

**NOTICE OF REGULAR MEETING**

BOARD OF COUNTY COMMISSIONER'S FOR ROGERS COUNTY, OKLAHOMA

**PLACE:** Rogers County Courthouse, 219 South Missouri, Room 1-109, Claremore, Oklahoma

**DATE & TIME:** Tuesday, February 21, 2012, at 9:00 O'clock A.M.

**MINUTES**

**\*\*\*CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO BE TAKEN ON THE FOLLOWING LISTED ITEMS ON THE AGENDA:**

- ITEM 1: CALL TO ORDER:**  
Chairman Mike Helm called the meeting to order at 9:00 a.m.
- ITEM 2: ROLL CALL TO ESTABLISH QUORUM:**  
Determine that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act.  
Chairman Mike Helm, Commissioner Kirt Thacker and Commissioner Dan DeLozier were present and quorum established and determined that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act.
- ITEM 3: PLEDGE OF ALLEGIANCE:**  
Commissioner DeLozier led the salute and Pledge of Allegiance to the American Flag.
- ITEM 4: INVOCATION:**  
Commissioner Thacker said a prayer.
- ITEM 5: APPROVE/DISAPPROVE MINUTES:** February 13, 2012  
Commissioner Thacker made a motion to approve the minutes from February 13, 2012, as presented with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.
- ITEM 6: UNFINISHED BUSINESS:**  
1. Update from Sheriff's Committee on Courthouse Security – (D#2 Helm)  
Undersheriff Jon Sappington reported there has not been a date set for a meeting yet, because Judge Post has been in Craig County on a jury trial.  
Chairman Helm spoke of using District #2 salary funds within general fund and requested Assistant District Attorney, David Iski, to review to see if it was ok to pay his salary out of the one-cent sales tax fund; that would free up funds to give to the Sheriff.  
Discussion only, no action taken.
- ITEM 7: ZONING:**  
1. Update County Subdivision Regulations – (D#2 Helm)  
Chairman Helm reported the subdivision regulations needs to be updated to help control on private roadways and drilling of oil well sites and mining sites; Attorney Mack Greever and Brian Kellogg with Kellogg Engineering brought this matter before the Board to consider.  
Currently the Planning Commission has no funds within their budget to pay for this expense; District #2 is willing to help pay the expense; currently regulations were enacted July 2008.  
Discussions held regarding the need for the Board to consider approving this item and who to authorize to negotiate and work with Mack Greever and Brian Kellogg.  
Chairman Helm made a motion to approve updating the County Subdivision Regulations and authorize Assistant District Attorney, David Iski to negotiate and work with Attorney Mack Greever and Brian Kellogg with Kellogg Engineering in drafting these regulations with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.
- ITEM 8: PLATS:** None presented.
- ITEM 9: ROADS & BRIDGES:** None presented.
- ITEM 10: CASH FUND ESTIMATE OF NEEDS & REQUEST FOR APPROPRIATIONS:**  
None presented.
- ITEM 11: TRANSFER OF FUNDS:**  
1. District #3 Unrestricted Highway M&O to employee travel - \$1,500.00 –  
Commissioner Thacker made a motion to approve with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.
- ITEM 12: UTILITY PERMITS:**  
1. A T & T – Project 8590043 - mechanical trenching & boring – starting approximately 250 feet south of Tennyson Road on South 4245 Road, paralleling South 4245 Road on the East side for approximately 2000 feet in Section 1, Township 22 North, Range 17 East of the I.B.&M., Rogers County, in District #1 – (D#1 DeLozier) - \*\*\*NOTE\*\*\*See Item #2 under Utility Permits for Board action\*\*\*  
2. A T & T – Project 8590050 – mechanical trenching & boring – starting at the southeast corner of Section 25, Township 23 North, Range 17 East at South 4240 Road and East 390 Road, extending

North along the East side of S 4240 Road for approximately 2800 feet, crossing the county road South 4240 twice with drop wires and PVC conduit in District #1 – (D#1 DeLozier)

Commissioner DeLozier reported he had reviewed the utility permits as presented. Commissioner DeLozier made a motion to approve Items 1 & 2 under utility permits as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**3. Oklahoma Natural Gas Company – proposed 2” natural gas pipeline crossing Patriot Drive 2000 feet North and 2280 feet East of SW/corner of Section 1, Township 20 North, Range 14 East of the I.B.&M., Rogers County, in District #2 – (D#2 Helm)**

Chairman Helm reported this is for the Patriot Golf Course within Stone Canyon and made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 13: CLAIMS:**

**1. Salaries – February 2012**

Last working day is February 17, 2012, for Correctional Officer Kendal Bradshaw who has resigned; (see letter) discussions held regarding vacation and comp time owed for.

Commissioner DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**2. Attendant Care – None presented.**

**ITEM 14: BLANKET PURCHASE ORDERS:**

**1. Material, Supplies, Parts, Groceries & Prescriptions –**

District #2: P & K Equipment, \$2500.00; District #3: Lowe’s, \$300.00; Health Department: Claremore Physicians Immediate Care, \$240.00; District #3: Lowe’s, \$300.00 and R & S Auto Parts, \$500.00; District #1: Cabin Diesel Services, \$3,000.00 – Commissioner DeLozier made a motion to approve with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**2. Orders Exceeding Amount of Issuance -**

Purchase order #205197 issued on 1-17-2012 to Warren Cat for \$2,500.00 – purchase order over by \$1,838.37; total amount requesting to be paid \$4,338.37. Commissioner DeLozier made a motion to approve with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 15: GRANTS: None presented.**

**ITEM 16: PAYMENT REQUISITION – CONSTRUCTION FUND – RCB BANK, TRUSTEE: None presented.**

**ITEM 17: AGENDA ITEMS:**

**1. Update by BKL, Inc., and Flintco regarding Courthouse and E911 Center**

Projects –

B. J. Fay with Flintco reported pouring of 2<sup>nd</sup> floor elevator deck will take place this week; 65% complete on 3<sup>rd</sup> floor decking; currently 1 ½ weeks behind schedule; still under budget.

Billy Knowles with BKL, Inc., reported a coordination meeting held last Friday, with A T & T on cabling; Courthouse Committee approved site plan last week on E911 Center; discussions held regarding E911 Center site plans; planning to discuss at next week’s Commissioner meeting the geotechnical on building site and prices of building. Discussions only, no action taken.

**2. Possible hiring of Certified Public Accountant on behalf of the Board of County**

Commissioners for purpose of creation of county budget and possible presentation by Bill Turner, CPA – (D#2 Helm)

Bill Turner reported he discussed the matter in depth with Assistant District Attorney, David Iski, last week regarding proposal; will need to outline proposal today.

Chairman Helm requested for Turner to review with all county offices to see where they can possibly cut funds; work with all elected officials and appointed officers on this matter.

Commissioner DeLozier discussed offices wanting to keep carry-over funds to be used in the new Courthouse; recommends putting in as a budgetary item on their budget request.

Chairman Helm made a motion to Bill Turner work in conjunction with Assistant District Attorney, David Iski, to discuss and develop a proposal and bring back before the Board when ready with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**3. Board of County Commissioners to appoint a Commissioner with signatory authority to attend the closing on the John Williams property donation for the E911 Center – (Iski)**

Chairman Helm made a motion to authorize Commissioner Dan DeLozier as signatory to attend the closing on the John Williams property donation for the E911 Center with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**4. Monthly Report of Officers for January 2012 – (Clerk/Treasurer)**

Commissioner DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**5. Resolution for Disposing of Equipment for Maintenance Department: 1996 Dodge Dakota Pickup – vin#1B7GL23Y5TS537118 – to be declared surplus to be sold at Elk City Auction – (Comm. Office)**

Commissioner DeLozier made a motion to approve with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**6. Reimbursement Form as per Resolution #2011-38 – funds from Town of Oologah \$889.67 and Oologah Municipal Authority \$359.72 – deposited into One-Cent Sales Tax fund for distribution for District #2 – (Comm. Office) - \*\*\*See Item #8 for Board action\*\*\***

7. Reimbursement Form as per Resolution #2011-36 – funds from Sheriff’s fuel reimbursement \$50.45 – deposited into One-Cent Sales Tax fund for distribution for District #2 – (Comm. Office) \*\*\*See Item #8 for Board action\*\*\*

8. Reimbursement Form as per Resolution #2011-37 – funds from State of Oklahoma FEMA \$29,178.73 – into One-Cent Sales Tax fund for distribution for District #2 – (Comm. Office)  
Chairman Helm made a motion to approve Items 6, 7 & 8 under Agenda Items as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

9. Motion and Vote to enter Executive Session for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee as authorized by Title 25 O.S. § 307 (B) (1), to-wit: employees of Maintenance Department Lacey Parrett and Michaela Privett – (D#1 DeLozier)

Commissioner DeLozier made a motion to adjourn Regular Session and enter Executive Session with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and the Board adjourned Regular Session and entered Executive Session at 9:20 a.m. with Assistant District Attorney, David Iksi and Human Resources Director, Jenny Bentley.

10. Motion and Vote to adjourn Executive Session and enter Regular Session –  
Commissioner DeLozier made a motion to adjourn Executive Session and enter Regular Session with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and the Board adjourned Executive Session and entered Regular Session at 9:59 a.m.

11. Possible action from Executive Session regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee as authorized by Title 25 O. S. § 307 (B) (1), to-wit: employees of Maintenance Department Lacey Parrett and Michaela Privett –

Chairman Helm made a motion for Human Resources Director, Jennifer Bentley, to meet with Maintenance Department employees, Lacey Parrett and Michaela Privett to update their salaries and benefits with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

12. Service Agreement; Equipment Lease and Non-Appropriations Rider - Election Board – BMI + ImageNet – Samsung copier -

Election Board Secretary, Julie Dermody, reported the office needs a new copier and the agreement was approved as to form by Assistant District Attorney, David Iksi.

Chairman Helm made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 18: ANNOUNCEMENTS REGARDING COUNTY EVENTS AND STATUS UPDATES FOR COMMENTS AND DISCUSSION FROM COUNTY DEPARTMENTS AND ELECTED OFFICIALS, AS FOLLOWS:**

- a.) 911 Administrator – b.) Assessor – c.) Building Operations/Maintenance
- d.) County Clerk – e.) Court Clerk – f.) District Attorney – g.) Election Board
- h.) Emergency Management – i.) Human Resources – j.) Information Technology
- k.) Inspections – l.) Judicial – m.) OSU Extension – n.) Planning Commission –
- o.) Sheriff – p.) Treasurer –

B. J. Fay with Flintco spoke of the current pews ill not work in the new Courthouse; meeting is scheduled for Thursday, February 23<sup>rd</sup> with Judicial officials; discussions held regarding microphones not being fixed in the OSU Extension Office in the new Courthouse.

Commissioner Thacker asked, what statutorily is the County required to put in the Court rooms? Iski replied he would look into for more information and detail and bring back before the Board.

Billy Knowles spoke of what has been done in previous counties they have been the architect regarding furnishings in the Court rooms.

Discussions only, no action taken.

**ITEM 19: ANNOUNCEMENTS OF COUNTY EVENTS AND STATUS UPDATES FOR COMMENT AND DISCUSSION FROM COUNTY DEPARTMENTS:**

- A.) 911 Administrator - B.) Building Operations/Maintenance
- C.) Emergency Management - D.) Human Resources - E.) Information Technology
- F.) Inspections/Planning Commission

Janet Hamilton, E911 Administrator, reported received a quote for communication services from Cox; E911 Committee met last week; a name needs to be decided on for the E911 Center with four acronyms; meeting scheduled with Harris Company regarding radios; software for records management for dispatch center; only five have signed and returned their MOU.

Commissioner DeLozier reported he is currently working with Butch Dawes in the running of the Maintenance Dept. until a replacement director is found; a draft is ready for job posting on Stationary Engineer.

Bob Anderson, Emergency Management Director, reported training for all Rogers County dispatchers was held last week, only the Sheriff’s Office attended meeting; Great American “Shake Out” was held; Emergency Services meeting tomorrow, February 22<sup>nd</sup>; Northeast area Directors meeting Thursday, February 23<sup>rd</sup> in Sand Springs.

Jennifer Bentley, Human Resources Director, reported is currently working on office and personnel files; posted Election Board new hire job description on County web site; working on other job postings for the County; discussions held regarding the Commissioners gearing up for summer and hiring seasonal workers; need job description and pay scale.

Christine Day Willhoite, Commissioner Administrative Assistant, reported a meeting is scheduled for Friday, February 24<sup>th</sup> on the telephone system for the new Courthouse.

Brett Williston, I.T. Director, reported a meeting was held last week on cabling for the new Courthouse; a new domain server for May 2012; Assessor’s Office will be going on new software in

near future.

Magan Green, Planning Commission Director, reported sold 27 building permits in January and approximately \$20,000.00 was deposited into general fund for January; currently for February, 18 building permits have been sold.

Updates and discussions only, no action taken.

**ITEM 20: ACKNOWLEDGEMENT RECEIPT OF THE FOLLOWING ITEMS:**

1. Grand Gateway EDA E911 services fees for December 2011 - \$24,151.35 – Acknowledged for public record only, no action taken.

**ITEM 21: PUBLIC COMMENTS AND RESPONSES FROM BOARD MEMBERS:**

Limited to specific items on the Agenda that are listed and discussed at this meeting and limited in duration at the discretion of the Chairman – None presented.

**ITEM 22: ANNOUNCEMENTS:** None presented.

**ITEM 23: NEW BUSINESS:**

1. Consideration and possible action with respect to any other matters not known about or which could not have been reasonably foreseen prior to posting the agenda – None presented.

**ITEM 24: PAYMENT OF PURCHASE ORDERS FROM ALL DEPARTMENTS:**

(Materials, Supplies, Parts, Groceries & Prescriptions) \*\*\*NOTE\*\*\*see attached list of all claims submitted for payment from all departments and approved for payment by the Board on Tuesday, February 21, 2012\*\*\*Commissioner DeLozier made a motion to approve payment of all purchase orders submitted from all departments with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 25: RECESS OR ADJOURNMENT:**

Commissioner DeLozier made a motion to adjourn with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and meeting adjourned at 11:41 a.m.

BOARD OF COUNTY COMMISSIONERS  
ROGERS COUNTY, OKLAHOMA

By: \_\_\_\_\_  
Peggy Armstrong, Rogers County Clerk

(SEAL)

*Notice of said meeting was filed in the Office of the County Clerk on **Thursday, February 16, 2012, at 2:58 p.m.** and posted on the Courthouse Bulletin Board; Outside the Commissioner's Meeting Room; on the Exterior Window at the Southeast Entrance and Front Door Entrances to the Courthouse; on the wheelchair ramp door; and on the county web site.*