

**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:** Tuesday, May 29, 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 21, 2012**

Commissioner Thacker made a motion to approve the minutes from May 21, 2012, as presented with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 6: UNFINISHED BUSINESS:**

**1.** Presentation of final costs for new Courthouse telephone & network systems by Presidio – (D#2 Helm/ Williston)

John Moore with Presidio presented a revised voice and network proposal for the new Courthouse; total price is \$231,651.68; proposal is based upon each office's needs; discussions held regarding the phone service for the Jail through the Criminal Justice Authority; discussions held regarding the various offices functions involving the telephone service they would need; the bonds is paying for the hub or core of the telephone service along with the wiring/cabling; each office budgets for their own phones.

Brett Williston, I.T. and Christine Day, Commissioner's Office Administrative Assistant have been working closely with John Moore & Presidio and recommend approval of their proposal by the Board.

Commissioner Thacker made a motion to approve the proposal presented by Presidio for \$231,651.58 with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**2.** Lease Purchase Agreement for Equipment – Mack Truck Sales of Tulsa, Inc. – 2013 Mack Truck Tractor Model-CXU613 –vin#1M1AW07Y3DM027836 - \$2,103.92 per month payment – unit price \$116,014.83; lease-purchase price \$126,235.20 – as per Bid #570 - (D#3 Thacker)

Commissioner Thacker made a motion to approve 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 - \$290,239.54

**2.** 105 – County Bridge & Road Improvement Fund (CBRIF) - \$24,847.30

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 authorized Purchasing Agent, Kit Kelley, to start opening the bids listed on the agenda.

**ITEM 11: TRANSFER OF FUNDS:**

**1.** Election Board M&O to capital outlay - \$1,000.00

Chairman Helm 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 - \$22,000.00

Commissioner Thacker reported this transfer is to purchase a top con laser guidance system and made a motion to approve with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 12: UTILITY PERMITS:**

1. Rural Water District #3, Rogers County – boring 4240 Road beginning at the South 220 feet of the North 440 feet of the SE/4 of the NE/4 of the SE/4 of Section 34, Township 23 North, Range 17 East of the I.B.&M., Rogers County – (D#1 DeLozier) \*\*\*NOTE\*\*\*See Item #3\*\*\*

2. Chelsea Gas Authority – trenching – South side of county road parallel to East 410 Road along North boarder of NE/4 of Section 2, Township 22 North, Range 16 East and West side of county road parallel to South 4180 Road along East boarder of NE/4 of Section 2, Township 22 North, Range 16 East of the I.B.&M., Rogers County – (D#1 DeLozier) \*\*\*NOTE\*\*\*See Item #3\*\*\*

3. Chelsea Gas Authority – boring East 410 Road at the SW/4 of Section 35, Township 23 North, Range 16 East and at NE/4 of Section 2, Township 22 North, Range 16 East of the I.B.&M., Rogers County – (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.

**ITEM 13: CLAIMS:**

1. Salaries – None presented.
2. Attendant Care – None presented.

**ITEM 14: BLANKET PURCHASE ORDERS:**

1. Material, Supplies, Parts, Groceries & Prescriptions –  
Sheriff's Office: Bimbo Bakeries, \$1,400.00; Farmers Bros. Coffee, \$300.00; Sysco Foods, \$7,000.00; Sysco Foods, \$3,300.00; Warehouse Market, \$250.00; Correctional Dental Services, \$2,000.00; Diamond Drugs, Inc., \$8,000.00; Diamond Medical Supply, \$500.00; PHS Mobile X-Ray, \$600.00; St. Francis Lab, \$1,200.00; Medical Compliance Specialty, Inc., \$400.00; Froman Oil Company, \$1,000.00; Speedy Lube, \$500.00; ComData MasterCard, \$6,000.00; District #1 Warehouse, \$3,000.00; District #2 Warehouse, \$1,000.00.

Health Department: Claremore Physicians Immediate Care, \$160.00 –

District #1: O'Reilly Auto Parts, \$350.00 –

Assessor's Office: District #3 Warehouse, \$400.00 –

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 reported meetings are continuing to happen and Courthouse is moving along well; have an E911 site plan meeting scheduled today.

B. J. Fay with Flintco reported ¼ of roof decking is installed; roof-top units are made; continue with soffit framing; concrete bid is out and is scheduled to be opened on June 18<sup>th</sup>; 9 days behind schedule. Update and discussion only, no action taken.

2. Land Lease Agreement – Verizon Wireless Telecom, Inc., dba Verizon Wireless **and** Memorandum of Lease - tract of land being a part of Lots 4 and 5 of Block 136, City of Claremore, Rogers County – (D#1 DeLozier)

Lila Burns with Sabre Industries explained to the Board this land lease agreement is between the County and Verizon Wireless for a 50' by 50' parcel containing 2,500 square feet, together with the non-exclusive right-of-way for ingress and egress for a cell tower; tower will be 130 feet; 140 feet includes lightning rod structure.

Discussions held regarding whether or not all the required licensing and permits through the City of Claremore had been acquired; Burns reported is on the June 4<sup>th</sup> City council meeting; County is not responsible for acquiring these permits and/or licensing, that is Verizon's responsibility.

Board reminded Burns that Flintco is currently using parking lot for new Courthouse construction and would be using it until finished with construction of new Courthouse.

Commissioner Thacker asked if repeaters could be hung off tower and Janet Hamilton, E911 Administrator, replied a needs-assessment survey had been done regarding hanging repeaters off the tower. Rental payments shall be \$4,200.00 annually.

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

3. Agreement for Enhanced Emergency Number (E-911) Service – Cox Oklahoma Telcom, L.L.C., dba Cox Communications – fiscal year 2012-2013 – (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.

4. Office of Juvenile Affairs – FY2013 Contract Renewal 2<sup>nd</sup> of 2 options – for Alternatives to Detention/Transportation – (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.

5. Reimbursement form as per Resolution #2011-40 – Election Board - \$581.79

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

**6.** Corrected Annual Maintenance Agreements with Copy World Business Solutions, LLC, for County Clerk's Office; Planning Commission and Assessor's Office – (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.

Assistant District Attorney, David Iski, gave an Oath of Office to Purchasing Agent, Kit Kelley, regarding the bids remaining in the custody of the County Clerk's Office during the opening of the bids.

**7.** Open & Award Bid #580 – New 2011 or Newer Milling Machine (Cold Planner) to purchase and/or lease purchase one or more – (D#3 Thacker)

19 bid packets were mailed with 0 being returned undeliverable and 8 responses received as follows: "No Bids" from Frontier Equipment, C.L. Boyd Co. and O.C.T. Equipment; Yellowhouse Machinery Co. for BM1300/30 Milling Machine for \$376,943.00; G. W. Van Keppel Co. on Bomag/BM1300/30-2 for \$313,184.00; Boxcer Equipment, Inc., on 2012 Bomag/Roadtec RX 400E for \$415,800.00; Warren Cat on 2011 Cat/PM102 for \$294,024.00 and Kirby-Smith Machinery, Inc., for 2011 Wirtgen/TierIII W-150 for \$406,065.00.

Commissioner Thacker made a motion to table awarding of bid for one week (June 4<sup>th</sup>) to allow time to review all bids submitted with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**8.** Open & Award the following bids:

**a.** Bid #10 – Micro-Surfacing

20 bid packets were mailed with 0 being returned undeliverable and 4 responses received as follows: Vance Brothers, Inc.; Ballou Pavement Solution, Inc.; Donelson Construction Co., LLC and J & J Agri-Services. \*\*\*NOTE\*\*\*the bid received from J & J Agri-Services from Sherman, Texas, had nothing attached to show specifications\*\*\*

Commissioner DeLozier made a motion to table awarding of bid for one week (June 4<sup>th</sup>) to allow time to review all bids submitted with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**b.** Bid #11 – Chip-Lock

11 bid packets were mailed with 0 being returned undeliverable and 1 response received as follows: Donelson Construction – see price sheet for complete dollar amounts.

Chairman Helm made a motion to accept the only bid submitted from Donelson Construction with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**c.** Bid #12 – Rock

12 bid packets were mailed with 0 being returned undeliverable and 5 responses received as follows: Pryor Stone, Inc.; APAC-Central, Inc.; Quapaw Company; Greenhill Materials & Anchor Stone Company. Chairman Helm made a motion to accept all bids submitted based upon 1<sup>st</sup> available and closest to work region with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**d.** Bid #13 – HMHL & HMCL

19 bid packets were mailed with 0 being returned undeliverable and 4 responses received as follows: Dunham's Asphalt Services; Tulsa Asphalt, LLC; Logan County Asphalt Company & APAC-Central, Inc. – Chairman Helm made a motion to accept all bids submitted based upon 1<sup>st</sup> available and closest to work region with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**e.** Bid #14 – Liquid Asphalt

16 bid packets were mailed with 0 being returned undeliverable and 4 responses received as follows: Vance Brothers, Inc.; Ergon Asphalt & Emulsions, Inc.; Coastal Energy Corp. and Wright Asphalt Products Co. – Chairman Helm made a motion to accept the low bid of Ergon Asphalt & Emulsions, Inc., with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**f.** Bid #15 – Grader Blades

10 bid packets were mailed with 0 being returned undeliverable and 3 responses received as follows: Dub Ross Company, Inc.; Warren Cat and Yellowhouse Machinery Co. – Chairman Helm made a motion to accept the low bid of Dub Ross Company, Inc., with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**g.** Bid #16N – New Metal Pipe

16 bid packets were mailed with 0 being returned undeliverable and 4 responses received as follows: Highfill Pipe, LLC; Tinhorns R US, LLC; Water Products of Ok, Inc., and Wheeler Metals- Commissioner Thacker made a motion to accept all bids submitted based upon 1<sup>st</sup> available and closest to work region with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**h.** Bid #16P – Plastic Pipe

21 bid packets were mailed with 0 being returned undeliverable and 3 responses received as follows: Tinhorns R US, LLC; Water Products of Ok, Inc., and Fensco, Inc. – Commissioner Thacker made a motion to accept all bids submitted based upon 1<sup>st</sup> available and closest to work region with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**i.** Bid #16U – Used Pipe

16 bid packets were mailed with 0 being returned undeliverable and 5 responses received as follows: The Railroad Yard, Inc.; Sunbelt Equipment & Supply; Highfill Pipe, LLC; Wheeler Metals and Water Products of Ok, Inc. - \*\*\*NOTE\*\*\*the bid received from Water Products of Ok, Inc., did not include any pricing in their submitted bid packet\*\*\* Commissioner Thacker made a motion to accept all bids submitted based upon 1<sup>st</sup> available and closest to work region with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**j.** Bid #17 – Galvanized Posts

13 bid packets were mailed with 0 being returned undeliverable and 5 responses received as follows: Xcessories Squared Development & Mfg., Inc.; Advanced Workzone Services, LLC; BARCO & Hallsigns – Commissioner DeLozier made a motion to accept the low bid of Xcessories Squared Development & Mfg., Inc., with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**k. Bid #18 – Concrete**

7 bid packets were mailed with 0 being returned undeliverable and 3 responses received as follows: Greenhill Concrete; Dolese Bros. Co.; and Mid-Continent Concrete – Commissioner Thacker made a motion to accept all bids submitted based upon 1<sup>st</sup> available and closest to work region with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**l. Bid #19 – New Guardrail Cable with Installation**

15 bid packets were mailed with 1 being returned undeliverable and 2 responses received as follows: Midstate Traffic Control Inc. and Time Striping, Inc. – Commissioner Thacker made a motion to accept the low bid of Time Striping, Inc., with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**m. Bid #20 – New Guardrails with Installation**

15 bid packets were mailed with 0 being returned undeliverable and 2 responses received as follows: Time Striping, Inc., and Midstate Traffic Control, Inc. – Commissioner DeLozier made a motion to accept the low bid of Time Striping, Inc. with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**n. Bid #21 – 30 yard dumpsters**

15 bid packets were mailed with 0 being returned undeliverable and 3 responses received as follows: Waste Management; Harley Hollan & Tri-Star Refuse, Inc. – Commissioner DeLozier made a motion to accept the low bid of American Waste Control, Inc., with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**o. Bid #22 – Precast Concrete Culvert Pipe**

6 bid packets were mailed with 0 being returned undeliverable and 4 responses received as follows: Chandler Materials Co.; GNC Concrete Products, Inc.; Scurlock Industries and Rinker Materials – Chairman Helm made a motion to accept the low bid of GNC Concrete Products, Inc. with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**p. Bid #23 – Precast Box Culverts**

6 bid packets were mailed with 0 being returned undeliverable and 4 responses received as follows: Apex Precast Products; Scurlock Industries; Rinker Materials & Chandler Materials Co. – Chairman Helm made a motion to accept the low bid of Scurlock Industries with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**q. Bid #104 – Laid Asphalt**

16 bid packets were mailed with 0 being returned undeliverable and 5 responses received as follows: A & A Asphalt, Inc.; APAC-Central, Inc.; Tulsa Asphalt, LLC; Paragon Contractors, LLC and Dunham’s Asphalt Services – Chairman Helm made a motion to accept the bid of APAC-Central, Inc. Motion died for a lack of second.

Commissioner Thacker made a motion to accept all bids submitted based upon 1<sup>st</sup> available and closest to work region with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**r. Bid #200 – Election Ballots**

3 bid packets were mailed with 0 being returned undeliverable and 3 responses received as follows: “No Bid” from Tulsa County; Mid-West Printing Company & Royal Printing Company, Inc. – Commissioner DeLozier made a motion to table awarding of this bid for one week (June 4<sup>th</sup>) for further review with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**s. Bid #201 – Janitorial Services for Health Department**

11 bid packets were mailed with 0 being returned undeliverable and 2 responses received as follows: City Wide Janitorial Service, LLC and Service Master Elite Janitorial – Commissioner Thacker made a motion to table awarding of bid for one week (June 4<sup>th</sup>) for further review with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**9. Resolution #2012-50 & Reimbursement form – Rural Water District #4 - \$1,272.84 – deposit into One Cent Sales Tax M&O 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.

**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 she has meetings scheduled for Wednesday, May 30<sup>th</sup>, with law enforcement representatives regarding the E911 Advisory Board; INCOG and Bill Turner, CPA, regarding next fiscal year’s budget.

c.) Ryan Baze, Maintenance Director, announced a new board has been ordered for fire alarm system, waiting for it to come in; will be sounding fire alarms once board has been installed.

g.) Julie Dermody, Election Board secretary, announced repairs and upgrades are being made to the voting machines; absentee ballots are coming in; and still looking for precinct workers.

h.) Bob Anderson, Emergency Management Director, announced he would be

monitoring the weather this week, severe storms are expected.

i.) Jenny Bentley, Human Resources Director, reported conducting new-hire orientation last week; next meeting is scheduled for June 19<sup>th</sup> for county employees.

k.) Chairman Helm announced Magan Green, Planning Commission Director, has resigned and Human Resources is currently accepting applications for the Planning Commission Director position.

n.) Under-Sheriff Jon Sappington, reported they will be closing the North side of sally-port in conjunction with Flintco and construction issues; next Tuesday, June 5<sup>th</sup>, at 4:00 p.m. in the next Courthouse security meeting.

p.) Kristen Bergman, Public Information Officer, has received several items for the newsletter that will be out on Friday, June 1<sup>st</sup>.

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

1. Journal Entry of Judgment – Material Service Corporation vs. Rogers County Commissioners – Case No. CJ-2004-234 –

2. Grand Gateway EDA E911 Services Fees for March 2012 - \$25,949.47

3. Notice of Public Hearing – Oak Grove II Fire Protection District –

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:** None presented.

**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 Tuesday, May 29, 2012\*\*\*Commissioner DeLozier made a motion to approve payment of all purchase orders from all departments as presented 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 Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and meeting adjourned at 11:34 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 24, 2012, at 3:04 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.*