

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 23, 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: April 16, 2012

Commissioner Thacker made a motion to approve the minutes from April 16, 2012, as presented with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 6: UNFINISHED BUSINESS:

1. Equipment/Services Quote from total Radio, Inc., for Portable Radios W/GPS & Text, GPS mobile antennas, Street Trek GPS software, dedicated server installed & installation of mobiles –(D#2 Helm/ J Hamilton) *****NOTE*****this item was tabled from April 16, 2012, meeting*******

Jerry Smittle with the Sheriff's Office presented the Board with two lease-purchase proposals one from Total Radios and the other from Governmental Capital; discussions held regarding not being able to lease-purchase any items that were listed on the State contract; will need to bid lease-purchase options for radios; Total Radio, Inc., total price of \$78,228.80 will cover 40 units, mobiles and hand-held radios; discussions held regarding where the funding would come from, general fund or Courthouse building maintenance; Smittle reported the radios were asked for in the Sheriff's last year's budget.

Marilynn Gibson, 1st Deputy County Clerk, reported benefits each month averages \$172,200.00 within general fund; general fund has a projected surplus of \$291,000.00; capital outlay account within general fund has \$10,000.00; building improvement fund has \$329,607.06 currently; discussions held regarding why the need for radios now vs. waiting until next year's budget; Smittle reported because of narrow-banding requirements. Discussions held on Sheriff's Office needs and public safety concerns.

Chairman Helm made a motion to approve \$78,228.80 for radios with ½ to be paid from general fund and ½ from building improvement funds with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-nay, DeLozier-aye. Motion carried.

*****NOTE*****Transfer of Appropriations was signed by the Board and entered into the minutes*******

2. Proposal by representative of Rogers County Fire Chiefs to E911 Trust – (D#1 DeLozier/J Hamilton)

Janet Hamilton, E911 Director, reported a meeting was held with fire chiefs regarding the reviewing of E911 trust documents and by-laws; discussions held regarding recommended changes; David Puckett, Chief of Northwest Fire District, spoke of reviewing the trust documents from other counties and feel it is best all three Commissioners serve on the trust; discussions held regarding by-law recommendations; by-laws can be amended any time by members of the trust once it is formed.

Question was asked, do firemen desire to be administrators or firemen? Discussions held regarding most firemen do not want to serve in administrative capacity, but do want a voice or to be heard regarding their desires and needs.

Chairman Helm made a motion to table this item for one week (April 30th) with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

3. Proposal by representative of Rogers County Chiefs of Police to E911 Trust – (D#1 DeLozier/J Hamilton)

Janet Hamilton, E911 Administrator, reported a meeting was held with law enforcement and recommended changes to the trust indenture; discussions held regarding recommended changes.

Kelly Deal with OTEMS reminded that OTEMS is a not-for-profit organization. Commissioner Thacker made a motion to table this item for one week (April 30th) with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

4. Brooks-Jeffrey Marketing, Inc. – Sheriff's Office purchase order for adding Facebook to website - \$647.50 - ***NOTE***this purchase order was tabled from approval at the April 16, 2012, meeting***

Discussions held regarding purchase order #207606 issued to Brooks-Jeffrey Marketing, Inc., for \$647.50; Jerry Smittle with Sheriff's Office reported they started the Facebook well after the contract with Brooks-Jeffrey to start building a web site; has increased in popularity and transparency to the office; with press releases, Brooks-Jeffrey is able to do programming where you can do it in the web site itself now and it will automatically update to Facebook, without having to re-generate and go back into another application; this is for everything to be in one place and get programmed out to the other; it gives the people the opportunity to have the link at the bottom of the site to be able to go there; this purchase order is for the programming costs for those features for a quicker response.

Discussions held regarding Facebook being free; the purchase order for \$647.50 is for the programming of web site to interact with Facebook itself. Discussions held regarding whether or not the County's I.T. person could do the programming for the Sheriff's web site. Smittle explained the purchase order is for programming expenses. Discussions held regarding the use of the County's Public Information Officer that can do press releases.

Discussions held regarding campaign announcements being posted on the Facebook page; Smittle explained, once that was brought to his attention, those postings have been removed. Human Resources Director, Jenny Bentley, did speak to Under-sheriff Sappington about the web site and requested that everything related to campaigning be taken off the web site; Bentley is monitoring the web site now.

Kristen Bergman, Public Information Officer, met with the Under-sheriff on Friday of last week; we talked about the issue of programming fees regarding the purchase order; Bergman feels she and Brett Williston, I.T. can figure out and help the Sheriff's Office out on their web site. Discussions held regarding making sure that just no one can post to the site, it would have to go through administration, so posts only come from the Sheriff's Office.

Discussions held regarding cancelling the purchase order; Smittle will check with vendor to make sure they are not owed any fees; and will report back to the Board.

Commissioner DeLozier made a motion to table this item for one week (April 30th) with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

5. Reinstatement of 1991 Freightliner Pull Truck Tractor – vin#1FU YDCXB7MP397258 to District #3 inventory - ***NOTE***this item was declared surplus property on January 17, 2012, on Resolution #2012-5***

Commissioner Thacker reported the 1991 Freightliner was reinstated on District #3's inventory at the February 6, 2012, meeting. No action taken.

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:
None presented.

ITEM 11: TRANSFER OF FUNDS:

1. District #3 Unrestricted Highway M&O to Cemetery M&O - \$2,000.00

Marilynn Gibson, 1st Deputy County Clerk, reminded the Board that you cannot move monies from fund to fund; can only move accounts within the fund. Commissioner Thacker replied that District #3 does not have money in the accounts to transfer; discussions held regarding when the Commissioners were re-districted, District #3 took in several more cemeteries; discussions held regarding possibly having to pay for cemeteries out of T-Highway funds. No action taken.

2. District #1 One Cent Sales Tax M&O to personal services (salaries) - \$97,000.00

Commissioner DeLozier reported this transfer will finish thru June in salaries account and made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 12: UTILITY PERMITS:

1. Oklahoma Natural Gas – proposed ¾" natural gas pipeline crossing East Wesson Court 2,200 feet south and 2,380 feet east of the NW/corner of Section 14, Township 21 North, Range 15 East of the I.B.&M., Rogers County – (D#2 Helm) ***NOTE***see Item #2 for Board action***

2. Totah Communications, Inc. – P.O. Box 300 – Ochelata, OK 74051 crossing at Intersection of County Roads 48 and 32; crossing County Roads 410 and 32; crossing at Intersection of County Roads 310 and 4130; crossing at the Intersection of County Roads 4130 and Wiganon Road; crossing at the Intersection of County Roads 4120 and 310; crossing at Intersection of East Joe's Road and County Road 320; crossing at Intersection of County Roads 411 and 360 – (D#2 Helm)

Chairman Helm 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.

ITEM 13: CLAIMS:

1. Salaries – April 2012

Discussions on employee retiring from the Court Clerk's Office; three terminations, one from Courthouse maintenance and two from the Sheriff's Office; discussions held regarding whether or not final letters were signed or not; discussions of whether or not uniforms, etc. is being turned into the Sheriff's Office by employee terminated.

Chairman Helm made a motion to recess the meeting for approximately five minutes with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion

carried and meeting recessed at 10:16 a.m.

Chairman Helm called the recessed meeting back to order at 10:39 a.m. with Commissioner Thacker and Commissioner DeLozier present and quorum established.

Chairman Helm reminded all elected offices and department heads that Human Resources is to be involved at all times in terminations of employees of Rogers County and Human Resources will make sure all the necessary and required forms and paperwork is signed off on by the employee and employer. Chairman Helm requested the County Clerk's Office to draft a letter or e-mail and send to all elected offices and departments regarding this matter.

Commissioner DeLozier made a motion to approve the April 2012 salary claims as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. Attendant Care – None presented.

NOTEChairman Helm excused himself from the meeting at 10:42 a.m.

ITEM 14: BLANKET PURCHASE ORDERS:

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

- Sheriff – Comdata MasterCard - \$3,000.00
- District #1 – R & S Auto Parts, Chelsea - \$600.00
- District #3 – R & S Auto Parts, Claremore - \$500.00

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 –

Billy Knowles with BKL, Inc., reported all projects are moving along with the new Courthouse and E911 Center. Steve Rumsey with Flintco reported they are currently setting pre-casts & spandrels; anticipate them being completed at the end of next week; and Phase II of the steel will be starting May 7th; on the 3rd floor we are framing walls, installing duct work and mechanical piping; on the 1st and 2nd floors we are testing the mechanical piping; on the 1st and 2nd floors we are doing the plumbing electrical rough-in; installing windows on the exterior of the building; caulking panels at this time; grouting will start on the pre-cast panels this week. Update and discussions only, no action taken.

2. Appointment of Jenny Bentley as Receiving Agent for Human Resources

Department – (D#2 Helm)

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

3. Monthly Report of Officers for March 2012 – (County Clerk)

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

4. Facilities Manager – Ryan Baze to receive \$100.00 tool allowance – (D#2 Helm)

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

5. Resolution #2012-36 & Reimbursement Form – Mike Graham Auctioneers - \$157,090.00 – District #1 One Cent Sales Tax M & O – (Comm. Office)

6. Resolution #2012-37 & Reimbursement Form – Mike Graham Auctioneers – \$93,932.00 – District #2 One Cent Sales Tax M & O – ***NOTE***corrected to read capital outlay (Comm. Office)\

7. Resolution #2012-38 & Reimbursement Form – Mike Graham Auctioneers – \$1,840.00 – District #3 One Cent Sales Tax M & O – (Comm. Office)

8. Resolution #2012-39 & Reimbursement Form – Shelter Insurance Companies - \$170.00 – District #1 One Cent Sales Tax M & O – (Comm. Office)

9. Resolution #2012-40 & Reimbursement Form – County of Ottawa - \$525.00 – District #1 One Cent Sales Tax M & O – (Comm. Office)

10. Resolution #2012-41 & Reimbursement Form – Rural Water District #4 - \$1,418.76 – District #2 One Cent Sales Tax M & O – (Comm. Office)

11. Reimbursement Form as per Resolution #2011-36 – Sheriff's Fuel reimbursement - \$83.33 – District #2 One Cent Sales Tax M & O (Comm. Office)

12. Reimbursement Form as per Resolution #2011-37 – FEMA Reimbursement - \$1,700,000.00 – District #2 One Cent Sales Tax M & O – ***NOTE***corrected to read \$1,000,000.00 into M&O and \$700,000.00 into capital outlay*** (Comm. Office)

13. Reimbursement Form as per Resolution #2011-38 – Town of Oologah, \$1,038.15 and Oologah Municipal Authority, \$102.41 – fuel reimbursement – District #2 One Cent Sales Tax M & O – (Comm. Office)

14. Reimbursement Form as per Resolution #2011-39 – Town of Talala, \$608.10 – fuel reimbursement – District #2 One Cent Sales Tax M & O – (Comm. Office)

NOTEChairman Helm returned to the meeting at 10:53 a.m.***

NOTEItems 5 thru 14 under Agenda Items were read and Board took action

and approved on all items listed at one time***

Commissioner Thacker made a motion to approve Items 5 thru 14 under Agenda Items as presented 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, announced E911 along with Emergency Management has a meeting tomorrow with Homeland Security at the Verdigris Fire Department at 10:00 a.m. in reference to past, present and future implementation of the radio systems, including narrow-banding and P25; meeting scheduled with INCOG on tomorrow afternoon in reference to the interoperability on how neighboring agencies share 911 phone answering systems; can use Tulsa center if Rogers County should lose our center.

c.) Ryan Baze with Building Maintenance reported lost both sump pumps, have ordered a new one and will take two weeks for delivery; had power issued last Thursday, no one sustained any damages; met with mechanical vendor on new Courthouse last week; will need to hire a new employee soon; and chillers are working okay at this time.

i.) Jenny Bentley, Human Resources Director, reported orientation is coming along; doing pictures today and tomorrow, the “welcome” section of the presentation introduces each elected official and each office; Community Care EAP will be doing the sexual harassment training for free’ currently have thirteen (13) left to get on direct deposit; Bamboo H.R. software came in, all employee information has been loaded in; working to get benefit information loaded; will be a four to six week window so everyone can use it.

j.) Brett Williston, I.T., reported Presidio will be meeting Wednesday with all offices on telephone needs and cabling in new Courthouse; will begin replace of domain server on Thursday, will take approximately one month to complete process; Microsoft recommends replacing every five to seven years and this will be our seventh year; as I.T. Director, would never recommend that a County office have a Facebook page, because it is one of the most insecure applications.

p.) Kristen Bergman, Public Information Officer, reported Brett (Williston) set up her e-mail address and is ready to set up Newsletter and “breaking news”; is 911 Education month; meeting today with Oologah Lake Leader.

ITEM 19: ACKNOWLEDGEMENT RECEIPT OF THE FOLLOWING ITEMS:

- 1. Receipt of Final Plat – The Cottages at the Patriot – recorded in real estate records of the County Clerk’s Office on April 18, 2012 – (County Clerk)
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:

Commissioner DeLozier announced in District #1, beginning May 7, 2012, Akin Road will be closed to begin the \$1.6 million project.

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.

NOTECommissioner DeLozier excused himself from the meeting at 11:25 a.m. and arrived back at 11:40 a.m.

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 23, 2012***Commissioner Thacker made a motion to approve payment of all purchase orders submitted from all departments with Commissioner DeLozier 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 Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

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, April 19, 2012, at 11:55 a.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.

