

The Pottawatomie County Board of County Commissioners met in a regular meeting on Tuesday, June 10, 2025 at 9:00 a.m. The following members were present: Melissa Dennis, Chairman, Abby Thompson and Greg Rush, Members, Stephanie Hutchcraft, 1<sup>st</sup> Deputy County Clerk, Alana Coon, Deputy County Clerk, and Stacy Bateman-Woods, ADA.

**GUESTS**- Bill Rooth, Countywide News, Shannon Adams, Pott Co Health Dept., Cody Roe, City of McCloud, Sonya McDaniel, OSU Extension, Bob McNeil, Dennette Summerlin, Mackenzie Collopy, and David Ricks, Shawnee YMCA, Rob Morris, Brad Baney, PCPSC, Aaron Parris, Thad Campbell, Maintenance, Robin Ueltzen and Braquel Stephens, Pott Co 911, Daniel Shaunessy, Shawnee CTV, Stephanie Scarberry, PCEM, Dale Yerigan, IFYR, Kathy Laster, Avedis, and Nickie Skaggs, Pott Co Admin, were all welcomed to today's meeting.

**PUBLIC COMMENTS**- Rob Morris expressed his concerns with who is going to be held liable for items since one party was left off the contract. He also wanted to know when the contract would be up with Shawnee CTV. He stated we shouldn't be using county money to do business with them.

**UPDATE FACILITIES MAINTENANCE**- There were 43 maintenance tasks and 2 pm's completed. They had 3 calls at Carter Hall. There is still no internet at 10<sup>th</sup> and 15<sup>th</sup> street.

**UPDATE PUBLIC SAFETY CENTER**- The current number of inmates is 310. There are 257 males and 53 females. Seventy-nine were booked-in and 102 released. Eleven inmates were placed on safety observations.

**UPDATE POTT CO 911**- There were 28 created/edited address points and 5 centerlines created/edited.

**UPDATE POTT CO EM**- At this time there are seven road closures that were updated on Web EOC. Twelve applications were received for the vacant Deputy Director position.

**UPDATE POTT COUNTY SHERIFF'S OFFICE**- An update was not given at today's meeting.

**BIDS**- Mrs. Hutchcraft stated 34 bids were received for six-month materials bid, Bid #24-25-12. Mrs. Dennis made a motion to accept all bids except TJ Campbell which did not include a W9. Seconded by Mrs. Thompson the vote was: AYE- Rush, Thompson, Dennis.

Mrs. Hutchcraft stated 13 bids were received for six-month hauling & misc. services bid, Bid #24-25-13. Mrs. Dennis made a motion to accept all bids except KMB Trucking which did not include insurance. Seconded by Mr. Rush the vote was: AYE- Thompson, Rush, Dennis.

**PLAT**- A motion was made by Mrs. Thompson and seconded by Mrs. Dennis to approve the plat only, no roads, of Ashland Acres with the correction of Wildcat Way to be Cheetah Court. The motion carried with the following vote: AYE- Rush, Thompson, Dennis.

**MINUTES**- Mrs. Thompson made a motion to approve the minutes of June 3, 2025 with the correction of a few grammatical errors. Seconded by Mr. Rush the vote was: AYE- Rush, Thompson. Dennis abstained.

**MONTHLY REPORTS**- Mrs. Dennis made a motion to approve the monthly reports of the sheriff, court clerk, health department, treasurer, and county clerk. Seconded by Mr. Rush the vote was: AYE- Rush, Thompson, Dennis.

**PAYROLL**- A motion was made by Mrs. Dennis and seconded by Mrs. Thompson to approve payroll for May 16 thru May 31, 2025 with 3 raises in District 3 and one new hire in the county clerk's office. The motion carried with the following vote: AYE- Rush, Thompson, Dennis.

**CASH FUND ESTIMATE OF NEEDS**- A motion was made by Mrs. Dennis to approve the following Cash Fund Estimate of Needs and Requests for Appropriations: 911 Phone Fees- \$50,802.28; Eco Dev.- \$22,350.00; Soil Conserv. ST- \$9,265.28; Em. Management- \$111.07; Rental of County Prop.- \$3,000.00; Use Tax ST- \$386,721.26; DA Justice Center- \$6,050.21; Extension ST- \$28,827.05; Fair Maint. ST- \$9,641.74; Opioid Abatement Settlement- \$54,007.55; County Clerk Rec. Management/Presv.- \$15,053.82; CBRIF- \$44,663.23; Treas. Mtg. Cert.- \$1,206.12; County Clerk Lien Fee- \$9,093.50; Assessor Rev. Fee- \$58.40; Court Clerk Payroll- \$14,900.00; LATCF- \$411.51; Jail ST- \$179,509.99; Safe Oklahoma AG- \$6,950.00; STOP VAWA- \$4,354.02; Sheriff Service Fee- \$50,761.13; VOCA- \$2,917.34; Road and Bridges ST- \$576,185.94; Rural Fire ST- \$72,021.66; County Hgwy. Unrest.- \$391,137.81; Em. Management ST- \$41,505.31; Sr. Citizens ST- \$20,274.35; School ST- \$482,867.64. Seconded by Mr. Rush the vote was: AYE- Rush, Thompson, Dennis.

**TRANSFERS OF APPROPRIATIONS**- A motion was made by Mrs. Dennis to approve the following Transfers of Appropriations: Court Clerk- \$10,000.00 from salaries to benefits; Courthouse Security- \$700.00 from salaries to benefits; Election Board- \$7,000.00 from salaries to benefits. Seconded by Mr. Rush the vote was: AYE- Thompson, Rush, Dennis.

**BLANKET PURCHASE ORDERS**- Mrs. Dennis made a motion to approve the blanket purchase orders. Seconded by Mrs. Thompson the vote was: AYE- Thompson, Rush, Dennis.

**AGREEMENT**- A motion was made by Mrs. Dennis and seconded by Mr. Rush to approve the Cooperative Extension Services Agreement between The Oklahoma State University action for and on behalf of its Cooperative Extension Service and the US Department of Agriculture and the Board of County Commissioners. Seconded by Mr. Rush the vote was: AYE- Rush, Thompson, Dennis.

Mrs. Dennis made a motion to approve the maintenance agreement with Clifford Power Systems and the Pottawatomie County Health Department. Seconded by Mrs. Thompson the vote was: AYE- Rush, Thompson, Dennis.

**LANDSCAPING MAINTENANCE**- A motion was made by Mrs. Dennis to approve accepting low quote to Trini Rodriguez, \$18,404.00, for landscaping and landscaping maintenance for 325 N Broadway, 330 N Broadway, 331 N Broadway, 309 N Broadway, and 400 N Broadway. Seconded by Mr. Rush the vote was: AYE- Rush, Thompson, Dennis.

**GENERAL GOV INVENTORY**- No action was taken regarding approving inventory for General Government.

**ENGAGEMENT LETTER**- A motion was made by Mrs. Dennis and seconded by Mrs. Thompson to approve an engagement letter with Wilson, Dotson and Associates. The motion carried with the following vote: AYE- Rush, Thompson, Dennis.

**RESOLUTION**- Mrs. Dennis made a motion to approve a resolution between Pottawatomie County Health Department and VIP phone services, AT&T, Standley Systems and Quadient Leasing. Seconded by Mrs. Thompson the vote was: AYE- Thompson, Rush, Dennis.

**CONTRACT**- Mrs. Dennis made a motion to approve a contract for janitorial services (Special Cleaning Services) for the Pottawatomie County Health Department. Seconded by Mrs. Thompson the vote was: AYE- Rush, Thompson, Dennis.

A motion was made by Mrs. Dennis and seconded by Mr. Rush to approve a lawn maintenance contract (Miner Lawn Care) for Pottawatomie County Health Department. The motion carried with the following vote: AYE- Rush, Thompson, Dennis.

**OPIOID ABATEMENT GRANT**- Mrs. Thompson made a motion to approve Pottawatomie County applying for the Opioid Abatement Grant. Seconded by Mrs. Dennis the vote was: AYE- Rush, Thompson, Dennis.

**AGREEMENT**- Mrs. Dennis made a motion to approve the International Finals Youth Rodeo Management Agreement with the International Pro Rodeo Association, LLC (IPRA). Seconded by Mr. Rush the vote was: AYE- Thompson, Rush, Dennis.

**CONTRACT**- No action was taken regarding Data Scout contract renewal.

**MECHANICAL CONTRACT**- Mrs. Dennis made a motion to approve 6L Mechanical as the contact person for mechanical services and must be able to come within 24 hours or someone else will be contacted. Seconded by Mrs. Thompson the vote was: AYE- Rush, Thompson, Dennis.

**FINANCIAL REQUEST**- Mrs. Dennis made a motion to commit to YMCA a matching amount of \$500,000.00, in conjunction with the Avedis Foundation, for a match of additional \$1,000,000.00 in Oklahoma State American Rescue Plan (ARPA) funds. Seconded by Mrs. Thompson the vote was: AYE- Rush, Thompson, Dennis.

**UTILITY RELOCATION**- A motion was made by Mr. Rush to approve a utility relocation on Avoca Road in District 2 for \$34,544.41. Seconded by Mrs. Dennis the vote was: AYE- Rush, Thompson, Dennis.

**DISTRICT 3 PURCHASE**- A motion was made by Mrs. Thompson and seconded by Mrs. Dennis to approve District 3 purchasing (2) 2026 CTS pack mule bottom dump trailers from Great Western Trailer, state contract SW198, in the amount of \$47,900.00 each. The motion carried with the following vote: AYE- Rush, Thompson, Dennis.

**CONTRACT**- No action was taken regarding First Amendment of FY2024-2026 contract for regional secure detention with Board of Pottawatomie County Commissioners.

**EM VOLUNTEERS INSURANCE**- Mrs. Dennis made a motion to concur with adding Pott County EM volunteers as follows to the Association of County Commissioners (ACCO) insurance. It will provide the volunteers worker's compensation and secondary vehicle coverage while in volunteer mode: Aaron Francis LeClair, Donald Todd Tramel, Josh Lee Trout, Matt Aloysius Garlington, Shelby Wayne Stephens, Steven Michael Therrien, Tracy Anne Chaddon, and Kory Neal Wing. Seconded by Mrs. Thompson the vote was: AYE- Rush, Thompson, Dennis.

**REQUESTING OFFICER**- Mrs. Dennis made a motion to approve Nickie Skaggs replacing Robin Ueltzen as requesting officer for floodplain general account. Seconded by Mr. Rush the vote was: AYE- Rush, Thompson, Dennis.

**RECEIVING OFFICER**- A motion was made by Mr. Rush to approve Stephanie Scarberry replacing Isiah Osborne as receiving officer for floodplain general account. Seconded by Mrs. Thompson the vote was: AYE- Thompson, Rush, Dennis.

Mrs. Dennis made a motion to approve Stephanie Scarberry replacing Isiah Osborne as receiving officer for emergency management EM services account. Seconded by Mr. Rush the vote was: AYE- Rush, Thompson, Dennis.

**PURCHASE ORDERS/CLAIMS**- Mrs. Dennis made a motion to approve the following Purchase Orders/Claims: 3448, Dougan, C, 101.78, REIMBURSEMENT; 93, Prosource Specialties, 656.04, Deputy Stickers; 94, 460, Shawnee Pittstop, 1425.42, Auto Repairs/Oil change; 190, 3289, 3290, 3291, Cintas Corporation, 920.54, Rugs/Supplies; 191, Citizen Potawatomi Nation, 136.00, SUPPLIES; 192, Jasper, K, 609.74, TRAVEL; 193, King S, 368.67, TRAVEL; 194, MCDANIEL, S, 799.40, TRAVEL; 195, 221, OG&E, 390.23, ELECTRIC; 196, Smith, C, 58.66, TRAVEL; 197, 3310, 3311, 463, Vyve Broadband, 11186.10, INTERNET/PHONE/RENTAL; 3285, BCW, 16142.86, CLEANING; 3286, Better Barns, 1950.00, Election Board Expenses; 3287, 3288, 389, 228, Central Disposal, 1221.00, TRASH; 3292, COAST, 667.70, FUEL; 3293, Cook, S, 238.00, Per Diem Travel; 3294, Dixon, D, 238.00, Per Diem Travel; 3295, 456, Downtown Auto Body, 9681.57, Auto Repairs; 3296, Flewallen, J, 238.00, Per Diem Trave; 3297, Garratt-Callahan Company, 652.08, Water Treatment; 3298, Grime Busters, 850.00, Service; 3299, Harris, M, 129.00, Per Diem Travel; 3300, I-COM Battery Supply, 99.99, Battery; 3301, Integrated Network Solutions, 5000.00, IT Fees; 3302, Mccord, J, 129.00, Per Diem Travel; 3303, 391, 233, 234, ONG, 2399.64, Utilities; 3304, 3305, OTA-Plate Pay, 74.31, TRAVEL; 3306, 366, 222, 425, PCRW Dist. 3, 820.45, WATER; 3307, Rigney, S, 259.60, Per Diem Travel; 3308, 3309, 2133, 797, ROD'S PEST CONTROL, 610.00, Pest control; 3312, Wooten, A, 327.60, Per Diem Travel; 358, 359, 360, 361, 451, Amazon Capital Services, 2099.86, SUPPLIES; 362, Brandons Lawn Care & Landscaping, 500.00, LAWN MAINTENANCE; 363, Citizen Potawatomi Nation Health Services, 354.00, X-Ray Services; 364, 33, 457, EUREKA, 168.22, WATER; 365, Mathis Enterprises, 35.00, Class; 367, Special Cleaning Services, 2500.00, CLEANING; 368, 369, VIP Voice Services, 2663.50, Rent/Phone; 2117, 2118, 418, AT&T, 883.28, Phone/Internet; 2119, Bruckner Truck & Equipment, 1491.44, PARTS, LABOR & SERVICES; 2120, Chappel Supply & Equipment, 492.89, Soap; 2121, 2122, CH&W Commercial Tire, 3053.81, Repair/Tires; 2123, CED 4, 325.80, Signs; 2124, CL Boyd, 1343.86, PARTS, LABOR & SERVICES; 2125, 789, DUB ROSS COMPANY, 4181.70, GRADER BLADES/REPAIRS; 2126, 422, First Choice Services, 448.73, COFFEE AND SUPPLIES; 2127, GFL Environmental/WCA Of Oklahoma, 181.93, trash pickup; 2128, Higginbotham Bros & Company, 228.28, Parts/Tools/Supplies; 2129, 792, 793, 794, HOOTEN OIL, 13788.47, Fuel Additive/Fuel/Powertran; 2130, LOWES HOME CENTER, 327.41, Parts And Supplies; 2131, New Ideas Screenprinting, 200.00, Signs; 2132, O Reilly Automotive Stores, 442.98, Parts And Supplies; 2134, Sovereign Bank, 4520.56, LEASE PAYMENT; 2135, 429, Windstream, 655.70, Phone; 788, Cross Timbers Consulting, 405.00, Research; 790, Hampel Oil Distributors, 530.86, DEF Fluid; 791, Hoidale, 57219.97, Fuel pump; 795, P & K Equipment, 1071.32, WINDSHIELD; 796, Robinett Construction, 7500.00, CONTRACT LABOR; 798, 799, 800, Van Eaton Ready Mix, 39844.19, CONCRETE; 34, Shred-It USA, LLC/Stericycle, 146.29, Shredding; 9, 6L Mechanical, 1250.00, Maintenance; 220, Casco Industries, 12920.75, SUPPLIES; 388, Brady Industries Of Kansas, 321.83, SUPPLIES; 390, City Of Shawnee, 333.45, WATER; 392, UMB Bank, 9750.00, LEASE PAYMENT; 452, 453, Arvest Bank, 2142.85, TRANSPORT TRAVEL EXPENSES; 454, AutoZone, 88.42, Auto parts; 455, Black, D, 123.81, Meals; 458, Pike Pass, Government Account Services, 38.89, Toll Fees; 459, SHAWNEE OFFICE SYSTEMS, 134.56, Copies; 461, SHAWNEE TAG AGENCY, 198.00, Tag; 462, TransUnion Risk And Alternative Data Solutions, 167.80, TLO Searches; 226, Bad Boy Joe, 5680.00, Lawn mower; 227, Beck's Farm Equipment, 2515.00, Equipment; 229, CITY OF TECUMSEH, 55.30, WATER; 230, Comdata, 678.01, FUEL; 231, Culligan Water Conditioning, 16.50, WATER; 232, John Deere Financial, 263.78, SUPPLIES; 235, 236, Quality Lube Center, 160.49, OIL CHANGE; 419, Braums, 248.89, supplies/groceries; 420, Buddys Hardware, 120.96, supplies/groceries; 421, Firelake Foods, 589.67, supplies/groceries; 423, Hardin, S, 70.00, Mowing; 424, Potelco Lockbox, 61.27, PHONE; 426, South Central Industries, Inc, 50.88, Supplies; 427, Town Of Asher, 450.00, Rent; 428, Wanette Public Works Authority, 246.77, WATER & SEWER. Seconded by Mr. Rush the vote was: AYE- Rush, Thompson, Dennis.

**ADJOURN**- There being no further business Mrs. Dennis made a motion to adjourn. Seconded by Mrs. Thompson the vote was: AYE- Rush, Thompson, Dennis. The meeting adjourned at 10:42 a.m.

POTTAWATOMIE COUNTY COMMISSIONERS  
POTTAWATOMIE COUNTY, OKLAHOMA

ATTEST:

By: Melissa Dennis, Chairman

Raeshel Flewallen, County Clerk