



**SHELLY SUMPTER**  
**Muskogee County Treasurer**

Sarah Hernandez  
**1st Deputy**

Jessica Smith  
**Office Manager/  
Tax Supervisor**

**Tax Deputies**  
Sheila Dause  
Tammy East  
Brenda Fullwood  
Montana Leal  
Laura Stewart  
Jaclyn Watson

**Bookkeeping  
Deputies**  
Jessica Duerson  
Lacy Rosson

January 5, 2022

Commissioner Kenny Payne  
Commissioner Keith Hyslop  
Commissioner Ken Doke  
400 W. Broadway  
Muskogee, OK 74401

In Re: ARPA Funds



10 day of Jan 2022  
Chairman Kenny Payne  
Member Keith Hyslop  
Member \_\_\_\_\_  
Attest Paige Shering  
County Clerk

Dear Commissioners:

The Muskogee County Treasurer's Sale of county owned properties is scheduled at the Civic Center on February 7th-10<sup>th</sup>. Due to the increasing number of positive COVID cases, I believe it is necessary that we properly protect our employees at the sale by using plexiglass shields at the registration and cash register tables. I am requesting authorization for the shields to be paid from ARPA funds. Attached hereto is an estimate from Dickmann Glass for the purchase of six (6) shields in the sum of \$1,134.00.

Sincerely,

*Shelly Sumpter*  
Shelly Sumpter  
Muskogee County Treasurer

Dickmann Glass Co.

PO Box 762  
Muskogee, OK 74403

# Estimate

Date	Estimate #
1/5/2022	18

<b>Name / Address</b>
MUSKOGEE CO TREASURER 400 W BROADWAY SUITE 220 MUSKOGEE, OK ATTN: SHELLY SUMPTER

<b>Ship To</b>

<b>Project</b>

Qty	Item	Description	U/M	Rate	Total
6	PLEXIG...	COVID SHIELDS 48" X 36" WITH A 12" PASSTHRU CUSTOM BUILD WITH 1/4" CLEAR PLEXIGLASS  MUSKOGEE COUNTY TREASURER		189.00	1,134.00

<b>Subtotal</b>	\$1,134.00
<b>Sales Tax (9.15%)</b>	\$0.00
<b>Total</b>	\$1,134.00

Fiscal Recovery Funds  
Expenditure Documentation

Date 1/10/2022

Muskogee County, Oklahoma

Identify the need or risk

The Muskogee County Treasurer's Office will be conducting a public sale of tax properties owned by the County. The risk of exposure to individuals, both employees and the general public, who are infected by COVID is exacerbated by the amount of people that will be at this sale.

How does the proposed expenditure respond to the need or risk?

With the utilization of Plexiglas barriers, to be used at the registration desk and the payment center, the risk of exposure will be greatly reduced.

Expenditure Category Public Health

Expenditure: detail level 1.4 Prevention in Congregate Settings

FAQ number (if applicable)

Estimated amount of expenditure \$ 1,134.00

Submitted to Governing Board by Muskogee Board of County Commissioners

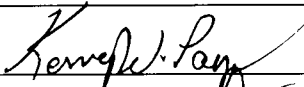

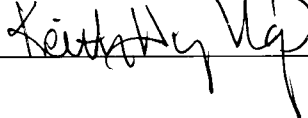
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Board Signatures

Date

Approved

Denied

Reason for denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase Order number (if applicable) 4069

Notes \_\_\_\_\_  
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