

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 26, 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: March 19, 2012

Commissioner DeLozier made a motion to approve the minutes from March 19, 2012, as presented with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 6: UNFINISHED BUSINESS: None presented.

ITEM 7: ZONING: None presented.

ITEM 8: PLATS: None presented.

ITEM 9: ROADS & BRIDGES: None presented.

ITEM 10: CASH FUND ESTIMATE OF NEEDS & REQUEST FOR APPROPRIATIONS:

1. 101 Unrestricted Highway - \$330,313.22
2. 105 County Bridge & Road Improvement Fund (CBRIF) - \$27,513.76

Commissioner DeLozier made a motion to approve the cash fund estimate of needs as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 11: TRANSFER OF FUNDS: None presented.

ITEM 12: UTILITY PERMITS:

1. A T & T – Project 8590037 – starting approximately 800 feet East of South 4240 Road along SH 28A (East 400 Road) paralleling SH 28A (East 400 Road) for approximately 2000 feet along side of SH 28A (East 400 Road) in highway right-of-way – (D#1 DeLozier)

Commissioner DeLozier reported only a small portion of this permit lies within the County; the rest lies along the state highway. Commissioner DeLozier made a motion to approve only the County portion with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. A T & T – Project 8500591 – starting at the East side of the N/2 of Section 27, Township 20 North, Range 14 East, placing along the West side of North 161st East Avenue, mostly aerial, crossing buried under Tigerswitch Road and the Railroad tracks, then back aerial to the A T & T Mobility site being located in the SE/corner of Section 22, Township 20 North, Range 14 East – (D#3 Thacker)

Commissioner Thacker reported the utility permit involves two portions, the County and the railroad. Commissioner Thacker made a motion to approve the County portion only as presented with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 13: CLAIMS:

1. Salaries – March 2012

Discussions held regarding March 2012 salary claims presented. 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 #3 – Lowe’s, \$300.00 – Commissioner Thacker made a motion to approve the blanket purchase order as presented with Chairman Helm 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 the 4th floor was poured last Friday; starting on panels on east side and completing stairs five and six this week.
 - Kim Reeve with BKL, Inc., reported Billy Knowles is doing fine; progress is moving along well; some minor changes were made to the E911 Center documents; will bring drawings to next week/s meeting. Update only, no action taken.
2. Public Hearing Notice to receive recommendations on community development needs within Rogers County – (D#2 Helm/Andy Armstrong)
 - Andy Armstrong reported the Notice for Public Hearing was approved by the Board last week and posted; as a County, you have an opportunity to interact with Oklahoma Department of Commerce (ODOC) through their Community Development Block Program and the Board has done that annually; we have looked at several projects in this year’s round of applications; currently looking at two projects; 1.) continuation of Rural Water District #3 of Highway 88 Project further South to Lowrey Road, approximately two miles of waterline; 2.) Rural Water District #16 would like to tie onto Rural Water District #3, they have done an income survey and they qualify. The County has two slots within the application process. The Public Hearing is to let the citizens register any kind of comments, observations or requests; is a pre-requisite to making an application. There were no comments, observations or requests from the public.
3. Cox Business Commercial Service Agreement – Non-Emergency communication services to the new dispatch center – (D#2Helm/Janet Hamilton)
 - Janet Hamilton, E911 Administrator, reported this agreement is for telephone communication services, including non-emergency telephone lines, internet and television services; the billing is a monthly reoccurring cost of \$1925.00; billing will not start until services start.
 - Discussions held regarding what options were explored, from Cox to A T & T; Hamilton reported she has strictly dealt with Cox, because they are on the State Contract, and have given us a lower price than State Contract; A T & T has not gotten through the conference call stage from three months ago, they have not followed up on it; Cox Cable has not only followed up, but they have sent engineers to see about our needs; recommends the County approve Cox Cable.
 - Chairman Helm recommended Assistant District Attorney, David Iski work with Hamilton regarding requiring Cox to complete a Utility Permit form and they understand they have to conform to that permit.
 - Commissioner Thacker made a motion to approve with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.
4. Legal Services Agreement – Johanning and Byrom, P.C. Attorney at Law – (D#2 Helm/Iski) ***NOTE***See Item #6 for Board action***
5. Financial Advisor Agreement – John Johanning, Inc. – Financial Advisor – (D#2 Helm/Iski) ***NOTE***See Item #6 for Board action***
6. Financial Advisor Agreement – The Baker Group – (D#2 Helm/Iski)
 - Assistant District Attorney, David Iski, reported he has reviewed the documents and local legal counsel, Mark Ramsey, is present at the meeting if the Board has any questions or comments.
 - Discussions held. Chairman Helm made a motion to approve Items 4,5 & 6 under Agenda Items as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.
7. Lease Purchase for Equipment – Yellowhouse Machinery Co. through Welch State Bank – Bomag BW284AD Tandem Drum Roller – sn#901A22911044 - \$137,340.00 Unit Price, less \$50,000.00 down payment = \$91,654.20 Lease Purchase Price – (D#2 Helm)
 - Chairman Helm made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.
8. Independent Contractor’s Agreement – Kristen Bergman, dba Atmos Strategic Communications, LLC – (D#2 Helm/Iski)
 - Chairman Helm made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.
9. Kristen Bergman – Public Information Officer – request through County web site to collect e-mail addresses for purpose of monthly County newsletter – (D#2 Helm/Bergman)
 - Public Information Officer, Kristen Bergman, reported she met with Brett (Williston) I.T. last week and figured out we could collect e-mail addresses through the County web site; working on creating a monthly County newsletter; requests permission today to move forward with this project.
 - Discussions held.
 - Commissioner DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.
10. Open & Award Bid #104 – Laid Asphalt – (County Clerk)
 - 16 bid packets were mailed with 0 being returned undeliverable and 5 responses as follows: Tulsa Asphalt, LLC; Apac-Central, Inc.; A & A Asphalt, Inc.; Paragon Contractors, LLC; and

Dunham's Asphalt Services, Inc. – Commissioner's reviewed all bids submitted and discussions held.
Chairman Helm made a motion to accept the low bid of Tulsa Asphalt, LLC, with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

11. Reimbursement Form – One Cent Sales Tax District #2 - \$493.70 – Town of Talala and \$27.61 Sheriff's fuel reimbursement – (Comm. Office) *NOTE***see Item #12 for Board action*****

12. Resolution #2012-24 and Reimbursement Form – Rural Water District #4 - \$914.74 – District #2 One Cent Sales Tax – fuel reimbursement – (Comm. Office)

Chairman Helm made a motion to approved Items 11 & 12 under Agenda Items as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

13. Resolution #2012-25 and Reimbursement Form – Cherokee Nation - \$145,485.79 – East 370 Road overlay in District #1 – (Comm. Office)

Commissioner DeLozier reported this was a grant from the Cherokee Nation to overlay and strip East 370 Road. Commissioner DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

14. Direct Deposit – (D#2 Helm/Bentley)

Jennifer Bentley, Human Resources Director, reported of the benefits of direct deposit vs. paper checks; direct deposit benefits; implementation; current cost of paper check processing; what if an employee does not have a bank account; discussions held regarding condition of employment can require Direct Deposit.

Commissioner DeLozier made a motion to approve and any new hires would be mandated effective today with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

15. Payroll Vendor/HRIS System – (D#2 Helm/Bentley)

Jennifer Bentley, Human Resources Director, spoke of the pros & cons regarding Paychex (payroll vendor) and Bamboo HR (no payroll); discussions held regarding the County Clerk's current system payroll system of KellPro.

Commissioner Thacker made a motion to table the Vendor Payroll for one week (April 1, 2012) with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

Chairman Helm made a motion to approve the purchase of HRIS (no payroll) Bamboo HR system with Commissioner DeLozier 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/Planning Commission – l.) Judicial – m.) OSU Extension – n.) Sheriff
- o.) Treasurer

- E911 Administrator, Janet Hamilton, reported a meeting is scheduled for Tuesday with Homeland Security; 911 committee members are looking for grant to help with the purchase of radio equipment; deadline for Trust Indenture is May 1st, currently no one has signed up for; only five have signed MOU.

- Emergency Management Director, Bob Anderson, reported a scheduled meeting at 10:00 a.m. with Andy Armstrong to discuss the application to the Hazard Mitigation Grant Program for funding for a community safe room on behalf of Rogers County E911/EOC has passed the first stages of review by the Oklahoma Emergency Management Office; discussions held regarding flooding issues during recent rain storms from signs being removed and people driving into high waters and needing rescued; discussions held regarding looking for solutions to help assist and aid county workers, first responders and law enforcement on how to handle people who violate the warning signs and try to drive through the waters anyway; discussions held regarding possibly imposing a fine.

- Human Resources Director, Jenny Bentley, reported one application has been received for Facilities Manager and is scheduled for an interview later this week.

- Brett Williston, I.T., reported all offices are on Board now for the unified communication system for the new Courthouse; we are currently spending approximately \$50,000 a year on telephone and we will be able to cut that in half by acting as a collective unit; have been working on for the past six months on the Interactive GIS site, back in 2009 the County spent about \$50,000 for aerial photographs; now have been able to iron out a contract with our vendor to have Microsoft Bing aerial, Google Street View and Geo Coating Address added to our interactive GIS web site; will be updated every year for \$200.00.

- Under-Sheriff Jon Sappington, reported Sheriff's Office will be picking up a car tomorrow; two cars will be here the 1st; have met with Ford dealership regarding possible options of lease-purchase; hope to have two new Courthouse Security deputies on duty be next week; have been working in conjunction with Human Resources.

ITEM 19: ACKNOWLEDGEMENT RECEIPT OF THE FOLLOWING ITEMS:

1. 2011 Mineral Interest Report – Oklahoma State Treasurer – Unclaimed Property Division – (County Clerk)

Acknowledged for public record and per state statute requirements. No action taken.

ITEM 20: 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 –

Peggy McGehee with Congressman Dan Boren's office spoke in regards to the FEMA flood maps for Rogers County to become effective April 3, 2012, the need for the public to know about these changes; discussions held regarding putting out a press release.

ITEM 21: ANNOUNCEMENTS:

Commissioner Thacker reported District #3 will not be putting up any barricades for high water, etc., because people just move them or drive around them anyway; and District #3 will not be assisting to help pull people out of flooding waters in the future; need legislation to fine these people.

Commissioner DeLozier reported Bridge #79 on Akin Road was bid and came in under \$180,000.00 under estimate; contract will be signed the first week in April and work hopefully starts sometime in May 2012.

ITEM 22: 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 23: 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 26, 2012***Commissioner DeLozier made a motion to approve payment of all purchase orders submitted from all departments with the exception of purchase order #206982 issued to Thos. Y. Pickett & Co., Inc., for \$5,180.41 by the Assessor's Office to be sent back for further review and updated contract with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 24: RECESS OR ADJOURNMENT:

Commissioner DeLozier made a motion to adjourn the meeting with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and meeting adjourned at 11:30 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, March 22, 2012, at 2:30 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.*