

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: Monday, March 5, 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 9:02 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 22, 2012 and February 27, 2012

Commissioner DeLozier made a motion to approve the minutes from February 22, 2012 and February 27, 2012, as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 6: UNFINISHED BUSINESS:

1. Lease Purchase Agreement for Equipment between Board of County Commissioners, lessee and Boxcer Equipment, lessor, on 2011 International 7500 SBA Class Truck, vin#1HTWNAZTOCJ113284 with Mauldin PS3500 Oil Distributor, sn#641-L-P3C-5-02641 in the amount of \$174,165.00 with Welch State Bank – (Bid #555) (Comm. Office/Dist. #3 Thacker)

NOTEthis item was tabled from February 27, 2012, meeting***

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

2. Lease Purchase Agreement for Equipment between Board of County Commissioners, lessee and Boxcer Equipment, lessor, on Casa Grande Rig with 15" and 36" Augers in the amount of \$580,910.04 less down payment of \$250,000.00 with Welch State Bank (Bid #554) (Comm. Office/D#2 Helm)

NOTEthis item was tabled from February 27, 2012, meeting***

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

3. Revised Environmental Review Record Documents for Rural Water District #3 Highway 88 Waterline Project/Posting of Public Hearing Notice for New Port EDIF Project – (D#2 Helm/Andy Armstrong)

- a.) Request for Release of Funds
- b.) Environmental Certification
- c.) Finding of no Significant Impact
- d.) Environmental Assessment Checklist

Andy Armstrong reported these documents are being presented to the Board again to correct the CDBG grant number; recommended approval by the Board.

Commissioner DeLozier made a motion to approve Items a, b, c & d under Item #3 with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

4. Claim Form from Rogers County Election Board for \$15,000.00 – (D#2 Helm/Election Board)

Discussions were held regarding the expense on the Election Board for re-districting purposes; issues with over 3700 letters being sent back because of E911 address; E911 Addressing is not providing recent updates of E911 addresses to the Election Board; voters have to change their address at the Election Board, no one else can change it for them. Discussions held regarding contract with Press Group Printing & Digital Imaging Services and obligation on the County; purchase order #205762 issued to Press Group for \$4,169.00 is not addressed in the contract. Julie Dermody, Election Board Secretary, explained the expense is part of the original \$15,000.00.

Chairman Helm made a motion for the Election Board to provide itemized expense reports to the Board in two weeks (March 19, 2012) with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 7: ZONING:

- 1.** Public Hearing with discussion and possible action on the Application for a Change of

Zoning by Shelby A. Griffin from AG to RS-40 for a residential lot split – LEGAL DESCRIPTION: a tract of land located in the SW/4 of the SW/4 of Section 27, Township 21 North, Range 15 East of the I.B.&M., Rogers County – ADDERSS: 7015 East 520 Road, Claremore, OK 74017

Magan Green, Planning Commission Director, reported the Planning Commission met on February 21, 2012, and approved application for a change of zoning by a six to zero vote; no opposition was present at the Planning Commission meeting; is on county road 400 maintained frontage.

Applicant was not present at the Commissioner's meeting and no opposition was present. Discussions held. Commissioner Thacker made a motion to approve 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:

1. CED #1 Materials Request Form – to replace bridge deck with a precast bridge deck – (D#1 DeLozier)

Discussions held regarding CED#1 monies all going toward material requests. Commissioner DeLozier reported is on Bridge #87 and made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 10: CASH FUND ESTIMATE OF NEEDS & REQUEST FOR APPROPRIATIONS:
None presented.

ITEM 11: TRANSFER OF FUNDS:

1. District #2 – General Fund Cemetery M&O \$4,001.00 and Capital Outlay \$7,600.75 to District #2 General Fund Travel \$2,001.00 and Cemetery Salaries \$9,600.75 = \$11,601.75 total

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

2. Sheriff's Jail M&O to Medical - \$39,000.00

Under-Sheriff Jon Sappington, reported the transfer is due to an increase in medical expenses on county inmates; discussions held regarding this matter being discussed at the Criminal Justice Authority meeting and with Judges. Commissioner DeLozier made a motion to approve with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

3. District #1 One Cent Sales Tax M&O to Capital Outlay - \$150,000.00

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

4. General Fund Human Resources Fund to salaries \$20,453.52; travel \$2,500.00; M&O \$21,933.10 –

Commissioner DeLozier 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: None presented.

ITEM 13: CLAIMS:

1. Salaries – None presented.

2. Attendant Care – None presented.

ITEM 14: BLANKET PURCHASE ORDERS:

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

Assessor: District #3 Warehouse, \$400.00; Emergency Management: Comdata MasterCard, \$300.00; Froman Oil Co., \$250.00; E911 Addressing: Froman Oil Co., \$300.00; District #1: Harley Hollan Companies, \$780.00; Distirct #3: Lowe,s \$300.00; R & S Auto Parts, \$500.00; Harley Hollan Companies, \$1040.00; Harley Hollan Companies, \$780.00 – Commissioner Thacker made a motion to approve the blanket purchase orders as presented with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. Orders Exceeding Amount of Issuance – None presented.

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 steel erection was delayed for three days due to high winds; expected high winds this week also; expect to pour concrete over basement this week.

Kim Reeve with BKL gave an update on Billy Knowles; continuing to conduct coordination meetings; plan future meetings with offices on furnishing lay-outs within their offices; working on security of Courthouse.

Update only, no action taken.

2. Request from Human Resources to add a tab on the County web site – (D#2 Helm/HR Bentley)

Jennifer Bentley, Human Resources, requests a tab on the county web site for Human Resources; easier communications; spoke with I.T. last week; tab is ready to post, just waiting for Board approval.

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

3. County Clerk's Cash Book & Summary Report for February 2012 – (D#2 Helm/Clerk)

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

4. Resolution #2012-19 and Reimbursement Form – Town of Talala – District #2 One Cent Sales Tax - \$925.19 – (D#2 Helm/Comm. Office)

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

5. Resolution #2012-20 and Reimbursement Form – Restitution – District #1 One Cent Sales Tax ***corrected to read General Fund*** - \$200.00 – (D#1 DeLozier/Comm. Office)

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

6. Reimbursement Form as per Resolution #2011-36 – Sheriff's Office fuel reimbursement – District #1 One Cent Sales Tax - \$1,506.35 – (D#1 DeLozier/Comm. Office)

See Item #8

7. Reimbursement Form as per Resolution #2011-36 – Assessor's Office fuel reimbursement – District #3 One Cent Sales Tax - \$374.36 – (D#3 Thacker/Comm. Office)

See Item #8

8. Reimbursement Form as per Resolution #2011-39 – Town of Talala for fuel reimbursement – District #2 One Cent Sales Tax - \$465.10 – (D#2 Helm/Comm. Office)

Commissioner DeLozier 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. Resignation Letter from Mark Robertson – Rogers County Fair Board –

Ron Burrows with the Rogers County Fair Board spoke in regards to the resignation letter; resignation was a result of the re-districting of the Commissioner's districts; discussions held. Commissioner DeLozier made a motion to accept the resignation of Mark Robertson from the Rogers County Fair Board with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

10. Motion and Vote to enter Executive Session pursuant to Oklahoma Statutes Annotated Title 25 § 307 (B) (1) for the purpose of discussing the employment, hiring or appointment of any individual salaried public officer or employee, to-wit: a public information officer – (D#2 Helm)

Commissioner Helm 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 10:03 a.m. with Assistant District Attorney, David Iski and Human Resources Director, Jennifer Bentley.

11. Motion and Vote to Adjourn Executive Session and Enter Regular Session –

Commissioner Thacker made a motion to adjourn Executive Session and enter Regular Session with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and the Board adjourned Executive Session and entered Regular Session at 11:14 a.m.

12. Possible Action regarding the employment, hiring or appointment of any individual salaried public officer or employee, to-wit: a public information officer –

Commissioner DeLozier made a motion to enter into an Independent Contractor's Agreement effective today with a Public Information Officer, Kristen Bergman 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 –

Janet Hamilton, E911 Administrator, reported there is a closing scheduled for Wednesday on the E911 Center land; discussions held regarding processing check/warrant for closing costs.

Emergency Management Director, Bob Anderson, reported currently working with BKL on vendors for security items on Courthouse; gave an update on expected weather conditions for rest of the week; high fire dangers rest of week; March 14, 2012, at 7:00 p.m., National Weather Storm Spotter class scheduled; Kids Fair coming to Rogers County; Board requested Anderson to touch base with PIO officer Bergman.

Under-Sheriff Jon Sappington, reported the 2nd Courthouse committee meeting is scheduled for Tuesday, March 6, 2012, at 4:00 p.m. Board requested any statements made go through PIO officer Bergman.

The Assessor, Building Operations/Maintenance, County Clerk, Court Clerk, District Attorney, Election Board, Human Resources, Information Technology, Inspections, Judicial, OSU Extension, Planning Commission and Treasurer had nothing to report at this time.

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

911 Administrator, Janet Hamilton reported she passed out thirteen Trust Indenture documents; the rest will be mailed to remaining entities.

Emergency Management Director, Bob Anderson, reported conducted State-wide EOC meeting last week; received good reviews.

Human Resources Director, Jennifer Bentley, reported has received applications for Stationary Engineer, but none received are qualified applicants; will keep searching.

Chairman Helm reported with the hotels currently going into Stone Canyon, the County is looking into a lodging tax.

Building Operations/ Maintenance, Information Technology and Inspections/Planning Commission had nothing to report at this time.

ITEM 20: ACKNOWLEDGEMENT RECEIPT OF THE FOLLOWING ITEMS:

1. Office of Juvenile Affairs – January 2012 - \$1,151.70
2. 140 – Wireless Prepay 911 Fee - \$3,338.08
3. 141 – Wireless Services - \$24,151.35
4. 142 – E911 Addressing - \$9,695.23

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 Monday, March 5, 2012***Commissioner Thacker made a motion to approve payment of all purchase orders submitted from all departments with the exception of purchase order #206317 dated 2-24-2012 for \$213.13 be sent back for further review with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 25: RECESS OR ADJOURNMENT:

Chairman Helm made a motion to adjourn the meeting with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and meeting adjourned at 12:36 p.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, March 1, 2012, at 3:07 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.*