

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 14, 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 9:01 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: May 7, 2012

Commissioner Thacker made a motion to approve the minutes from May 7, 2012, as presented with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 6: UNFINISHED BUSINESS:

1. Proposal by representative of Rogers County Fire Chiefs to E911 Trust – (D#1 DeLozier/J Hamilton) ***NOTE***this it was tabled from April 23, 2012 meeting and April 30, 2012, meeting***

Janet Hamilton, E911 Administrator, requested an extension for one more week and bring back an alternate path back before the Board.

Discussions held with Billy Knowles with BKL regarding whether or not tabling this item would hold up any further progress on the E911 Center; Knowles reported they would continue to work on drawings and would not hold up the progress of.

Commissioner DeLozier made a motion to table this item for one week (May 21st) with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. Proposal by representative of Rogers County Chiefs of Police to E911 Trust – (D#1 DeLozier/J Hamilton) ***NOTE***this item was tabled from April 23, 2012, meeting and April 30, 2012, meeting***

Commissioner DeLozier made a motion to table this item for one week (May 21st) with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

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 - \$30,588.01

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

ITEM 11: TRANSFER OF FUNDS:

1. Sheriff's Jail salaries to part-time salaries \$12,000.00 and salaries to M&O \$20,000.00

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

2. District #3 One Cent Sales Tax M&O to capital outlay - \$125,000.00

3. District #3 One Cent Sales Tax M&O to salaries - \$56,000.00

4. District #3 One Cent Sales Tax M&O to Lease-Purchase - \$12,000.00

Commissioner Thacker made a motion to approve Items 2, 3 & 4 under Transfer of Funds as presented with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 12: UTILITY PERMITS:

1. A T & T – start at Southwest corner of Section 4, Township 21 North, Range 17 East place buried fiber East on South side of East 480 Road approximately 700 feet; then North on the East side of South 4220 Road in District #1 – (D#1 DeLozier)

Commissioner DeLozier reported he had not fully reviewed this permit and made a motion to table this item for one week (May 21st) with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 13: CLAIMS:

1. Salaries –

a.) Sheriff's Office – Sarah Nelson - \$288.00 – termination

b.) Commissioner District #3 – Joel Walker - \$611.10 – balance due from April

2012, payroll – Discussions held regarding salary claims being presented. Chairman Helm 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:

1. 2012 REAP Grant for transportation – Contract #120205 – INCOG – \$32,284.00 and Certificate of Authorized Signatures – rebuild parking lot at Sequoyah Elementary School – (D#1 DeLozier)

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

ITEM 16: PAYMENT REQUISITION – CONSTRUCTION FUND – RCB BANK, TRUSTEE:

1. Invoice No. 22 – BKL, Inc. - \$25,380.00 –

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

2. Application No. 10 – Flintco, Inc. - \$1,658,324.06

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

ITEM 17: AGENDA ITEMS:

1. Update on development activities at Port of Catoosa – (D#3 Thacker)

Bob Portiss, Director of the Port of Catoosa gave a PowerPoint presentation on the overview of the Port; reported this year's 1st quarter was the best ever. Update only, no action taken.

2. Update by BKL, Inc., and Flintco regarding Courthouse and E911 Center

Projects –

B. J. Fay with Flintco reported installation of front entry pre-cast panels are scheduled for this week; was scheduled for last week, and now has put us two more days behind; installation of main entry columns and clock panes are scheduled this week; and rough-in of piping for cooling tower.

Billy Knowles with BKL reported he reviewed the payment requisition requests for this week; Courthouse construction meeting and E911 meetings are scheduled for this week; all is moving along well.

Updates only, no action taken.

3. Update by Bill Turner with Turner & Associates for fiscal year 2012-2013

budget – (D#2 Helm)

Christine Day, Commissioner's office secretary, reported she had a telephone conversation with Mr. Turner and he reported he would be meeting with Under-Sheriff Jon Sappington sometime this week, first, before we would meet with other offices regarding their 2012-2013 budget requests. Update only, no action taken.

4. Presentation of Petition to create Oak Grove II Fire Protection District and Notice Setting Hearing – (D#3 Thacker)

Dicus Benton, Fire Chief for Oak Grove Fire Protection District – 395 South 273rd East – Catoosa, Ok 74015 – reported he filed a Petition to create the Oak Grove II Fire Protection District with the County Clerk on May 9, 2012; forming of a fire protection district would help the citizens of the area to receive better insurance ratings; plans are to build a station on the Rogers County side; currently Oak Grove operates in Wagoner County; there would be a separate Board for the Rogers County side.

Discussions held regarding the mandatory requirements for the Board to follow for the creation of the fire protection district.

Discussions held regarding Oak Grove II providing bond and sureties that must total an amount sufficient enough to cover costs of publication and costs of the election; Election Board Secretary, Julie Dermody, reported they met with the Oak Grove II representatives and discussed the costs with them; costs will be approximately \$1,200.00 with the election to be held at the November 2012 general election.

Commissioner Thacker made a motion to find Petition complies with the mandatory requirements of Okla. Statutes Annotated Title 19 § 901.2 with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

Commissioner Thacker made a motion to set the Hearing Date for June 18, 2012, at 9:00 a.m. in the Commissioner's Meeting Room and possibly be moved to a Court room if one is available that day with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye.

Motion carried.

Discussions held regarding what newspaper to publish in pursuant to Title 19 § 901.2D; give notice of the hearing by publication in a newspaper of general circulation in which such proposed district is located; discussions held because the Town of Catoosa's newspaper had shut their doors. Barbara Cole with the Inola Independent was present at the meeting and reported beginning May 23rd the Inola Independent would be servicing the Catoosa area with an extension called the Catoosa News.

5. Equipment Rental Agreement – Yellowhouse Machinery Co. – 35D Comp. Excavator – sn#1FF035DXJBG267966 - \$55,745.00 present value - \$2,000.00 per month rental – (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.

6. Equipment Rental Agreement – Yellowhouse Machinery Co. – 60D Comp. Excavator – sn#1FF060DXABG280876 - \$75,248.00 present value - \$2,000.00 per month rental – (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.

Chairman Helm explained that District #2 has both of their gradalls in the shop right now and needed equipment to be able to dig ditches.

7. Equipment Rental Agreement – Yellowhouse Machinery Co. – MPH364R2 Bomag Asphalt Recycler – sn#901B23001686 - \$77,015.00, corrected to read \$477,015.00 – \$9,000.00 per month rental - (D#1 DeLozier)

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

8. Independent Contractor Agreement – Doug Watts, dba Tulsa Pier Drilling, LLC- (D#1 DeLozier)

Commissioner DeLozier reported this agreement is for bridge #87 project for \$9500 and made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

9. Independent Contractor Agreement – Arthur Mathews – for Election Board – Election Board Secretary, Julie Dermody, reported the Election Board requested casters be placed on the front counter in order to be able to move the counter out of the way during busy elections; work has already been completed.

Assistant District Attorney, David Iski, responded that the agreement is not in proper form, because scope of service was not complete and therefore he would not sign off on.

Iski suggested Mathews put language on agreement regarding scope of work and when work is to be completed.

Commissioner Thacker made a motion to table this item for one more week (May 21st) with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

10. Detention Services Agreement – Tulsa County Juvenile Detention Center – fiscal year 2012-2013 - \$44.00 daily rate – (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.

11. Renewal of Cooperative Agreement between U.S. Department of Agriculture APHIS-Wildlife Services, Oklahoma Department of Agriculture, Food & Forestry – July 1, 2012 to June 30, 2013 - \$2,400.00 – (Comm. Office)

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

12. Monthly Report of Officers for 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.

13. Correction – Reimbursement Form as per Resolution #2011-37 approved on February 21, 2012 – minus \$29,178.73 from District #2 One Cent Sales Tax M&O – because money was actually deposited into T-Highway account – see receipt No. 705 – (County Clerk)

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

14. Software License Agreement – LandMark, GSI – (Assessor)

Scott Marsh, Rogers County Assessor, reported Terra Scan ceases to exist since February 2012; we have a new software license agreement for the remainder of the fiscal year; 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.

**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 meeting is scheduled for tomorrow with Andy Armstrong regarding EOC grant; working with vendor or RFP; dispatch employees are attending training.

b.) Scott Marsh, Rogers County Assessor, reported as of last Friday at 5:00 p.m. no formal protests have been filed regarding the 12,931 change of value notices that were mailed out in early April.

c.) Ryan Baze, Maintenance Director, reporting the maintenance department is currently working on the yard and trimming trees/bushes, etc.; vendor held cleaning demo last week; sump pump came in last week; new hire of maintenance should begin tomorrow if they pass the drug screening, position will be part-time; working with offices on replacing light bulbs; checking pricing on uniforms for

maintenance employees.

g.) Julie Dermody, Election Board Secretary, reported the absentee ballots are going out.

h.) Emergency Management Director, Bob Anderson, reported Limestone Fire Protection District is having major water problems; have mutual-aid task force in place; meeting scheduled with Homeland Security soon.

i.) Jenny Bentley, Human Resources Director, reported new hire orientation is to be next Tuesday; will be e-mailing new hires with pictures.

j.) Brett Williston, I.T. Director, gave an update on domain server; working with Presidio for firm dollar amount and hope to have ready next week to present to the Board.

p.) Kristen Bergman, Public Information Officer, gave an update on the County newsletter.

ITEM 19: ACKNOWLEDGEMENT RECEIPT OF THE FOLLOWING ITEMS:

None presented.

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 –

Barbara Cole with the Inola Independent suggested having an operating procedures manual regarding proper purchasing procedures to the County offices.

ITEM 21: ANNOUNCEMENTS:

Tom Howse, Courthouse security deputy reported beginning May 16th we will be going live for the use of the security machines in the Courthouse for the public only; employees will not be required to pass through the security at this time; Howse asked for cooperation and patience.

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, May 14th, 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 and meeting adjourned at 11:25 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, May 10, 2012, at 1:59 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.