

Monday, June 25, 2018  
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, June 25, 2018, in the Commissioners Court of the Kay County Courthouse in Newkirk, Oklahoma. Notice of the meeting was posted for public information on June 22, 2018, at 8:50 a.m. at the Courthouse front door, Commissioners Court, and basement handicapped entrance of the Kay County Courthouse in Newkirk, Oklahoma.

Chairman Jason Shanks called the meeting to order. Those present were as follows: Paul Skidmore, Member; Jack Godberson, Member; Brian Hermanson, District Attorney (DA); Steve Kelley, Kay County Sheriff; Susan Keen, Kay County Assessor; Christy Kennedy, Kay County Treasurer; Marilee Thornton, Kay County Clerk; Cheryl Howard, Kay County Election Board Secretary; Brenda Medlock, OSU Extension; Sean Grigsba, Kay County Undersheriff; Carson Creed, Blackwell; John Wilson, Braman; Claude Williams, Taxpayers for Transparency; Tammy Reese, Secretary/Kay County Clerk. (See sign in sheet).

Chairman Jason Shanks led the Flag Salute.

Motion was made by Skidmore and seconded by Godberson approving regular meeting minutes of June 18, 2018. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Shanks and seconded by Godberson approving special meeting minutes of June 21, 2018. Motion carried: shanks, aye; Godberson, aye; Skidmore, abstained.

Motion was made by Shanks and seconded by Godberson approving Agreements between the BOCC and the following to have remote terminal capabilities with the Assessor's office: Cyndi Mitchell; Preservation and Design Studio. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Skidmore and seconded by Godberson approving Cooperative Extension Services Agreement between the Oklahoma State University Acting for and on behalf of its Cooperative Extension Service and the United State Department of Agriculture. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Shanks and seconded by Godberson approving KellPro Software and Service Agreement for FY 2019 between KellPro, Inc. and the Kay County Clerk. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Skidmore and seconded by Godberson rejecting the following Juvenile Detention Center Contracts for FY 2019 between BOCC, and: Tulsa County (\$68.25 a day per child). Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Road and Bridge Projects/Circuit Engineering District (CED) No.8 Road and Bridge Projects: Commissioner Godberson said crews were blading, hauling materials, mowing ditches, crack sealing and patching roads district wide. Crews are also boom mowing several roads, cutting and pulling trees on Riverview and Cowboy Hill.

Shanks told his crews will probably be working in the shop for a couple of days and as soon as the roads dry out from recent rains they will start blading.

Commissioner Skidmore said his crews have been weed eating, spraying ditches and bridges, ripping shale at Smether's pits, hauling dirt from "P" Street to roads, working on road signs, grading roads and started work on a bridge at 76<sup>th</sup> and Indian and grading roads and mowing roadways.

No action was taken to go out for bid to tear down the old shop building at 1814 W. Dewey, Dist#3 because the bid needed to include putting the shop building back up at new location.

Quotes for a south wall construction of oil pit, building framework and installing overhead doors, the purchase of doors and automatic door openers, Dist#3: Ruiz Construction-\$24,650.00; Hembree & Hodgson-\$37,675.00; Blue Sky Construction-\$24,000.00.

Monday, June 25, 2018  
Newkirk, Oklahoma

Motion was made by Godberson and seconded by Shanks approving and accepting the lowest quote received by Blue Sky Construction-\$24,000.00 for a south wall construction of oil pit, building framework and installing overhead doors, the purchase of doors and automatic door openers, Dist#3. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Quotes for contract and labor to make 11 (corrected from Agenda that read 11") Bollard Holes and Concrete, Dist#3: Hembree & Hodgson-\$1,900.00; River Ridge Construction-\$3,300.00; Garland-No Quote.

Motion was made by Shanks and seconded by Godberson approving and accepting lowest quote for contract and labor to make 11 (corrected from Agenda that read 11") Bollard Holes and Concrete, Dist#3 from Hembree & Hodgson-\$1,900.00. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Quotes for contract and labor to make and pour apron to new west building and three sets of stairs, Dist#3: Hembree & Hodgson-\$5,250.00; River Ridge Construction-\$8,000.00; Garland-No Quote.

Motion was made by Shanks and seconded by Godberson approving and accepting lowest quote for contract and labor to make and pour apron to new west building and three sets of stairs, Dist#3 from Hembree & Hodgson-\$5,250.00. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Shanks and seconded by Godberson Tabling quotes for a 48" severe duty bucket, Dist#3. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Godberson and seconded by Skidmore approving the following Public Service/Pipeline Crossing Line Installations: Terra Oilfield Services, SE4/SW4 S23 T27N R3E ending NE4/NW4 S26 T27N R3E, D#1. Godberson told the BOCC this part of the permit was left off of the previous permit approved last week. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Godberson and seconded by Skidmore approving the following Resolutions to Deposit Funds: Res#17, 18-173, Highway Dist#1-\$500.00, Public Service/Pipeline Crossing Line Installation; Res#17, 18-174, Highway Dist#1-\$83.50. road signs; Res#17, 18-175, Highway Dist#3-\$798.20, sale of scrap iron; Res#17, 18-176, Highway Dist#1-\$113.32, culvert pipe and band. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Skidmore and seconded by Godberson approving the following Transfer of Appropriations: Sheriff General Maintenance & Operation (M&O)-\$20,000.00 to Capital Outlay – VOID (approved in BOCC meeting 6-18-18); Sheriff General M&O-\$14,000.00 to Capital Outlay; General Fund Insurance & Benefits-\$2,267.69/General Fund M&O-\$200 Total-\$2,467.69. Motion carried: Shanks, aye; Godberson, aye; Skidmore, 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.]

DA Hermanson left the meeting to attend court.

Motion was made by Godberson and seconded by Skidmore approving Payroll with warrants to be released on June 28, 2018, Blanket Purchase Orders (to be effective on the first working day in July 2018) and Maintenance & Operation Claims. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

**FY 2017/2018 PURCHASE ORDERS:**

2017-2018 Assr Rev Fee 32, Staples, 123.34, Supplies; General 2252, R.K. Black Inc, 221.00, Copier maintenance; 2253, Eastern Okla Youth Services, 1075.08, Juvenile Detention; 2254, J & P Supply, 524.69, Supplies; 2255, Fuelman, 1703.56, Fuel; 2256, Birch Communications, 420.12, Telephone; 2257, Craig Co. Detention Center, 775.00, Juvenile Detention; 2258, Reese, Tammy J., 169.98, Travel; 2259, AT&T, 127.86, Internet; 2260, Staples, 146.96, Supplies; 2261, Cintas Corporation, 316.89, Medical Supplies; 2262, Pemberton Chevrolet, 52.67, Service; 2263, Secretary of State, 10.00, Notary Bonds; 2264, Lowes Companies Inc., 235.72, Supplies; 2265, Southwest Business Products, 9.00, Name plates;

Monday, June 25, 2018  
Newkirk, Oklahoma

2266, Courtney, Devin, 15.51, Mileage; Health 426, ANCO Services, 2085.00, Janitorial Services; 427, OK Natural Gas, 108.97, Billing; 428, AT&T, 301.32, Phone; 429, Sigrid Krause, 98.70, Travel; 430, Stolhand Heating & Air, 90.00, Repairs; 431, Marvel's Handyman Service, 180.00, Repairs; Highway 1801, City of Blackwell, 265.89, Billing; 1802, City of Blackwell, 308.80, Billing; 1803, Rolling Prairie, 76.25, Filter Service; 1804, OK Natural Gas, 102.79, Billing; 1805, G & B Auto Service Inc, 257.48, Parts; 1806, Circuit Engineering District #8, 832.00, Signs; 1807, Dub Ross Co. Inc., 3111.00, Pipe; 1808, Cintas, 77.02, Medical; 1809, Custom Hydraulics LLC, 99.38, Seals; 1810, Dish, 23.60, Billing; 1811, Standley Systems Inc, 33.00, Maintenance; 1812, Godberson, Jack, 102.02, Mileage; 1813, Shanks, Jason R., 106.28, Mileage; 1814, Direct Discount Tire, 370.62, Tires; 1815, Direct Discount Tire, 1270.00, Tires; PBA 51, Choate, Calie Jo, 1000.00, Maintenance

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.

Motion was made by Godberson and seconded by Shanks approving to leave Employee/Employer Retirement Contribution Rates the same as in the past, selecting OPERS Code P for Fiscal Year 2019-unchanged and elected officials contribution rates are selected by their first elected dates. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Shanks and seconded by Skidmore approving and authorizing Requisitioning Officer (RO), Receiving Agent (RA) and Inventory Clerks (IC) in the General Fund and Cash Accounts for FY 2018-2019 as follows: Hwy. Dist#1 1102-6-4100 RO-Jack Godberson, Ronnie Nelson, William McAllaster, RA & IC-Jill Copelin, Rusty Klinger; Hwy. Dist#2 1102-6-4200 RO-Jason Shanks, Clifford Locke, RA & IC-Debi Merhoff, Amos Nash; Hwy. Dist#3 1102-6-4300 RO-Paul Skidmore, RA-Teena Tucker, Marvin Swopes, IC-Teena Tucker; Treasurer 0001-1-0600 RO-Christy Kennedy, Rhonda Stephens, RA-Christie Hudson, Leah Cochran, IC-Christie Hudson; Treasurer Mortgage Certification Fee 1230-1-0600 RO-Christy Kennedy, Rhonda Stephens, RA-Christie Hudson, Leah Cochran, IC-Christie Hudson; Treasurer Resale 1220-1-0600 RO-Christy Kennedy, Rhonda Stephens, RA-Christie Hudson, Leah Cochran, IC-Jamie Johnston; Assessor Visual Inspection RO-Susan Keen, Janell Leaming, Amber Boyer, RA-Chandice Lawhon, Samantha Lewis, IC-Samantha Lewis, Amber Boyer; Assessor Visual Inspection Reimbursement RO-Susan Keen, Janell Leaming, Amber Boyer, RA-Chandice Lawhon, Samantha Lewis, IC-Samantha Lewis, Amber Boyer; Assessor 0001-1-1600 RO-Susan Keen, Janell Leaming, Amber Boyer, RA-Chandice Lawhon, Samantha Lewis, IC-Samantha Lewis, Amber Boyer; Election Board 0001-1-2200 RO-Cheryl Howard, Carol Leaming, RA & IC-Lacie Holman; County Clerk Records Management/Preservation 1209-1-1000 RO-Tammy Reese, Patsy Leyva, RA & IC-Holly Cline, Mary Ann Kirkendall; County Clerk Lien Fee 1200-1-1000 RO-Tammy Reese, Patsy Leyva, RA & IC-Holly Cline, Mary Ann Kirkendall; County Clerk Information Technology 0001-1-2500 RO-Tammy Reese, Patsy Leyva, RA & IC-Holly Cline, Mary Ann Kirkendall; County Clerk Purchasing 0001-1-2400 RO-Tammy Reese, Patsy Leyva, RA & IC-Holly Cline, Mary Ann Kirkendall; County Clerk 0001-1-1000 RO-Tammy Reese, Patsy Leyva, RA & IC-Holly Cline, Mary Ann Kirkendall; Excise Board 0001-1-2100 RO- Tammy Reese, Patsy Leyva, RA-Jennifer Harp, Holly Cline; District Attorney 0001-1-0100 RO-Brian Hermanson, David Wilkie, RA-Julie Vap, Gail Brookshire, IC-Danielle Tavanello, Carla Duroy; County Sales Tax-Jail Debt 1315-7-0800 RO-Bruce Robinson, Jason Shanks, Don Jones, RA-Tammy Reese, Kaleen Hughs, Patsy Leyva; County Audit Expense 0001-1-4500 RO-Dist#1, #2 & #3 Commissioner, RA-Tammy Reese, Patsy Leyva; Open Dump Reward 1221-6-0800 RO- Dist#1, #2 & #3 Commissioner, RA-Tammy Reese, Jessica Wathor, Holly Cline; PBA 7607-8-0800 RO- Dist#1, #2 & #3 Commissioner, RA-Patsy Leyva, Vicki Kirchoff, IC-Patsy Leyva; PBA Tonkawa 7607-8-6400/PTC 7607-8-6401/Ponca City Schools 7607-8-6402 Dist#1, #2 & #3 Commissioner, RA-Tammy Reese, Patsy Leyva, Holly Cline, IC-Patsy Leyva; Estray Animal 7501-0-0800 Dist#1, #2 & #3 Commissioner, RA-Patsy Leyva, Jessica Wathor; Use Tax 1301-0-0800 Dist#1, #2 & #3 Commissioner, RA-Tammy Reese, Patsy Leyva; Home Finance Authority Dist#1, #2 & #3 Commissioner, RA & IC-Tammy Reese, Patsy Leyva; Charity 0001-3-2800 Dist#1, #2 & #3 Commissioner, RA-Tammy Reese, Patsy Leyva; Insurance/Benefits 0001-1-2300 Dist#1, #2 & #3 Commissioner, RA-Patsy Leyva, Holly Cline, IC-Patsy Leyva; General Government 0001-1-2000 Dist#1, #2 & #3 Commissioner, RA-Patsy Leyva, Terri Pameticky, Doug Willis, Crystal Meadows, IC-Tammy Reese, Terri Pameticky, Doug Willis, Crystal Meadows; Commissioners 0001-1-0800 Dist#1, #2 & #3 Commissioner, RA-Tammy Reese, Patsy Leyva, IC- Patsy Leyva; CSSP 1224-1-0400 Dist#1, #2 & #3 Commissioner, RA-Tammy Reese, Patsy Leyva; CBRI 105C 1103-6-6000 Dist#1, #2 & #3 Commissioner, RA-Jill Copelin, Debi Merhoff, Teena Tucker; Abuse Prevention 7202-3-0800 Dist#1, #2 & #3 Commissioner, RA-Tammy Reese, Patsy Leyva;

Monday, June 25, 2018  
Newkirk, Oklahoma

EMA 0001-2-2700 Dist#1, #2 & #3 Commissioner, RA-Patsy Leyva, Dennis Bonewell, IC-Tammy Reese, Patsy Leyva, Dennis Bonewell; PBA KCD#3 7607-8-0800-4200 Dist#1, #2 & #3 Commissioner, RA-Tammy Reese, Patsy Leyva, Holly Cline, IC-Patsy Leyva; OSU Extension Center 0001-5-0900 RO-Brenda Medlock, RA-Carole Stephens, Maribeth Ratliff, IC-Carole Stephens; District Court 0001-1-1900 RO-Phil Ross, Marilee Thornton, Kim Carlson, RA-Angela Bedore, Julie Huster, Kammi Dowler, IC-Latayne Smith, Christina Collins; Court Clerk 0001-1-1400 RO-Marilee Thornton, Kim Carlson, RA-Angela Bedore, Julie Huster, Kammi Dowler, IC-Christina Collins, Latayne Smith; Court Clerk Unappropriated 0001-1-1500 RO-Marilee Thornton, Kim Carlson, RA-Angela Bedore, Julie Huster, Kammi Dowler, IC-Christian Collins, Latayne Smith. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Shanks and seconded by Skidmore approving the following Resolutions for FY 2018-2019: Res#18, 19-1, Tonkawa News being designated as the legal newspaper for publishing all legal notices and publications of Kay County; Res#18, 19-2, Renewing All Lease-Purchase Agreements; Res#18, 19-3, Workers' Compensation Premiums; Res#18, 19-4, Tort Liability and Automobile Insurance Premiums; Res#18, 19-5, Insurance Premiums; Res#18, 19-6, Court Fund Salaries; Res#18, 19-7, Overtime Work for City/School Elections; Res#18, 19-8, Resale Fund Salaries; Res#18, 19-9, County Sales Tax/ Justice Facilities Authority (JFA) Transactions; Res#18, 19-10, Drug Court Transactions; Res#18, 19-11, Use Tax Funds; Res#18, 19-12, Telephone service and usage; Res#18, 19-13, Monthly rent of DHS Building to Public Building Authority; Res#18, 19-14, County Bridge and Road Funding; Res#18, 19-15, Cigarette Tax; Res#18, 19-16, Purchases less than \$500.00; Res#18, 19-17, Kay County Home Finance Authority Transactions; Res#18, 19-18, Kay County District Attorney; Res#18, 19-19, County Zoning Ordinances; Res#18, 19-20, BIA Incarceration Fees. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Motion was made by Skidmore and seconded by Shanks approving the following Cash Fund Estimate of Needs and Request for Appropriations (Lapsed Balances 2017-2018): Highway-\$1,491,029.39-D#1-362,224.08; D#2-\$217,103.68; D#3-\$911,701.63; Highway-\$231,381.09-D#2-98,423.98; D#3-\$132,957.11; CBRI 105C-\$371,442.63; ETR-\$40,000.00; Treasurer's Mortgage Certification Fee-\$60,815.45; Treasurer's Resale-\$603,086.54; Visual Assessor Revolving-\$80,569.89; Sheriff Training-\$838.23; Sheriff's Commissary-\$11.01; Sheriff Service Fee-\$146,956.96; County Clerk Preservation-\$115,093.72; County Clerk Lien Fee-\$134,552.04; Use Tax-\$2,103,621.05; Home Finance Authority-\$3,789.48; Public Buildings Authority (PBA)-\$99,194.56-Pioneer Technology Center-\$11,120.40; Ponca City Schools-\$31,900.17; Tonkawa Public Schools-\$11,757.05; KCD#3-\$18,232.77; LEPC Grant-\$4,639.86; JAIBG Trash-\$3,014.94; CSSP-\$1,230.72; Open Dump Reward-\$5,596.58; Drug Court-\$22,036.29; Child Abuse Prevention-\$15,650.46. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

At this point in the meeting (10:15 a.m.) the Kay County Excise Board opened their special meeting and it became a joint meeting of the two boards.

Kay County Applications for Estimate of Needs for 2019/Temporary Appropriations for FY2018-2019: Each county officer told they were requesting \$100 per month increase for the employee and officer. Other requests to the estimate of needs were: Sheriff Kelley told he was requesting \$150.00 increase for dispatcher positions, for part-time employee funds of \$6,400 and \$10,400 for one-year lease payment for patrol vehicle. Assessor Keen requested a one-time increase of \$3,000 to store documents in the Underground Salt Mine in Hutchinson, KS. Election Board Secretary Cheryl Howard is requesting an additional \$14,000 to purchase 16 polling booths; she also noted the State is giving Election Board Secretaries across the state a \$200 a month increase. DA Hermanson said he requesting an additional \$20,000 in Civil Litigation to help raise salaries. He told his office is offering more assistance to county officers than in the past. DA Hermanson also said he is not hiring an outside law firm to handle county cases. He stated his Assistant District Attorney Billie Chrz, from his Noble County office in Perry is more engaged in Kay County than before.

Motion was made by Shanks and seconded by Skidmore approving Kay County Applications for Temporary Appropriations for FY2018-2019 receiving half of last year's final approved budget to the following accounts: General Government, Charity, Emergency Management, Courthouse Security, County Audit, Excise Board, Commissioners, County Clerk, Data Processing, Purchasing, Court Clerk, District Attorney, OSU Extension, Election Board Secretary, Assessor, Sheriff, Treasurer. The accounts that were

Monday, June 25, 2018  
Newkirk, Oklahoma

approved to receive 100% of last year's final approved budget are: Assessor Visual Inspection, County Clerk Maintenance, County Insurance/Benefits, Kay County Free Fair, Health Department. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

Financial Statement Resale Property Fund, June 30, 2018: Treasurer Christy Kennedy explained this statement is the June Resale Property Fund; she told total available is \$612,757.66 and that \$500,000 is reserved for any unexpected issues like a law suit, etc. and feels \$500,000 is sufficient to reserve. Kennedy said the balance subject to apportion is divided accordingly, one-third to county general, one-third to schools and one-third to cities/towns.

Motion was made by Shanks and seconded by Skidmore approving Financial Statement Resale Property Fund, June 30, 2018 as presented. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

There being no other business, motion was made by Skidmore and seconded by Godberson to adjourn, 11:30 a.m. Motion carried: Shanks, aye; Godberson, aye; Skidmore, aye.

\*\*\*\*\*

Approved this 2nd day of July, 2018.

\_\_\_\_\_  
JASON SHANKS, CHAIRMAN

\_\_\_\_\_  
JACK GODBERSON, MEMBER

\_\_\_\_\_  
PAUL SKIDMORE, MEMBER

ATTEST:

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

\*\*\*\*\*