

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, June 11, 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: June 4, 2012

ITEM 6: UNFINISHED BUSINESS:

1. Award Bid #581 – New Tandem Axle Dump Truck – (D#1 DeLozier) ***NOTE***this bid was opened on June 4, 2012, meeting***

Commissioner DeLozier reported after reviewing all the bids submitted, the low bid and 2nd bid did not meet specs. Commissioner DeLozier made a motion to accept the 3rd lowest bid from Roberts Truck Center with Ox body for \$115,045.00 to purchase with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. Memorandum of Understanding between Rogers County, State of Oklahoma and Rogers State University – (D#2 Helm)

Chairman Helm explained District #2, at its own costs, to supply equipment and labor at its disposal for the construction of roadways and parking lots designated by RSU and agreed to by the County and all projects included herein will be subject to the County engineer, as per Exhibit A: Child Development Center building lot and adjacent parking lot; University Village B parking lot (old soccer houses property); ball fields parking lot for fans & athletes; and University Drive from Will Rogers Blvd. to Pershing Hall. Chairman Helm made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

3. Selection of a recommendation committee to make an on-site visit to a facility using the Intrado product under consideration for the E911 Center – (D#1 DeLozier)

Janet Hamilton, E911 Administrator, is requesting 2 members to make an on-site visit to a facility using the Intrado product under consideration for the E911 Center; recommends herself and 1 dispatcher; site for consideration is unknown at this time; trying to find the least expensive place to travel too.

Commissioner DeLozier made a motion to approve 2 committee members, one being Janet Hamilton and the other 1 dispatcher.

Discussions were held regarding Chairman Helm recommending a 4-member committee, including a Board member and Kelly Deal, Director of Oologah-Talala EMS District; recommends the Board member be Commissioner DeLozier.

Assistant District Attorney, David Iski, reminded the Board to make sure that the 4-member committee was for advisory purposes only, they hold no authority.

Commissioner DeLozier amended his motion to 4 committee members and members would be an advisory committee only with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

4. Per diem costs of housing a prisoner in the Rogers County Jail – (D#2 Helm)

Chairman Helm held discussions regarding the Board needing to set per diem costs of housing prisoners in jail; no one from Sheriff's Office was present to discuss this matter. Discussions were held regarding whether or not the Criminal Justice Authority could come to an agreement on what amount could be charged; but details of per diem costs are needed first. Chairman Helm instructed ADA Iski to contact the Sheriff's Office and ask them to have the dollar figures for next Monday's agenda.

Chairman Helm made a motion to table this item for one week (June 18th) with Commissioner Thacker 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:

1. Programming Resolution #2012-51 – CRIB Project to reconstruct the bridge and approaches on existing alignment on EW 41 over Dog Creek, located 1 mile east of U.S. 66 and 1 mile south of Foyil – NBI No. 11926 – Circle No. 63 – Location ID 66E0410N4200009 – (D#1 DeLozier)

Commissioner DeLozier reported this is a CIRB bridge with flooding issues and has a bad approach on 4200 Road. Commissioner DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. Resolution #2012-52 – to join and approve an Interlocal Cooperative Agreement with the Circuit Engineering District – (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.

3. Resolution #2012-53 – Appointment of a New Board Member to Circuit Engineering District – (D#1 DeLozier)

Commissioner Thacker stated he currently serves as the appointee and would like to continue to serve. Commissioner DeLozier made a motion to appoint Commissioner Kirt Thacker with Chairman Helm 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:

1. District #3 One Cent Sales Tax M&O to Lease-Purchase - \$2,500.00

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

2. District #1 Cemetery M&O to capital outlay - \$1,150.00

Commissioner DeLozier reported District #1 needs to purchase a mower deck 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: None presented.

ITEM 13: CLAIMS:

1. Salaries – District #2 – Richard Shults - \$360.00 & Cole Fuller - \$120.00

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

2. Attendant Care – None presented.

ITEM 14: BLANKET PURCHASE ORDERS:

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

- District #2 – Fleet Service of Tulsa, Inc. - \$22,212.82
- E911 – Froman Oil - \$350.00
- District #3 – Lowe’s - \$300.00

Chairman Helm made a motion to approve the blanket purchase order 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:

1. BKL, Inc. – Invoice #23 - \$25,380.00 - ***NOTE***overall payment request #58***
Chairman Helm made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. Flintco, Inc. – Application No. 11 - \$798,720.81 - ***NOTE***overall payment request #59***
Commissioner DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 17: AGENDA ITEMS:

1. Update by BKL, Inc., and Flintco regarding Courthouse and E911 Center Projects –

Billy Knowles with BKL reported they reviewed Flintco application #11 for payment; new Courthouse is moving along well; at the next construction meeting will have dollar figures for the D.A.’s office; approved site plan for E911 Center; bidding of building will be in July.

B. J. Fay with Flintco reported site concrete bid is out and will be opened on Monday, June 18th at 1:00 p.m.; currently tracking 9 days behind schedule, but plan to make it up; currently tracking under budget.

Update and discussions only, no action taken.

2. Reimbursement form as per Resolution #2011-36 – Sheriff’s fuel reimbursement to District #2 - \$255.98 – (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.

3. Resolution #2012-54 and Renewal of Agreement between Mid-West Printing and Board of County Commissioners on behalf of the Rogers County Clerk – Bid #404 – (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. Contract – Western Plains Youth & Family Services, Inc. with Rogers County for services at Beckham County Regional Juvenile Detention Center – fiscal year 2012-2013 – (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.

5. Independent Contract Agreement – Absolute Extermination with Board of County Commissioners on behalf of District #3 Warehouse – (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.

6. Motion and Vote to enter Executive Session pursuant to Oklahoma State Statutes Annotated Title 25 § 307 (B) (1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, to-wit: Christine Day, Commissioner’s Office Administrative Assistant and Ryan Baze, Maintenance Department Director –

Commissioner Helm made a motion to adjourn Regular Session and enter Executive Session with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and the Board adjourned Regular Session and entered Executive Session at 9:46 a.m. with Assistant District Attorney, David Iski and Jenny Bentley, Human Resources Director.

7. Motion to Vote to Adjourn Executive Session and enter Regular Session – Commissioner Thacker made a motion to adjourn Executive Session and enter Regular Session with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and the Board adjourned Executive Session and entered Regular Session at 11:06 a.m.

8. Discussions with possible action regarding Executive Session pursuant to Oklahoma State Statutes Annotated Title 25 § 307 (B) (1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, to-wit: Christine Day, Commissioner’s Office Administrative Assistant and Ryan Baze, Maintenance Department Director –

Commissioner DeLozier made a motion to raise Ryan Baze, Maintenance Director’s monthly pay to 1st deputy pay (\$3,348.00) as an exempt employee with \$100.00 monthly tool allowance effective June 1, 2012, with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

Chairman Helm made a motion to move Christine Day, Commissioner’s Office Administrative Assistant to 1st deputy pay (\$3,348.00) as an exempt employee effective June 1, 2012, 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 will be interviewing part-time dispatchers and meeting with BKL regarding console furniture.
 - b.) Scott Marsh, Assessor, reported the Assessor’s Office is currently working on new conversion, going very well.
 - c.) Ryan Base, Maintenance Director, spoke of flooding issues from last week that caused damage to elevator and fire alarm; new board has been installed in fire alarm; hire new maintenance employee last week; ordered new flags to fly over Courthouse, should be in this week; visited Mayes County Courthouse last week.
 - d.) Peggy Armstrong, County Clerk, reminded Friday, June 15th is the deadline for budget requests for 2012-2013.
 - h.) Bob Anderson, Emergency Management Director, reported is currently working with District #3 and City of Claremore on declaration of emergency from last week to gather dollar amounts to see if Rogers County will be threshold.
 - i.) Jenny Bentley, Human Resources Director, reported end of 1st week of Water Wars is complete and need information turned in before noon; introduced the new Planning Commission Director, Larry Curtis.
 - k.) Chairman Helm welcomed Larry Curtis, new Planning Commission Director to Rogers County.
 - n.) Jerry Smittle, with Sheriff’s Office reported jail also had flooding issues to deal with from last week. Commissioners reminded that Emergency Management would need dollar amounts for repairs to claim toward Rogers County’s threshold.
 - o.) Treasurer’s Office is currently conducting the 4-year tax sale.
 - p.) Kristen Bergman, Public Information Officer, reported the monthly newsletter has been sent out; photos regarding District #3 wash-out & flooding issues have been sent out; the new link “about Rogers County” has been added to web site; currently working with AEP (Public Service Co.) on sales tax vote; meeting is scheduled with Tulsa World reporter Rhett Morgan, Commissioner Helm and myself to do an article regarding the sales tax vote; Retail Attractions, Rickey Hayes, will be making a presentation before the Board in 2 weeks.

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 – None presented.

ITEM 21: ANNOUNCEMENTS:

Bob Anderson, Emergency Management Director, announced representatives from the State came in last week regarding District #3 flooding issues, currently working with them; District #3 has engineering evaluating conditions in District #3 right now.

Bob Anderson, Emergency Management Director, discussed briefly the traffic control issues within the parking lot; requested to be an agenda item for next week.

Chairman Helm announced ODOT has closed Highway 266 for next eleven (11) days to pour concrete.

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 -

1. Approve/disapprove appointment of Requisitioning Officer for Planning Commission Office –

Assistant District Attorney, David Iski, instructed the Board they could approve this item under New Business because the office is left without a requisitioning officer now and invoices were received in the mail today that need to be encumbered and paid promptly.

Commissioner Thacker made a motion to approve the appointment of Larry Curtis, Planning Commission Director as requisitioning officer for the Planning Commission with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

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, June 11, 2012*** Commissioner DeLozier made a motion to approve payment of all purchase orders issued from all departments 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 11:55 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, June 7, 2012, at 3:48 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.