

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 25, 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 Dan DeLozier and Commissioner Kirt Thacker 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 18, 2012

Commissioner DeLozier made a motion to approve the minutes from June 18, 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 #579 – Next Generation 911 System Integration & Cloud Based Call Handling – (E911 Administrator Janet Hamilton) ***NOTE***this bid was tabled from awarding at the June 4, 2012, meeting***

E911 Administrator, Janet Hamilton, stated she was not yet ready to award the bid and requested an extension.

Chairman Helm made a motion to table awarding of this bid until Janet Hamilton, E911 Administrator, is ready to place back on the agenda with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. Award Bid # 582 – Sheriff's Cars - ***NOTE***this bid was opened and tabled from awarding at June 18, 2012, meeting***

Captain Adam Hull reported the Sheriff's Office is requesting to accept the bid from Kansas Highway Patrol for 2009 Charger for \$16,600.00 because of their maintenance record; is not familiar with and has no experience with low bidder Jo Watt Auto Sales, Inc. and their bid is only \$100.00 cheaper.

Commissioner Thacker made a motion to accept the bid from Kansas Highway Patrol on 2009 Charger for \$16,600.00 with Commissioner DeLozier 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. Rogers County 8-Year Plan – (D#2 Helm)

Commissioners reviewed the 8-year plan provided by Guy Engineering; all 3 Commissioners stated their districts plans were ok. Chairman Helm made a motion to approve as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

2. Independent Contractor Agreement – Engineering Services with Kellogg Engineering, Inc. – Pecan Street Culvert Design & Hydrology Report for District #3 – (D#3 Thacker)

3. Independent Contractor Agreement – Engineering Services with Kellogg Engineering, Inc. – Country Club & NS-4130 Culvert Project for District #3 – (D#3 Thacker)

Commissioner Thacker reported these independent contractor agreements reflect the project and made a motion to approve Items 2 and 3 as presented 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:

1. 101 – Unrestricted Highway - \$305,651.72

2. 105 – County Bridge & Road Improvement Fund – CBRIF - \$27,974.13

Commissioner DeLozier made a motion to approve the cash fund estimate of needs as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 11: TRANSFER OF FUNDS:

1. Sheriff's jail salaries to M&O - \$15,000.00

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

2. District #1 One Cent Sales Tax M&O to capital outlay - \$226,200.00
3. District #1 Cemetery M&O to salaries - \$1,000.00

Commissioner DeLozier made a motion to approve Items 2 & 3 as presented 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 – June 2012

Commissioner Thacker made a motion to approve the salary claims for June 2012, as presented with Commissioner DeLozier 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 – None presented.
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 the terrazzo flooring was reviewed last week with Commissioner Thacker; need to schedule a meeting with E911 Administrator, Janet Hamilton, regarding Motorola and computer needs at 911 Center; expecting permit from ODOT on 911 Center sometime today, hopefully grade work can start.

Steve Rumsey with Flintco reported the fire-proofing of the low roofs were completed last week and started framing the walls on those floors; the 4th floor fire-proofing will start this week; expect ironworkers to be done and crane to be gone by Friday; currently working on pre-cast touch-up; elevators 1, 2 & 4 were delivered last week and they will be installed as soon as the roof is on; new plumber on project started last Friday and all is going well; low-roof insulated concrete was poured last week and roofing is starting this morning; Topping-out ceremony and safety lunch celebration will be Friday, June 29th, from noon to 1:00 p.m.

Brian Kellogg with Kellogg Engineering reported a 12-inch waterline is expected to be installed at 911 Center and has chosen a lagoon system.

Update and discussion only, no action taken.

2. County insurance renewal with Burrows Agency – (D#2 Helm)

Dave Burrows with The Burrows Agency presented the Board with an insurance proposal effective July 1, 2012, to July 1, 2013; discussions held regarding property, inland marine; general liability; employee benefit plans liability; law enforcement liability; public entity management liability; public entity employment-related practices liability; auto liability; auto physical damage; cyber first liability and terrorism. Discussions were held regarding, no insurance company has “inverse condemnation” coverage that Burrows is aware of, in reference to the Material Service lawsuit.

Chairman Helm made a motion to accept the insurance proposal as presented to include terrorism with a premium of \$432,922.00 with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

3. Financial Statement of Resale Property Sale – (Treas. Office)

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

4. Commissioners Accounts for Estimate of Needs (budgets) for 2012-2013 fiscal year as follows: General Highway Districts 1,2 & 3; County Cemetery Accounts Districts 1, 2 & 3; One Cent Sales Tax Fund Districts 1, 2 & 3; General Government (courthouse Fund 20); Commissioner's office (general fund 08); Charity Account (fund 28); Courthouse maintenance; Human Resources; General fund 911 dispatch – (D#2 Helm)

Commissioners reviewed the budgets; do not have numbers yet on One Cent Sales Tax; discussions held regarding moving \$30,000 from Wellness to Human Resources to cover insurance deductibles. Commissioner DeLozier made a motion to move \$30,000 from Wellness (fund 20-218) to Human Resources (new acct. 18-218) to fund insurance deductibles effective July 1, 2012, with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

Discussions held regarding number of dispatchers in Sheriff's Office; currently 6 dispatchers and 1 part-time; 4 are being paid from Sheriff's Civil Fees; the full time and part-time dispatchers are paid from general fund; Hamilton is requesting for funds for 10 dispatchers; work-laid is there, but not enough personnel to cover; in addition 3 dispatchers are being paid from 911 monies = 13 dispatchers total; Discussions held regarding the needs for the County to fund.

Commissioner DeLozier made a motion to set up a meeting with the officers and department heads to discuss budget requests on Thursday, June 28, 2012, at 1:00 p.m. with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

5. Commissioners Accounts for Temporary Appropriations for 2012-2013 fiscal

year as follows: General Highway Districts 1,2 & 3; County Cemetery Accounts Districts 1, 2 & 3; One Cent Sales Tax Fund Districts 1, 2 & 3; General Government (courthouse Fund 20); Commissioner's office (general fund 08); Charity Account (fund 28); Courthouse maintenance; Human Resources; General fund 911 dispatch – (D#2 Helm)

Commissioner Thacker made a motion to approve 50% of the requests as presented with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

6. Resolution #2012-66 – premium reimbursement from Rogers County Sheriff's Office into General Fund - \$1,005.00 – (Sheriff's Office)

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

7. Resolution #2012-67 – Designation County Depository Bank for 2012-2013 – (Treas. Office)

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

8. Resolution #2012-68 – Requisitioning Officers for 2012-2013 fiscal years – (Clerk)

Discussions held regarding Human Resources Director, Jenny Bentley being made a requisitioning officer for 2012-2013. Chairman Helm made a motion to approve requisitioning officers for 2012-2013 as presented with the addition of Jenny Bentley, Human Resources Director, as requisition officer for her department with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

9. Resolution #2012-69 – Receiving Agents for 2012-2013 fiscal years – (Clerk)

Discussions held regarding who would be the 2nd receiving agent for Human Resources since Bentley was made a requisitioning officer. Chairman Helm made a motion to approve receiving agents for 2012-2013 as presented with the addition of Peggy Armstrong, Rogers County Clerk, as receiving agent for Human Resources Department with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

10. Reimbursement Forms the following offices and departments:

- Election Board - \$58.50
- District #1 – Sheriff's fuel reimbursement - \$1,859.62
- District #2 – Sheriff's fuel reimbursement - \$114.25
- District #3 – Assessor fuel reimbursement - \$398.84
- District #2 – Town of Talala – fuel reimbursement - \$573.38

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

11. Resolutions for Disposing of Equipment for the following offices:

• OSU Extension – Toshiba Satellite A45-S1511 laptop computer, sn# 44029410H; Dell Optiplex GX620 MT desktop computer, sn#GRTV5B1 and Dell Latitude D820 laptop computer, sn#CQRBYC1 –

• District #3 – 2008 Sterling 10 wheel dump truck LT 8500 (D-302-0341) sn#2FZHAWBS58AZ91667 and 2008 Sterling 10 wheel dump truck LT 8500 (D-302-0342) sn#2FZHAWB5791668 and signing of titles – to be traded

• County Clerk – Toshiba digital fax machine (F-213.4) sn# IC: 1004C-DP1900F to be traded and/or junked and Panasonic CRT display KXE700A typewriter (F-201.19) – sn#9FM10G46689 – to be junked – broken

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 on Tuesday will be reviewing radio quotes; demo a chair on Wednesday and Thursday a PSAP consolidation webinar.

b.) Scott Marsh, Assessor, reported Visual Inspection is ahead of schedule this year; Friday, Equalization Board is conducting a formal hearing on personal property account.

c.) Ryan Baze, Maintenance Director, reported staff did guttering repairs last week; carpet cleaner is to be done this week for basement area; uniforms will be in Friday; working on lights for court rooms; discussions on providing tables/chairs for Flintco luncheon on Friday; staff designed a new bench for Election Board to use; new summer hours for himself and employee Butch Dawes from 6:00 a.m. to 3:00 p.m.

f.) Assistant District Attorney, David Iski, reported he had been in communication all weekend with Public Information Officer, Kristen Bergman, regarding county sales tax information.

h.) Bob Anderson, Emergency Management Director, reported training at the county warehouses began this morning and Friday, June 29th, Emergency Medical Services meeting with Cheryl St. Clair.

i.) Jenny Bentley, Human Resources Director, reported Water Wars is continuing and going well; next employee orientation is scheduled for July 17, beginning at 9:00 a.m.

k.) Planning Commission Director, Larry Curtis, reported Board of Adjustment met last Tuesday and a use permit for a mini-golf course was issued; Planning Commission Board also met last Tuesday and approved Preliminary Plat of Greystone at Stone Canyon Phase IV to be presented at

Commissioner's Meeting next Monday, July 2nd; 24 residential permits were issued and 1 commercial permit was issued for June 2012 and attended INCOG meeting last Thursday, with Commissioner Helm.

ITEM 19: ACKNOWLEDGEMENT RECEIPT OF THE FOLLOWING ITEMS:

1. Grand Gateway Economic Development Assoc. E911 services fees –
April 2012 - \$24,182.11 –
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 –
Barbara Cole with the Inola Independent inquired as to how many total employees Rogers County has; approximately 277 per Jenny Bentley, Human Resources Director.

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 –
1. Transfer of Appropriations – Assessor part-time salaries to computer maintenance for \$22,260.00 – installation and training for new CAMA system –
Assistant District Attorney, David Iski, verified the transfer qualified as new business because Marsh did not know exactly what the costs would be and an invoice needs to be paid before the end of fiscal year.

Commissioner DeLozier made a motion to approve the transfer of appropriations as presented with Commissioner Thacker 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 25, 2012***Commissioner Thacker made a motion to approve payment of all purchase orders submitted from all departments with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 24: ATTENDANCE TO THE ROGERS COUNTY EXCISE BOARD'S PRE-BUDGET

Conference and presentation of Estimate of Needs for 2012-2013 on Friday, June 29, 2012, at 1:00 o'clock p.m. in the Commissioner's Meeting Room 1-109, located on the 1st floor of the Rogers County Courthouse, 219 South Missouri, Claremore, Ok 74017 –

ITEM 25: ANY EMERGENCY TRANSFER OF FUNDS TO BE ABLE TO CLOSE-OUT FISCAL YEAR 2011-2012 – (Clerk)

ITEM 26: RECESS OR ADJOURNMENT:

Commissioner Thacker made a motion to recess the meeting to be reconvened on Thursday, June 28, 2012, at 1:00 p.m. to continue Item 17 Agenda Items #4 and #5 with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and meeting recessed at 11:58 a.m.

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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 21, 2012, at 4:27 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.