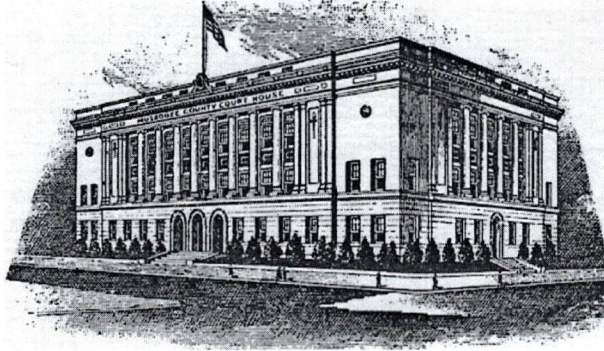


**KEN DOKE**  
MUSKOGEE CO. DISTRICT 1

**KEITH HYSLOP**  
MUSKOGEE CO. DISTRICT 2

**KENNY PAYNE**  
MUSKOGEE CO. DISTRICT 3



**POLLY IRVING**  
COUNTY CLERK



**SHEILA SHAMBLIN**  
BOCC Executive Assistant

## **MUSKOGEE BOARD OF COUNTY COMMISSIONERS**

P.O. BOX 2307 MUSKOGEE, OK 74402-2307 \* PHONE (918)682-9601 \* FAX (918) 684-1697

Email: [bocc@readymuskogee.org](mailto:bocc@readymuskogee.org) - Website: [www.muskogee-county.gov](http://www.muskogee-county.gov)

### RESOLUTION NO. 2024-04

**SUBJECT: A Resolution Establishing a Building Maintenance Department**

**WHEREAS**, 19 OS § 339 charges the Board of County Commissioners with general supervision over county government finances, including, but not limited to, control over all buildings owned by the county government;

**WHEREAS**, the County Central Purchasing Act (19 OS § 1500 *et seq.*) describes the process the county must use for the purchase of goods and services for the operation of the county government;

**WHEREAS**, 19 OS §§ 1501 and 1504 requires the designation of county purchasing officials be filed with the County Clerk and entered in the minutes of the Board of County Commissioners.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MUSKOGEE COUNTY AS FOLLOWS:**

**SECTION 1. POLICY.** There is hereby established a Building Maintenance Department under the authority and direction of the Board of County Commissioners. The Building Maintenance Department shall be responsible for overseeing the repair, maintenance, and operation of all buildings owned, used, or occupied by or on behalf of any county department or officer, including, but not limited to, the County Courthouse, the County Services Building, and the County Parking Facility. The Building Maintenance Department shall be headed by a Director appointed by the Board of County Commissioners to serve at the pleasure of the Board. Until such time as a separate appointment is made, the County Emergency Management Director shall serve *ex officio* as the Director.

The Director shall, on or before the first Monday in July of each year, make and file with the Board of County Commissioners a report in writing showing, by class, the earnings and costs of maintaining the Building Maintenance Department for the previous fiscal year, together with an

itemized statement and estimate of the probable needs thereof for the current or ensuing fiscal year. In support of such report, the Director shall utilize the following accounts, which the County Clerk and County Treasurer shall establish and make available for the Building Maintenance Department:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>
0001-1-3300-1110	Building Maintenance / Personal Services
0001-1-3300-1310	Building Maintenance / Travel
0001-1-3300-2005	Building Maintenance / Maintenance and Operations
0001-1-3300-4110	Building Maintenance / Capital Outlay

**SECTION 2. APPOINTMENT.** The following individuals are hereby designated as purchasing officials for the Building Maintenance Department:

Requesting Officer(s):	Carrie Wages Norberto Garcia
Receiving Officer(s):	Jeff Smith Paula Donaldson
Inventory Officer(s):	Laurie Deeringwater

Administrative support for the purchasing officials above designed shall be provided by the Office of the County Clerk.

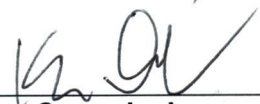
**SECTION 3. IMPLEMENTATION.** All departments, officers, and employees of the county government shall take all appropriate measures within their authority to implement this resolution. Nothing in this resolution shall be construed to impair or otherwise affect the authority granted by law to a county department or officer. This resolution shall be implemented consistent with applicable law and subject to the availability of appropriations. This resolution is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the county, its departments, officers, employees, or agents, or any other person.

**SECTION 4. REPEALER.** All other resolutions and parts of other resolutions inconsistent or conflicting with any part of this resolution are hereby repealed to the extent of such inconsistency or conflict.

**SECTION 5. SEVERABILITY.** If any provision, paragraph, word, section of article of this resolution is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections and chapters shall not be affected and shall continue in full force and effect.

**SECTION 6. EFFECTIVE DATE.** This resolution shall take effect immediately upon execution and shall remain in effect until amended or repealed.

**PASSED AND APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF MUSKOGEE COUNTY THIS** 6<sup>th</sup> **DAY OF** June, 2021.

  
\_\_\_\_\_  
**Ken Doke, Commissioner – District 1**


  
\_\_\_\_\_  
**Keith Hyslop, Commissioner – District 2**

\_\_\_\_\_  
**Kenny Payne, Commissioner – District 3**

**ATTEST:**

  
\_\_\_\_\_  
**Polly Irving, County Clerk**

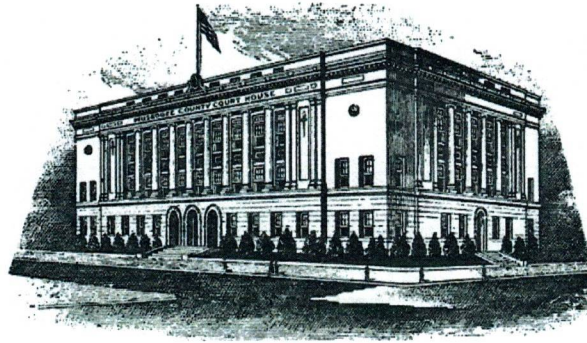
APPROVED AS TO FORM AND LEGALITY this 6 day of June, 2021.

  
\_\_\_\_\_  
**John Tyler Hammons, General Counsel**

**KEN DOKE**  
MUSKOGEE CO. DISTRICT 1

**KEITH HYSLOP**  
MUSKOGEE CO. DISTRICT 2

**KENNY PAYNE**  
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**POLLY IRVING**  
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BOCC Executive Assistant

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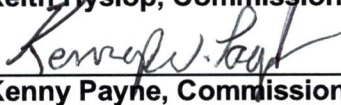
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PASSED AND APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF MUSKOGEE COUNTY THIS 4 DAY OF June, 20 24.

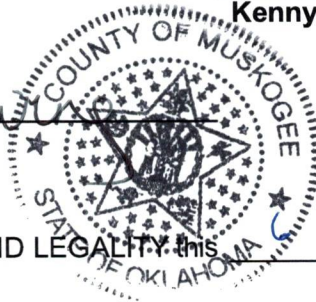
  
\_\_\_\_\_  
Ken Doke, Commissioner – District 1

  
\_\_\_\_\_  
Keith Hyslop, Commissioner – District 2

  
\_\_\_\_\_  
Kenny Payne, Commissioner – District 3

ATTEST:

  
\_\_\_\_\_  
Polly Irving, County Clerk



APPROVED AS TO FORM AND LEGALITY this \_\_\_\_\_ day of June,  
20 24.

  
\_\_\_\_\_  
John Tyler Hammons, General Counsel