

June 26, 2023

MINUTES

The Muskogee Board of County Commissioners met in session at 8:15 a.m. Members present were: Chairman, Kenny Payne; Vice-Chairman, Keith Hyslop; Member Kenneth Doke; and Muskogee County Clerk, Polly Irving.

Vote 1: Motion was made by Commissioner Hyslop, approved to Open the meeting. The motion was seconded by Commissioner Doke and was announced unanimously by Commissioner Payne.

Vote 2: Motion was made by Commissioner Hyslop, approved all Purchase Orders. The motion was seconded by Commissioner Doke and was announced unanimously by Commissioner Payne.

Vote 3: Motion was made by Commissioner Hyslop, approved all Monthly reports. The motion was seconded by Commissioner Doke and was announced unanimously by Commissioner Payne.

Vote 4: Motion was made by Commissioner Doke, approved Regular meeting minutes for 6/20/23. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 5: Motion was made by Commissioner Doke, approved Special meeting minutes for 6/22/23. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 6: Motion was made by Commissioner Doke, approved a Service Agreement between Kellpro and the County Clerk's Office in the amount of \$35,424.20. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 7: Motion was made by Commissioner Doke, approved a Service Agreement between Muskogee City County E911 Trust Authority and Sheriff's Office in the amount of \$133,022.49. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 8: Motion was made by Commissioner Doke, approved a Memorandum of Understanding between Green County Behavioral Health Services and the Sheriff's Office for the purpose of providing jail-based competency restoration services as defined by Oklahoma Dept. of Mental Health and Substance Abuse Services (ODMHSAS). The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 9: Motion was made by Commissioner Payne, approved the FY23-24 Appointment of Officers for Dist. 3. The motion was seconded by Commissioner Doke and was announced unanimously.

Agenda Item 10: No action was taken at this time after a presentation from Avery Frix regarding Tourism & Economic Development in Muskogee County.

Vote 11: Motion was made by Commissioner Doke, approved a Leasing Agreement between Quadient Leasing USA and the Assessor's Office for a postage machine (IX-5 Series IXWP10) in the amount of \$186.71 monthly. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 12: Motion was made by Commissioner Hyslop, approved a drainage project on 25th street in Dist. 1 in the amount of \$30,000 utilizing ARPA funds. There was no paperwork presented for BOCC signatures to support this motion. The motion was seconded by Commissioner Doke and was announced unanimously by Commissioner Payne.

Vote 13: Motion was made by Commissioner Payne, approved an Equipment Maintenance Agreement between Studie Office Systems and the Court Clerk's Office for contract #MCDCC2324-2, serial #XQF4802461 which is provided for Judge Brett Smith in the amount of \$720 annually. The motion was seconded by Commissioner Doke and was announced unanimously.

Vote 14: Motion was made by Commissioner Doke, approved an Equipment Maintenance Agreement between Studie Office Systems and the Court Clerk's Office for contract #MCDCC2324-3, serial #XQF4802329 which is provided for Judge Robin Adair in the amount of \$720 annually. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 15: Motion was made by Commissioner Doke, approved an Equipment Maintenance Agreement between Studie Office Systems and the Court Clerk's Office for contract #MCDCC2324-4, serial #VCE2909743 which is provided for Judge Roy Tucker in the amount of \$720 annually. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 16: Motion was made by Commissioner Doke, approved an Equipment Maintenance Agreement between Studie Office Systems and the Court Clerk's Office for contract #MCDCC2324-5, serial #LV25Y27139 which is provided for Judge Tim King in the amount of \$720 annually. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 17: Motion was made by Commissioner Doke, approved an Equipment Maintenance Agreement between Studie Office Systems and the Court Clerk's Office for contract #MCDCC2324-6, serial #VFA8902067 in the amount of \$5,008 annually. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 18: Motion was made by Commissioner Doke, approved an Equipment Maintenance Agreement between Studie Office Systems and the Court Clerk's Office for contract #MCDCC2324-7, serial #BROM2J421435 in the amount of \$500 annually. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 19: Motion was made by Commissioner Doke, approved a Lease Agreement and a Maintenance Agreement between DotCom Leasing-Preferred Business Systems and the Assessor's Office for 2 copiers. The Lease Agreement is in the amount of \$230 monthly and \$54 a month for the Maintenance Agreement which includes a monthly allowance of 2500 B&W copies at no extra cost. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 20: Motion was made by Commissioner Doke, approved an Independent Contractor Agreement between Dirt Road Data and the Assessor's Office in the amount of \$9 per parcel that is entered. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 21: Motion was made by Commissioner Doke, approved a Software and Service Agreement between Kellpro and the Treasurer's Office in the amount of \$2,058 annually. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 22: Motion was made by Commissioner Doke, approved a Lease Agreement between Quadient Leasing and the Treasurer's Office for a postage machine in the amount of \$484.32 monthly. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 23: Motion was made by Commissioner Doke, approved a Cost per Image Agreement and a Guaranteed Maintenance Agreement between JD Young and the Treasurer's Office in the amount of \$1,043.61 monthly. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 24: Motion was made by Commissioner Doke, approved a FY2024 Investment Policy for Muskogee County provided by the Treasurer's Office. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 25: Motion was made by Commissioner Doke, approved a FY2024 Resolution designating County depository banks provided by the Treasurer's Office. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 26: Motion was made by Commissioner Doke, approved a FY2024 Resale Property Fund Financial Statement provided by the Treasurer's Office. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Vote 27: Motion was made by Commissioner Doke, approved a Software and Service Agreement between Kellpro and the Assessor's Office in the amount of \$834 annually. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

Agenda Item 28: No action was taken at this time.

BIDS:

All bids were closed at 9:30 a.m.

Bid #72 – Flooring / Assessor's Office

(1) Bid was submitted from American General in the amount of \$60,700.

Motion: Motion was made by Commissioner Doke, accepted all compliant bids and approved to Table bid #72 for further review. The motion was seconded by commissioner Hyslop and was announced unanimously by Commissioner Payne.

Bid #74 – Mowing / Treasurer's Office

(1) Bid was submitted from Heartland Properties and Maintenance.

Motion: Motion was made by Commissioner Doke, accepted all compliant bids and approved to Table bid #74 for further review. The motion was seconded by commissioner Hyslop and was announced by commissioner Payne.

Bid #75 – 60 KW Diesel Generator / Courthouse

2 bids were submitted:

(1) Bid was submitted from Emergency Power Systems Inc in the amount of \$79,518.80.

(2) Bid was submitted from CPS in the amount of \$56,600 to include a \$3,000 trade-in credit.

Motion: Motion was made by Commissioner Doke, accepted all compliant bids and approved to Table bid #75 for further review. The motion was seconded by Commissioner Hyslop and was announced unanimously by Commissioner Payne.

NEW BUSINESS:

None

Recess:

Motion was made by Commissioner Hyslop, approved to recess the meeting. The motion was seconded by Commissioner Doke and was announced unanimously by Commissioner Payne.