, Fera 500.00; Family Drug Court Court Attendance 3362 Terrell Law Firm PLLC 500.00; General Equipment 3619 Burkes Auto Body & Restoration 3004.48; Fuel 3380 Fuelman 622.93; Maintenance 3111 Standley Corp 40.15; Supplies 2793 Lowes Companies Inc. 91.11; Telephone 3399 Alliance Business Services 856.92; Health Lawn Care 2168 Turf Surfers Inc. 500.00; Services 2317 Bray, Bill 630.00; Supplies 2841 Redlands Office Solutions LLC 372.15; 3282 Farha Wholesale Co. 378.18; Travel 2318 Bray, Bill 48.35; 3263 Forman, Tammy 46.00; 3265 Mollet, Michelle 133.98; Highway null 3454 Kelle Oil Company 370.00; Gases 3579 S & K Direct Steel LLC 96.00; Lease 3545 OK Dept. of Transportation 1416.85; Parts 3192 Newkirk Auto Parts 317.90; 3334 Owen Auto Supply 1260.28; Repairs 2984 Blackwell Tire Service 75.00; 3294 Blackwell Tire Service 78.00; REPAIRS 2244 Kelle Oil Company 257.37; Rock 3444 Dolese Bros Co 3848.00; Shale 3323 Mike Redding 496.25; 3449 Mike Redding 498.50; Supplies 2802 Brandts 113.85; 3295 Blackwell Auto Supply 464.37; Uniforms 3336 Cintas Corporation Loc 1136.85; Mental Health Court Attendance 3364 Terrell, Fera 300.00; SH Svc Fee Detention 3138 CommunityWorks 2981.25; Fees 1535 Dept. of Public Safety 210.00; Fuel 3372 Fuelman 700.24; Internet 3145 US Cellular 881.40; Maintenance 3146 Bumper To Bumper 31.00; Parts 3574 Stuteville Ford Lincoln 52.05; Sanitizer 3563 Farha Wholesale Co. 22.00; Software 3140 Transunion Risk 158.00; Uniform Pants 3174 COPS Products LLC 112.68; Uniforms 3281 COPS Products LLC 1345.46

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 same during regular office hours.

There being no other business, motion was made by Shanks and seconded by Wilson to adjourn at 9:58 a.m. Motion carried: Wilson, aye; Shanks, aye.

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Approved this 18th day of May, 2020.

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JOHN A. WILSON, CHAIRMAN

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JASON SHANKS, MEMBER

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JACK GODBERSON, 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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### **Kay County Courthouse Opening Procedures**

On May 18, 2020 the Kay County Courthouse, which was closed to the public by the Order Of the Oklahoma Supreme Court and Oklahoma Court of Criminal Appeals and by the Order of the Kay County Commissioners, will re-open on a limited basis. While all of the courthouse employees have continued to work during this time, these Offices will be open to the public starting on May 18, 2020 as follows:

1. County Clerk: Will allow citizens into office by appointment only.
2. County Treasurer: Will allow citizens into office by appointment only.
3. County Assessor: Will allow citizens into office by appointment only.
4. Election Board Secretary: Will allow citizens into office by appointment only.
5. OSU Extension Office: Will allow citizens into office by appointment only.
6. County Court Clerk and Judges:
  - a. All jury trials are postponed until August 2020
  - b. All filings will be by mail. If a filing must be made in-person, an appointment must be made through the office of the Court Clerk. Filings may only be done electronically upon prior approval of the Judge;
  - c. Only parties to the cases will be permitted to enter the Courthouse when case is set for hearing;
  - d. Parties are not allowed to enter any offices in the Courthouse other than the Court Clerk's office or a courtroom;
  - e. Dockets will be scheduled to limit the number of parties present for each case. Please read court minutes carefully. Parties will only be allowed in courthouse at the time of the hearing;
  - f. Scheduling dockets will only be held telephonically;
  - g. Juvenile Delinquent cases will be held for in-custody defendants and parents only;
  - h. Specialty Courts will continue to be held virtually;
    - i. All hearings will be conducted via telephone or virtually whenever possible;
  - j. All persons over 65 or who are considered vulnerable will be allowed to conduct business with the court via telephone or virtually. The Courts will allow continuances to these parties if possible;
  - k. All fines will be accepted by mail, online payment or phone-in payment only.
7. District Attorney:
  - a. Witnesses will be allowed to enter the Victim-Witness center only at the times they are scheduled to testify in a case. Efforts will be made to maintain social distancing during their time in the courthouse. Once witness has completed testimony, they are to immediately leave the courthouse unless ordered by the Court to remain;
  - b. All meetings with attorneys or advocates will be conducted either by phone or virtually;
  - c. All compliance paperwork will be accepted by mail or fax only. Payments may be mailed or made electronically; Defendants will be allowed into the supervision office by appointment only unless ordered by the Court to directly report to office after court appearance.
  - d. Meetings with attorneys will be by appointment only.

In order to comply with the orders of the Governor of Oklahoma and the directions provided by Oklahoma Supreme Court and Oklahoma Court Of Appeals, and to protect the public of Kay County, certain rules will be enforced. They are as follows:

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1. All persons coming into the Courthouse will only be allowed to enter and exit through the West side basement/handicap access doors. All other doors will not be allowed to be used, except in case of an emergency.
2. Anyone entering the Courthouse will be required to have their temperature taken. Any person with a temperature of 100.4 or higher will be denied access to the Courthouse.
3. Persons allowed in the Courthouse will be limited for the time being to the following:
  - a) Only persons who have court appearances within the hour of their arrival and only the person with the court appearance will be allowed, unless permission has been granted by the Court for the other persons. No other family members will be allowed into the Courthouse as provided below.
  - b) No children will be allowed into the Courthouse unless ordered by the Court.
  - c) Attorneys who have cases scheduled on that day's docket will be allowed to enter.
  - d) Kay County Citizens who have made an appointment with offices in the Courthouse will be allowed entrance at the time of their appointment. Kay County office phone numbers may be found at the Kay County website.
  - e) Every person entering the courthouse must present a form of identification.

Any Person coming into the Courthouse for the reasons listed above will only be allowed to go to the location of their court appearance or their appointment and then must directly leave the Courthouse through the West basement exit.

Bathrooms located in the basement will be opened to the public. All other bathrooms are designated for courthouse staff only.