

February 21, 2023

The Board of Mayes County Commissioners met in a regular meeting with all members present: Alva Martin, Chairman, Randy Pierce and Darrell Yoder members, Brittany True-Howard, Mayes County Clerk. The initial notice of the meeting was received in writing December 15, 2022, and the agenda for this meeting was posted on the lower floor of the Court House at 4:30 p.m., February 16, 2023. Alva Martin called the meeting to order in compliance with the Open Meeting Law and the following business was done:

Commissioner Martin led the Pledge of Allegiance.

Commissioner Yoder led the Invocation.

Motion was made by Commissioner Martin, seconded by Commissioner Pierce, to approve the minutes of February 13, 2023. Martin, Yes; Pierce, Yes; Yoder, Yes.

COUNTY ANNOUNCEMENTS: NONE

OLD BUSINESS:

Motion was made by Commissioner Yoder, seconded by Commissioner Pierce, to table agenda item 6a. Martin, Yes; Pierce, Yes; Yoder, Yes.

NEW BUSINESS: NONE

Motion was made by Commissioner Pierce, seconded by Commissioner Yoder, to approve the appointment of Marsha Downum to position 6 of the Oliver Dewey Mayor Foundation. Martin, Yes; Pierce, Yes; Yoder, Yes.

Motion was made by Commissioner Yoder, seconded by Commissioner Martin, to declare February 20-24, 203 as Mayes County Farm Bureau Week. Martin, Yes; Pierce, Yes; Yoder, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Pierce, to approve the Platt Map for Mary Jane Lane. Martin, Yes; Pierce, Yes; Yoder, Yes.

Commissioner Martin acknowledged receipt of a Tort Claim from Wanda Cummings asking for \$10,000.00 for vehicle damaged when she went off the culvert. Clerk advised to send to ACCO and District Attorney.

Motion was made by Commissioner Yoder, seconded by Commissioner Martin, to approve a Resolution to deposit \$103.18, received from Express Employment, for overpayment, to the General Fund, 0001-1-2000-2005. Martin, Yes; Pierce, Yes; Yoder, Yes.

Motion was made by Commissioner Yoder, seconded by Commissioner Martin, to approve a Resolution to junk a printer/scanner/fax/copier for the Mayes County Treasurer's Office. Martin, Yes; Pierce, Yes; Yoder, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Yoder, to award the bid for the Mayes County Courthouse and Jail Renovations BKL project No. 808 to Magnum Construction, Inc. for \$764,000.00. Martin, Yes; Pierce, Yes; Yoder, Yes.

Motion was made by Commissioner Yoder, seconded by Commissioner Pierce, to table agenda item 14 for bid #1209. Martin, Yes; Pierce, Yes; Yoder, Yes.

OMMA CERTIFICATES: NONE

ACCESS AGREEMENTS: NONE

UTILITY PERMITS: NONE

Motion made by Commissioner Yoder, seconded by Commissioner Pierce, to approve claims for payment, including but not limited to payroll claims. Martin, Yes; Pierce, Yes; Yoder, Yes.

2021-2022 ARPA 2021: 41,BKL INC, 3350.00, SERV.

2022-2023 911: 275,CINTAS CORP NO 2, 79.35, SERV; 276,THE PC LANDING ZONE, 199.00, SERV; 277,OK NATURAL GAS, 77.87, UTIL.

GEN-W/H: 2644,EGID, 959.56; 2646,MASA, 12.50; 2648,OPERS, 20442.65; 2650,RCB, 21814.46.

GEN: 2653,MUSKOGEE COMM, 1026.00, EQPT; 2654,OLETS DEPT OF PUBLIC SAFETY FINANCE, 525.00, SERV; 2655,ALLEN SIGN STUDIO, 525.00, SERV; 2656,TURLEY SOLUTIONS & INNOVATIONS, 4180.00, SERV; 2657,FLEETCOR TECH, 3953.95, FUEL; 2658,GOODYEAR COMMERCIAL TIRE SYSTEMS, 603.16, TIRES; 2659,ROSE, MICHAEL, 276.41, TRV; 2660,HAUENSTEIN, APRIL, 222.70, TRV; 2661,SCARBOROUGH, CASEY, 52.66, TRV; 2662,AMERICAN STAMP & MARKING PROD, 155.85, SUPS; 2663,SUNDANCE OFFICE SUPP, 189.99, SUPS; 2664,AMAZON CAPITAL SERV, 39.97, SUPS; 2665,ADMIRAL EXPRESS, 34.69, SUPS; 2666,YOUNG, JD, 84.26, COPIES; 2667,EMBASSY SUITES NORMAN HOTEL, 624.00, LODGING; 2668,US POSTAL SERV, 8000.00, POSTAGE; 2669,NORTHEAST VOTECH CENTER, 96.00, CLASSES; 2670,VYVE BROADBAND, 77.76, UTIL; 2671,COX BUSINESS, 419.82, UTIL; 2672,SUNDANCE OFFICE SUPP, 151.92, SUPS; 2673,EZ UP, 698.46, SUPS; 2674,GALLS INC, 418.31, SERV; 2675,MESTA, 130908.24, TAX COLL; 2676,OCL, 64.60, SIGNS; 2677,YELLOWHOUSE MACHINERY, 233.85, PTS; 2678,KANSAS ROCK SALT, 5843.88, SALT; 2679,MUSKOGEE SAND, 1108.66, SAND; 2680,PRYOR STONE, 3403.26, ROCK; 2681,ETHRIDGE OIL, 23047.38, FUEL; 2682-3488.87; 2683-3465.49, PRYOR STONE, ROCK; 2684,MUSKOGEE SAND, 573.76, SAND.

MD: 171,OSDH, 55134.28, SLY; 172,AT&T, 62.16, UTIL.

HWY: 1015,TULSA AUTO SPRING, 973.09, PTS & LBR; 1016,US CELLULAR, 559.71, PHONES; 1017,TULSA AUTO SPRING, 928.73, PTS & LBR; 1018,SOUTHWEST TRAILERS & EQPT, 1542.70, SUPS; 1019,ONE SOURCE OCCUPATIONAL MEDICINE PC, 475.10, TESTING; 1020,BRUCKNER'S TRUCK & EQPT, 38.56, PTS & LBR; 1021,AMAZON CAPITAL SERV, 49.31, KEYS; 1022,LAWSON PRODUCTS, 373.28, TOOLS; 1023,BRUCKNER'S TRUCK & EQPT, 2174.49, PTS & LBR; 1024,AMAZON CAPITAL SERV, 39.10, SUPS; 1025,TULSA COUNTY, 367.00, SIGNS; 1026,KSM EXCHANGE LLC, 476.61, SERV; 1027,YELLOWHOUSE MACHINERY, 234.55, PTS; 1028,HOME DEPOT, 743.20, SUPS; 1029,BOLT FIBER OPTIC SERV, 199.07, SERV; 1030,PSO, 943.33, UTIL; 1031,SUNDANCE OFFICE SUPP, 169.79, SUPS; 1032,SOUTHWEST TRAILERS & EQPT, 217.42, PTS; 1033,BRUCKNER'S TRUCK & EQPT, 527.20, PTS; 1034,WELDON PTS, 2497.25, TOOLS; 1035,MIKES WHOLESALE, 93.96, SUPS; 1036,PRYOR WASTE, 375.00, DUMPSTER; 1037,YELLOWHOUSE MACHINERY, 440.44, PTS; 1038,SUNDANCE OFFICE SUPP, 722.25, SUPS; 1039,YELLOWHOUSE MACHINERY, 440.44, PTS; 1040,HOOTEN OIL, 906.66, DEF; 1041,YELLOWHOUSE MACHINERY, 440.44, PTS; 1042,CINTAS CORP NO 2, 87.13, MEDICAL SUPS; 1043,P&K EQPT, 1238.87, PTS; 1044,CONLAN TIRE CO, 1526.64; 1045,OK NATURAL GAS, 729.12, UTIL; 1046,MARTIN, ALVA, 20.87, TRV; 1047,ARMSTRONG BANK, 1400.47, LEASE; 1048,CATERPILLAR FINANCIAL SERV CORP, 5000.00, LEASE.

FF: 422,COMDATA, 112.00, FUEL; 423,AT&T FIRST NET MOBILITY, 38.50, UTIL; 424,RURAL PROPANE, 1750.00, PROPANE; 425,AT&T, 80.08, UTIL; 426,COMDATA, 121.28, FUEL; 427,CLARKS WRECKER BODY SHOP, 3000.00, SERV; 428,MARMIC FIRE & SAFETY, 748.38, SERV; 429-10366.80; 430-504.98, MYDER, TESTING; 431-501.02; 432-650.26, MAYES COUNTY PROPANE, PROPANE; 433,AT&T FIRST NET MOBILITY, 40.04, UTIL; 434,MUSKOGEE COMM, 1676.70, ACCESSORIES; 435,EMERGENCY MEDICAL PRODUCTS, 548.82, MEDICAL SUPS; 436-1555.68; 437-196.74, OK NATURAL GAS, UTIL; 438,FIREHOSE DIRECT, 1372.50, HOSE AND FITTINGS; 439,MAYES COUNTY PROPANE, 2773.42, PROPANE; 440,BOSTICK ELECTRIC, 510.00, SERV; 441,BURROWS AGENCY, 2988.00, INS.

STR: 223,TURN KEY HEALTH CLINICS, 534.16, SUPS; 224,BARKER CO, 4715.50, SUPS; 225-5020.00; 226-4070.59; 227-2171.00, ROMAINE CO, SUPS; 228,TURLEY SOLUTIONS & INNOVATIONS, 914.00, SERV.

SSFCA: 355,VANCE MOTORS, JOHN, 39944.00, VEHICLE; 356-550.00; 357-900.00, TURLEY SOLUTIONS & INNOVATIONS, EQPT; 358,VANCE MOTORS, 545.00, EQPT; 359,AMAZON CAPITAL SERV, 1637.84, SUPS; 360,BROOKS JEFFREY MARKETING, 221.79; 361,OK POLICE SUPP, 294.00, BADGES; 362,STALKER RADAR, 127.80,

SUPS; 363, CHAMPION COLLISION, 64.84, SERV; 364, STANLEYS DETAILING, 150.00, SERV; 365, SUNDANCE OFFICE SUPP, 287.45, SUPS; 366, SERV OK, 44.50, TAG & TITLE; 367, MUSKOGEE COMM, 125.00, SERV.

Motion was made by Commissioner Yoder, seconded by Commissioner Martin, to recess for a 30-minute break. Martin, Yes; Pierce, Yes; Yoder, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Pierce, to enter back into regular session. Martin, Yes; Pierce, Yes; Yoder, Yes.

All eight elected officials met in a regular scheduled meeting to discuss the Handbook. It was decided to use the Rogers County Handbook to go by. All motions are to use the verbage from the Rogers County Handbook unless otherwise stated.

Motion was made by Commissioner Yoder, seconded by Commissioner Martin, to use the Introduction section with a caveat for the Sheriff. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Sheriff Reed, seconded by Commissioner Martin, to use the Employee "At-Will" section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Yoder, to use the Non-Discrimination and Anti-Harassment section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Sheriff Reed, seconded by Assessor Thompson, to use the Accommodating Disabilities section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Yoder, seconded by Sheriff Reed, to use the Service/Therapy Animals section and incorporating our animal policy into it as well. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Yoder, seconded by Sheriff Reed, to recess for an hour lunch break. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Yoder, to enter back into regular session. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Yoder, to use the Immigration Law Compliance section with changes to the HR since we don't have HR at the moment. ADA Matt Primm noted he would make that change anywhere it said HR Representative. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Assessor Thompson, to use the Whistleblower Policy section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Assessor Thompson, to table the Open Records Act/Personnel Records section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Yoder, seconded by Treasurer Martin, to use the Job Postings and Identifying Prospective Employees section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Yoder, seconded by Assessor Thompson, to use the Starting Employment at the County section with the exception of where it says longer. That will come out because of the Affordable Cares Act it can't go over 90 days. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Sheriff Reed, seconded by Assessor Thompson, to table the Applications and Background Checks section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Sheriff Reed, seconded by Assessor Thompson, to table the Applications and Background Checks section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Yoder, seconded by Commissioner Martin, to approve the Medical Exams section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Yoder, seconded by Assessor Thompson, to use the Nepotism, Employment of Relatives, and Personal Relationships section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Assessor Thompson, seconded by Sheriff Reed, to use Mayes County's Personal Information Changes section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Yoder, to table the Rehire of Former Employees section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Assessor Thompson, seconded by Commissioner Pierce, to use the Employment Classification section with the following modifications: longevity pay,

annual hours to 999 and HR. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Assessor Thompson, seconded by Commissioner Martin, to use the Payment of Wages section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Yoder, to use the Work Hours section with the exception of changing the hours to 9:00 to 5:00p.m. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Yoder, to use the Work Hours section with the exception of changing the hours to 9:00 to 5:00p.m. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Pierce, to use the Wage Deductions section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Yoder, to use the Exempt Employee Salary Deductions section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Assessor Thompson, to use the Meals/Rest Periods (Meal Period) Section taking out the Rest Breaks and Impermissible Use of Meal Period and/or Rest Breaks. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Pierce, to table the Overtime and Compensatory Time Off Section. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Yoder, seconded by Commissioner Martin, to use the Mayes County Inclement Weather and Unsafe Working Conditions Leave section with the exception of the part that talks about it applying to employees already scheduled to be off. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Martin, seconded by Commissioner Yoder, to approve employees getting their vacation on their anniversary date and not accruing on a monthly basis. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Sheriff Reed, seconded by Commissioner Martin, to approve a new vacation accrual table as follows: After 6 months 5 days; 6 months thru 1st year 5 days; 2nd year thru 5th year 10 days; 6th year thru 12th year 15 days; 13th year thru 20th year 20 days. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Assessor Thompson, seconded by Commissioner Martin, to approve no carryover, you use it or lose it. If there is a special circumstance it can be approved by the Elected Official but only one week can be carried over and a letter must be written. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, abstain; Bobbie Martin, Yes.

Motion was made by Commissioner Yoder, seconded by Commissioner Martin, to approve paying out vacation out of the account the employee was originally paid from upon termination from employment. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion was made by Commissioner Yoder, seconded by Commissioner Martin, to approve Road Foreman still getting straight comp-time if they are called in. Martin, Yes; Pierce, Yes; Yoder, Yes; Brittany True-Howard, Yes; Yolanda Thompson, Yes; Jenn Clinton, Yes; Mike Reed, Yes; Bobbie Martin, Yes.

Motion made by Sheriff Reed, seconded by County Assessor Yolanda Thompson, to table changes to the Employee Manual/Handbook. Martin, Yes; Pierce, Yes; Yoder, Yes.

Motion made by Commissioner Martin, seconded by Commissioner Yoder, to Adjourn. Martin, Yes; Pierce, Yes; Yoder, Yes.

Approved this February 27, 2023

(SEAL)

BOARD OF MAYES COUNTY COMMISSIONERS

**S/ALVA MARTIN _____
CHAIRMAN**

ATTEST:

MEMBER

**S/BRITTANY TRUE-HOWARD
COUNTY CLERK**

**S/DARRELL YODER _____
MEMBER**

Mayes County does not discriminate on the basis of handicapped status in its admission to, or access to, or treatment in or employment in its programs or activities.