

**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, April 2, 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 26, 2012**

Commissioner Thacker made a motion to approve the minutes from March 26, 2012, as presented with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 6: UNFINISHED BUSINESS:**

**1. Payroll Vendor – (D#2 Helm/Bentley) \*\*\*NOTE\*\*\*this item was tabled from March 26, 2012, meeting\*\*\***

Jenny Bentley, Human Resources Director, recommended the Board not proceed with the payroll vendor side for right now; give her time to get adjusted to her new job and computer system; recommends trying for next fiscal year and start working towards that goal in January 2013; discussions held.

Chairman Helm made a motion to not place this item back on the agenda until Human Resources puts it back on with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 7: ZONING: None presented.**

**ITEM 8: PLATS:**

**1. Final Plat – The Cottages at the Patriot – located within Section 1, Township 21 North, Range 14 East – Developer: C.A.B.O. – (D#2 Helm/Kellogg)**

Magan Green, Planning Commission Director, reported the Planning Commission approved the final plat on January 4, 2012, with a six to one vote; Green recommended approval to the Planning Commission and no opposition was present at the Planning Commission hearing.

No opposition was present at the Commissioner's meeting. Chairman Helm made a motion to approve the final plat as presented with the recommendation of Planning Commission Director, Magan Green with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 9: ROADS & BRIDGES:**

**1. Request from The Oak Ridge at Cooper Ranch Home Owner's Association Board – 3-way stop at the intersection of 72<sup>nd</sup> Street and 195<sup>th</sup> Street – (D#2 Helm)**

Discussions held regarding letter Commissioner Helm received from The Oak Ridge at Cooper Ranch Home Owner's Association Board requesting the posting of a 3-way stop at the intersection of 72<sup>nd</sup> Street and 195<sup>th</sup> Street.

Chairman Helm made a motion to approve the installing a 3-way stop at the intersection of 72<sup>nd</sup> Street and 195<sup>th</sup> Street with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**2. Oklahoma Department of Transportation – Agreement No. 661005 – County of Rogers Lease with Purchase Option for Road Machinery or Equipment – Caterpillar 2012 PS150C Pneumatic Roller, sn# CATPS150LFPS01248 – ODOT No. 99-2304 – Unit Price \$75,643.00 – Lease Price \$77,250.00 – (D#1 DeLozier)**

Discussions held regarding Commissioner DeLozier's replacement of pneumatic roller. Commissioner DeLozier 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:** None presented.

**ITEM 12: UTILITY PERMITS:**

1. A T & T – Project No. 8590053 – start at Northeast corner of Section 36, Township 24 North, Range 17 East, place approximately 4900 feet of buried fiber North on the East side of South 4240 Road to the intersection of 340 Road, turn East on the South side of 340 Road and continue approximately 2600 feet to existing fiber handhole – (D#1 DeLozier)

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

2. Rural Water District #3, Rogers County – located in Section 12, Township 21 North, Range 14 East and Section 7, Township 21 North, Range 15 East – (B) along 18<sup>5th</sup> East Avenue 25 feet West of centerline of roadway, (C) along East 108<sup>th</sup> Street North 25 feet North of the centerline of roadway, (D) along 185<sup>th</sup> East Avenue 25 feet East of centerline of roadway, (E) along North 193<sup>rd</sup> Street 25 feet East of the section line, (F) along North 193<sup>rd</sup> Street 25 feet West of the section line, (H) along North 181<sup>st</sup> East Avenue 25 feet East of centerline of roadway, boring North 106<sup>th</sup> Street twice, East 108<sup>th</sup> Street North twice, and North 185<sup>th</sup> East Avenue, twice – (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.

**ITEM 13: CLAIMS:**

1. Salaries – None presented.

2. Attendant Care – None presented.

3. Detention Transportation Claim – State of Oklahoma Office of Juvenile Affairs – February 2012 - \$1,606.85

Commissioner DeLozier made a motion to approve February 2012 detention transportation claim as presented with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 14: BLANKET PURCHASE ORDERS:**

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

District #3: United Engines - \$18,232.66 – Commissioner Thacker explained the purchase order is over the bid limit amount, because this is the only engine that will fit in truck #31; will complete and sign single source affidavit.

District #1: United Engines - \$5,200.00 – District #3: Harley Hollan Companies, \$780.00 –

Sheriff's Office: Warehouse Market, \$250.00; Sysco Foods, \$3,300.00; Sysco Foods, \$7,000.00; Farmers Bros. Coffee, \$300.00; Bimbo Bakeries, \$1,400.00; District #2 Warehouse, \$1,000.00; District #1 Warehouse, \$3,000.00; Comdata MasterCard, \$13,000.00; Speedy Lube, \$500.00; Froman Oil Company, \$1,000.00; Medical Compliance Specialty, Inc., \$400.00; St. Francis Lab, \$1,200.00; PHS Mobile X-Ray, \$600.00; Diamond Medical Supply, \$500.00; Diamond Drugs, Inc., \$8,000.00; Correctional Dental Services, \$2,000.00 –

E911 Addressing: Froman Oil Company - \$350.00 –

Emergency Management: Froman Oil Company, \$250.00 & Comdata MasterCard, \$300.00 –

Chairman Helm made a motion to approve the blanket purchase orders as presented with Commissioner Thacker 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 –

Kim Reeve with BKL, Inc., reported they are currently working on a pay-application for next Monday, April 9<sup>th</sup>; received a geo technical report on the E911 Center; presented a status site set on the E911 Center for Board to review; discussions held regarding E911 Center property did not perc; discussions on options for lagoon or aerobic system.

B. J. Fay with Flintco reported the sound end panels will be done this week; east side windows were delivered; will be completing 3<sup>rd</sup> floor duct work hangers this week; crane left last Friday.

Update and discussions only, no action taken.

2. Open & Award Bid #576 – New 2012 Milling Machine – (County Clerk)

Commissioner Thacker reported after reviewing bid packet further, discovered there is a lot more options than was listed in specifications; recommends not opening the bids submitted today and reject them.

Commissioner Thacker made a motion to decline opening the bids and reject all bids submitted and re-bid at a later date with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

3. Management Control Agreement regarding Oklahoma Department of Public Safety and FBI Criminal Justice Information Systems – (D#3 Thacker/Hamilton)

E911 Administrator, Janet Hamilton, explained the purpose of this document is to establish and enforce security control of the access and use of the Oklahoma Department of Public Safety's

(DPS) Oklahoma Law Enforcement Telecommunications System and assorted DPS, FBI and other systems in a location where access to and/or use of that system is accomplished by a criminal justice agency with the assistance of a non-criminal justice governmental agency; this documents places security control of that access and use under the authority of the criminal justice agency; is for the new E911 Dispatch Center; is currently in the Sheriff's Office and have two terminals (one full access and one limited access); Sheriff's Office will be keeping their full access terminal; Hamilton recommends the Board approve.

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

**4. Copy World Business Solutions, LLC – Annual Maintenance – Quarterly Billing on copiers for: Assessor; OSU Extension; County Clerk; County Commissioners; District #1; District #2; District #3; Planning Commission; and Treasurer – for fiscal year 2012-2013 (D#1 DeLozier)**

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

**5. Designation of Signatory for E911/EOC Grant Application – (D#1 DeLozier)**  
Janet Hamilton, E911 Administrator, requested one member of the Board be given the authority to sign documents associated with the grant application; letters are being sent to U.S. Department of the Interior Fish and Wildlife Service Division of Ecological Services; Department of the Army, Corps of Engineers; Natural Resources Conservation Service and Ms. Melvena Heisch, Deputy Oklahoma Historic Preservation Officer of State Historic Preservation Office; working on conjunction with Andy Armstrong on grant application.

Chairman Helm made a motion to authorize Commissioner Dan DeLozier as signatory for E911/EOC Grant Application documents/letters as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**6. Recommendation from Rogers County Fair Board that Richard Gebhart be appointed to replace the vacancy left by the resignation of Mark Robertson – (D#2 Helm)**

Chairman Helm made a motion to accept the recommendation from the Rogers County Fair Board to appoint Richard Gebhart to replace the vacancy left by the resignation of Mark Robertson with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**7. Resolution #2012-26 – Rosco Self-propelled Chip Spreader, sn#34891 Model SPR-H – to be transferred to the McAlester, Oklahoma, Circuit Engineering District Statewide County Equipment Auction to be held on May 5, 2012, on behalf of Rogers County District #3 – (D#3 Thacker)**

Commissioner Thacker reported District #3 originally sent the spreader to the Elk City Auction; there was a typo on the model number; the spreader sold, but because of the typo of the model number, it changed the spreader from a manual to a hydro-state machine; when machine was delivered to buyer, the error was discovered.

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

**8. Consideration of adopting a County-wide accident (employee and public) reporting procedures with an incident and vehicle report forms – (D#1 DeLozier/Bentley)**

Jenny Bentley, Human Resources Director, explained one of her duties is taking over worker's comp; worked with Bob Anderson, Emergency Management Director, to get a county-wide one form only, for everyone to use for incidents of vehicle accidents; a draft was made for standard operating procedures, which would be attached to every incident form and/or vehicle report form; recommends the forms be kept in every County vehicle; requests the forms be adopted by the Board; has also sent forms to Traveler's Insurance for their review.

Assistant District Attorney, David Iski, recommended to attach a letter to all offices to remove and destroy any and all previous forms.

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

**9. Consideration for a mandatory orientation for annual new hires and an annual sexual harassment, discrimination, and safety training for all County employees – (D#1 DeLozier/Bentley)**

Human Resources Director, Jenny Bentley, addressed the Board regarding the benefits of initiating a mandatory orientation for new hires; will be working on conjunction with Emergency Management Director, Bob Anderson, in doing annual safety trainings for county employees; discussions held regarding requiring all County employees to receive, not just the new hires. Discussions held regarding when would be a good time to conduct the meetings; will work with elected officials and department heads to schedule at their request.

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

**10. Re-Appointment of Trustee Steve Savage of Oologah for another term on the Board of Trustees for Rogers County Industrial Development Authority – (D#2 Helm)**

Steve Savage and RCIDA Secretary, Debi Ward were present at the meeting. Commissioner DeLozier made a motion to re-appoint Steve Savage as Trustee for another term on the Board of Trustees for Rogers County Industrial Development Authority with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**11. Request to update the job description on Facilities Manager – (D#3 Thacker/Bentley) –**

Human Resources Director, Jenny Bentley, reported having difficulty to find a qualified applicant; recommends dropping the 1<sup>st</sup> class engineering requirement; recommends changing job description to say three or more years of experience; they would actually meet the same requirements, they just wouldn't have the certification. Discussions held regarding a service contract with a 3<sup>rd</sup> party who has licensing in place.

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

**12. Resolution #2012-27 and Reimbursement Form – Rogers County General Fund to Election Board M&O - \$15,000.00 – (County Clerk's Office)**

Chairman Helm made a motion to approve 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 p.) Public Information Officer -

a.) Janet Hamilton, E911 Administrator, reported a 911 address meeting is scheduled for this week.

c.) Commissioner DeLozier reported all operations are running well; received new application for facilities manager.

g.) Election Board Secretary, Julie Dermody, reported Verdigris Public Schools has a bond election on Tuesday; 534 voters have changed their party affiliations in last three weeks.

h.) Bob Anderson, Emergency Management Director, reported still working with Andy Armstrong on grant application for E911/EO ; meeting scheduled Tuesday with Flintco and Sheriff's Office regarding security topics; a meeting is scheduled with all entities on April 24, 2012, at 10:00 a.m. at Verdigris Fire Department with Homeland Security to discuss what can and cannot be done regarding SEC regulations on radios.

i.) Jenny Bentley, Human Resources Director, reported is currently working on implementing direct deposit; with the application for Facilities Manager, goal is to interview applicant this week.

k.) Magan Green, Planning Commission Director, reported sold eight (8) permits for March 2012.

p.) Kristen Bergman, Public Information Officer, reported currently working on newsletter template; and develop breaking news e-mail template; presented project tracker to the Board; meeting scheduled with Rickey Hayes, Retail Attractions on Tuesday, April 3<sup>rd</sup>.

**ITEM 19: ACKNOWLEDGEMENT RECEIPT OF THE FOLLOWING ITEMS:**

- 1. Recording of – Final Plat of Twin Creeks at Stone Canyon – Phase II  
Acknowledged for public record only, 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 – None presented.

**ITEM 21: ANNOUNCEMENTS:**

Chairman Helm announced Association of County Commissioners is recognizing April as County Government month; ACCO Conference is scheduled for April 10-13 in Norman.

**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, April 2, 2012\*\*\*Commissioner Thacker made a motion to approve payment of all purchase orders submitted from all departments with the exception of purchase order #207031 issued to ING Deferred EFT for March 2012, on behalf of Bobby Farbro for \$50.00 to be cancelled and purchase orders 206117, 206118 and 206407 issued to Document Imaging Solutions for the Rogers County Election Board to be sent back for further review and an updated contract with Chairman Helm 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 11:15 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 29, 2012, at 2:05 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.*