

**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, May 7, 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: April 30, 2012**

Commissioner DeLozier made a motion to approve the minutes from April 30, 2012, as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 6: UNFINISHED BUSINESS:**

**1. Award Bid #578 – New Tandem Axle Dump Truck (D#3 Thacker)**

\*\*\*NOTE\*\*\*awarding of bid was tabled from April 30, 2012, meeting\*\*\*

Commissioner Thacker made a motion to approve the bid of Tulsa Freightliner because it met all the required specs and was low bidder with the lease-purchase option of 2 each dump trucks with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

Commissioner DeLozier reported he will also be buy 2 each of the dump trucks on the lease-purchase option.

**ITEM 7: ZONING:**

**1. Public Hearing on Application for Change of Zoning by Valmont Industries, Inc., from I-1 and I-4 to PUD#4; I-1 and I-4 for a metal pole fabrication facility – legal description: Lots 1, 2 & 3 Block 2 of Ridgeview \*\*\*corrected to read Riverview\*\*\* Business park located in Section 4, Township 20 North, Range 15 East of the I.B.&M., Rogers County, State of Oklahoma, according to the recorded Plat thereof – address: 6475, 6485 & 6495 Tower Lane, Claremore, Ok 74019 – (Planning Commission)**

Planning Commission Director, Magan Green, reported the Planning Commission met on May 1, 2012 and approved by a 6-0 vote; no opposition was present at the Planning Commission meeting; Green recommended approval.

Lou Reynolds, representative of Valmont Industries, Inc., represented the item to the Board along with exhibit maps of the area; Valmont does not want to change or move the zoning boundaries; Valmont owns 5 other lots in addition to the 3 lots in question; Valmont will place a retaining wall on the North end of the property as well as a landscaping buffer; will pave the entire parking lot; the plant will employ initially 70 people with expansion to 100 employees once they reach full production.

Bob Portiss, Tulsa Port of Catoosa Director, presented a letter of support for the Planned Unit Development (PUD) being proposed by Valmont Industries.

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:** None presented.

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

**ITEM 11: TRANSFER OF FUNDS:** None presented.

**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 –
  - County Building Center – \$100.00 – District #1

Commissioner DeLozier 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 –

Billy Knowles with BKL reported met their interior decorate met with offices last week to help with office needs & furniture; construction meeting last week went well; drawings for E911 Center should be ready in June and the bidding process begin and start construction in July

B. J. Fay with Flintco, reported continuing to work on end walls, installing door jams and painting of some walls; some windows are being installed; tracking 9 days behind schedule and still under budget.

Update only, no action taken.

2. Reimbursement Form as per Resolution #2011-40 – Election reimbursement - \$5.00 – (Election Board)

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

3. County Clerk's Cash Book & Summary Report – April 2012 – (County 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. Duties and Responsibilities of E911 Administrator, Janet Hamilton (D#2 Helm/J Sappington)

Janet Hamilton, E911 Center Administrator, reported she is in favor of overseeing E911 dispatching employees, including daily operations of dispatching. Discussions held regarding the financing to remain the same for remainder of fiscal year. Hamilton would be in charge of hiring, disciplining, termination and budget in conjunction with Human Resources.

Undersheriff Jon Sappington was in agreement with proposed changes.

Discussions held regarding transition to new E911 Facility and funding would be discussed at next year's budget.

Commissioner DeLozier made a motion effective immediately for E911 Administrator, Janet Hamilton, to oversee personnel and daily operations of dispatching with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

5. Claim for Reimbursement for Additional Homestead Exemption allowed for the year 2011 - \$82,411.93 – (Assessor)

Scott Marsh, Rogers County Assessor, reported this claim is to be submitted to Oklahoma Tax Commission for loss of revenue due to the additional Homestead Exemption allowed for year 2011; the State of Oklahoma could reimburse, but that has not been done in the past ten years; Marsh recommended approval.

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

6. Shelter Insurance Property Damage Release – Claim File Number AT0000000831489 - \$350.00 – (D#1 DeLozier)

Commissioner DeLozier reported this property damage release is for damages caused to a fence at Washington cemetery. Commissioner DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

7. Resolutions for Disposing of Equipment for Rogers County Election Board:  
1.) Fresh Air by EcoQuest, sn#120FA2 147255; 2.) IBM Selectric III typewriter, no serial number found; 3.) Pentium computer with monitor sn#340030R037A0408, hard drive sn#QR23T-29K39-4VCH2-27WGQ-XDQ2W, keyboard sn#5167711648267 – to be donated to Safenet Services, 2235 North Highway 88, Claremore, Ok 74019 – (Election Board)

Commissioner DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Discussions held regarding extracting all information from hard drive; documentation by I.T. Director, Brett Williston, needs to be presented before the Board that all hard drives have been cleaned before donation. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

8. Resolution #2012-43 and Reimbursement Form – Office of the Treasurer – Draw Down ET Revolving CD - \$250,000.00 into One Cent Sales Tax M&O for District #3 – (Comm. Office)

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

9. Resolution #2012-44 and Reimbursement Form – Cummings Southern Plains - \$217.17 credit balance - into One Cent Sales Tax M&O for District #1 – (Comm. Office)

Commissioner DeLozier reported the \$217.17 was a credit from a returned part that was not needed and made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

10. Reimbursement Form as per Resolution #2011-37 – State of Oklahoma, FEMA - \$2,516,532.22 into One Cent Sales Tax M&O and \$647,814.36 into One Cent Sales Tax Capital Outlay for

District #2 – (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.

11. Reimbursement Form as per Resolution #2011-40 – Election Board – election expense reimbursement - \$27.00 – (Election Board)

Commissioner Thacker 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, announced E911 personnel would be attending an addressing class in Norman on Wednesday; scheduled meeting with INCOG on Wednesday.

c.) Ryan Baze, Building Operations/Maintenance Director, reported will be conducting interviews on Wednesday and Thursday for new employee; Wednesday will be demo cleaning supplies; looking into uniforms; pump came in last week, but was wrong and had to send back; bought new weed-eater & trimmer for lawns.

i.) Jenny Bentley, Human Resources Director, reported new hire orientation to be held on May 22<sup>nd</sup> for 9:00 a.m. to noon; held in conjunction with Emergency Management Director, Bob Anderson conducting safety training and Employee Assistance Program through Community Care will be conducting sexual harassment class; employee training will take place later on in the year.

p.) Kristen Bergman, Public Information Officer, reported the County newsletter went out last Friday; deadline for information by the 25<sup>th</sup> of each month; a sign-up link is provided on County web site; offices can send any updates or information they want in newsletter by e-mail to Bergman. Commissioner DeLozier expressed his concerns over District #1 Road Scholars not being included in newsletter.

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

- 1. 140 – Wireless Pre-pay 911 fee - \$3,377.12
- 2. 141 – Wireless Services - \$22,563.64
- 3. 142 – E911 Addressing - \$18,588.80

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 Helm announced he had been contacted by the Courthouse Security committee to attend their next meeting; Commissioner DeLozier reported he has been attending those meetings, but the Committee would like to update and give information to each individual Commissioner; discussions held regarding the need for a committee. Discussion only, no action taken.

**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 by payment by the Board on Monday, May 7, 2012\*\*\*Commissioner Thacker made a motion to approve payment of all purchase orders submitted for payment with the exception of purchase order #208031 for \$300.00 issued by Election Board until an Independent Contractor's Agreement is presented to the Board for approval 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 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, May 3, 2012, at 1:26 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.*