

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, October 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 9:00 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: October 22, 2012

Commissioner Thacker made a motion to approve the minutes from October 22, 2012, as presented with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 6: ANNOUNCEMENTS: None presented.

ITEM 7: UPDATE BY KAREN KEIGHLEY WITH RCB BANK ON THE NEW COURTHOUSE CONSTRUCTION C.D. – (D#2 Helm) *NOTE*** this item was Stricken from the October 22, 2012, agenda*****

Karen Keighley with RCB Bank presented to the Board a Statement of Assets on Account #220CRT10CN \$23,500,000 RCIDA Capital Improvement Revenue Bond Series 2010 5-13-2010 construction fund with Statement of Assets on Account #220CRT11CN \$3,325,000 RCIDA/Courthouse & 911 Revenue Bonds dated 10-1-2011 construction fund along with 2010 RCIDA-Courthouse misc. vendor payments list since inception.

Discussions held regarding how much monies Flintco & BKL would need before CD matures on January 18, 2013; \$4,387.06 is left in the federated government obligation fund 395; \$6,011,827.23 is left in CD for a grand total of \$6,016,214.29.

Discussions held regarding Flintco expecting to use for November & December payments \$1.4 million dollars. BKL expects to use \$65,000, but those funds would come from 2011 bond revenue (account #220CRT11CN), not out of CD funds.

Keighley reported the penalty would be waived for early withdrawal this one time only.

Commissioner Thacker made a motion to take \$1.4 out of CD with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 8: UNFINISHED BUSINESS:

1. Award Bid #587 – Used Water Truck - *NOTE***this bid was opened at October 15, 2012, meeting and tabled from awarding at October 22, 2012, meeting*****

Commissioner Thacker reported he and his staff reviewed the all bids submitted and made a motion to accept the 2nd lowest bid from Couch & Associates for \$69,500.00 to be purchase out-right because the low bidder (Frontier International Trucks) did not meet specs as sent out in bid package because their truck does not have enough horse power with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

NOTEFrontier International Trucks was the low bidder at \$69,500.00***

ITEM 9: ZONING: None presented.

ITEM 10: PLATS: None presented.

ITEM 11: ROADS & BRIDGES: None presented.

ITEM 12: CASH FUND ESTIMATE OF NEEDS & REQUEST FOR APPROPRIATIONS:

1. Fund 101 – T-Highway - \$283,586.38

2. Fund 105 – County Bridge & Road Improvement Fund – (CBRIF) - \$20,349.23

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 13: TRANSFER OF FUNDS: None presented.

ITEM 14: UTILITY PERMITS:

1. Chelsea Gas Authority – boring South 4168 Road on the north side approximately 25 ½ feet of East 460 Road located within Section 27, Township 22 North, Range 16 East of the I.B.&M., Rogers County in District #1 –

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

ITEM 15: CLAIMS:

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

ITEM 16: BLANKET PURCHASE ORDERS:

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

- K & M Shillingford, Inc. - \$3,000.00
- Westwood Pharmacy - \$600.00
- Medical Compliance Specialty, Inc. - \$400.00
- St. Francis Lab - \$1,200.00
- Diamond Medical Supply - \$500.00
- Correctional Dental Services - \$2,000.00
- PHS Mobile X-Ray - \$600.00
- Diamond Medical Supply - \$500.00
- Warehouse Market - \$200.00
- Farmers Bros. Coffee - \$300.00
- Bimbo Bakeries - \$1,450.00
- Performance Food Group - \$4,500.00
- Sysco Foods - \$5,800.00
- Froman Oil Company - \$1,000.00

Sheriff:

- Comdata Mastercard - \$17,000.00
- Speedy Lube - \$500.00
- Rogers County District #2 Warehouse - \$1,000.00
- Rogers County District #1 Warehouse - \$3,000.00

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 17: GRANTS: None presented.

ITEM 18: PAYMENT REQUISITION – CONSTRUCTION FUND – RCB BANK, TRUSTEE: None presented.

ITEM 19: AGENDA ITEMS:

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

Projects –

B. J. Fay with Flintco reported ac & heat was turned on last week; mill work will begin on 3rd floor this week; glass work & shingles continuing.

Billy Knowles with BKL reported a keying & signage meeting was held last week with all offices; continue to work on re-design of 911 Center; bids expected to go out first of 2013.

Discussions and updates only, no action taken.

2. Amendment No. One (1) to Agreement for Architectural & Engineering Services Rogers County Courthouse & 911 Facility Redesign of 911 Facility – (Iski)

Billy Knowles with BKL reported the 911 Center needs to be re-designed because is over budget; square footage shall be reduced to a size acceptable to the County and within budget, approximately 4000 square feet; Emergency Management space will not be included in the 911 Center; all FEMA 361 requirements will be eliminated from the design with exception of a “safe room” for employees. The project will be divided into phases: schematic design; design development; construction documents; bidding & contract award & construction administration. Fees for schematic design phase -20% = \$26,000.00 Design development phase-20% = \$26,000.00; construction document phase – 40% = \$52,000.00; bidding & contract award phase – 20% = \$26,000.00; construction phase is included in original contract; total basic services = \$130,000.00; all other parts of the Agreement, dated January 19, 2010, shall remain the same.

Chairman Helm questioned regarding the budget and Knowles stated BKL had re-looked at the budget figures and all falls within the monies and meets all goals.

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

3. Creation of a Cemetery board by the Board of County Commissioners – (D#3 Thacker)

Commissioner Thacker spoke of a recent issue he had regarding a burial in what he thought was a County cemetery; cemetery was actually a private cemetery.

Jim Smith, Director of Musgrove-Merriott-Smith Funeral Service & Crematory informed the Board of state statute Oklahoma State Annotated Title 8 § 131 (1949), whereas there may be in

each County in the State of Oklahoma a County cemetery association; Smith recommends the Board consider, a cemetery board would serve as a buffer before the Board; need to review the pros & cons of county cemetery vs. private cemetery. Discussions held regarding every cemetery within County having the same rules to follow; Commissioners would still be in control of, but cemetery board would enforce rules & regulations.

Smith went on to express how good all the cemeteries are looking now, they look better than ever before. Smith stated he does not feel a funeral director should serve on the cemetery board.

Commissioner Thacker made a motion to approve the Creation of Cemetery Association and move forward with the creation with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

4. Resolution #2012-108 & Reimbursement Form – Cemetery Restitution for District #1 in the amount of \$400.00 – (Comm. Office)

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

5. Resolution #2012-109 & Reimbursement Form – Town of Talala – deposit \$354.54 into One Cent Sales Tax for District #2 for fuel reimbursement – (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.

6. Resolution #2012-110 & Reimbursement Form – Mercury Insurance Group – deposit \$1,001.24 into General Fund Cemetery Account for District #1 – (Comm. Office)

Commissioner DeLozier reported this reimbursement was for a vehicle that drove through Wards Grove Cemetery and is a reimbursement for repairs. Commissioner DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

7. Reimbursement as per Resolution #2012-59 – deposits from Town of Oologah \$1,421.33 and Oologah Municipal Authority \$43.20 into One Cent Sales Tax for District #2 for fuel reimbursement – (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.

8. Reimbursement as per Resolution #2012-61 – deposits from Rural Water District No.4 in the amount of \$934.30 ***NOTE***Corrected to read \$924.30*** into One Cent Sales Tax for District #2 for fuel reimbursement – (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.

9. Resolution #2012-111 & Reimbursement Form – deposits from Oologah-Talala EMS District in the amount of \$2,796.58 into One Cent Sales Tax for District #2 for fuel reimbursement – (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.

10. Reimbursement as per Resolution #2012-58 – deposits from State of Oklahoma, Department of Civil Emergency Management – FEMA reimbursement in the amount of \$275,816.60 into One Cent Sales Tax for District #3***NOTE***Corrected to read 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. Procedures to be used to implement the Board acting on financial needs for District #2 – (County Clerk)

Commissioner Helm presented several purchase orders for approval as blanket purchase orders. Commissioner Thacker stated he did not like the blanket purchase order process, wanted to see each individual purchase. Commissioner DeLozier stated he preferred the purchase order process.

Commissioner Thacker stated the purchasing procedure act needs to be followed exactly as it is in the state statutes; get a price quote; make out a purchase order; sent in to County Clerk's Office to be encumbered and once purchase order is returned to office with purchase order number on it, go pick up your items.

Discussion only, no action taken.

12. Set 2013 Regular Scheduled Meeting Dates –

Commissioner DeLozier made a motion to set the 2013 Commissioner's Regular Scheduled Meeting Dates as follows:

- January 2nd – January 7th – January 14th – January 22nd – January 28th
- February 4th – February 11th – February 19th – February 25th
- March 4th – March 11th – March 18th – March 25th
- April 1st – April 8th – April 15th – April 22nd – April 29th
- May 6th – May 13th – May 20th – May 28th
- June 3rd – June 10th – June 17th – June 24th
- July 1st – July 8th – July 15th – July 22nd – July 29th
- August 5th – August 12th – August 19th – August 26th
- September 3rd – September 9th – September 16th – September 23rd – September 30th
- October 7th – October 15th – October 21st – October 28th
- November 4th – November 12th – November 18th – November 25th
- December 2nd – December 9th – December 16th – December 23rd – December 30th

Commissioner Thacker seconded the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 20: 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

c.) Maintenance Director, Ryan Baze, reported Johnson Controls was in last week and adjusted controls; air tests have been conducted on 2nd floor and is clear now; will continue to work on 2nd floor bath room.

g.) Election Board Secretary, Julie Dermody, reported early voting is set for Friday, November 2nd from 8:00 a.m. to 6:00 p.m.; Saturday, November 3rd from 8:00 a.m. to 1:00 p.m.; Monday, November 5th from 8:00 a.m. to 6:00 p.m. Last day to request absentee ballot is Wednesday, October 31st; have mailed out approximately 2000 absentee ballots; expects 5000 early voters this election with long voting lines. Election Board office applied for non-profit status back in the summer and was denied by the post office; has now been given non-profit status and the State of Oklahoma will be reimbursing approximately \$900.

i.) Human Resources Director, Jenny Bentley, reported Open Enrollment is set for November 7th & 8th; Summary of Benefits will be attached to each payroll check for October payroll.

ITEM 21: ACKNOWLEDGEMENT RECEIPT OF THE FOLLOWING ITEMS:

None presented.

ITEM 22: 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 –

Salesha Wilken with the Claremore Daily Progress had questions regarding Item 19 Agenda Items #11 and #3.

ITEM 23: 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 24: 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, October 29, 2012***

NOTEChairman Helm left the meeting at 10:35 a.m.***

Commissioner DeLozier made a motion to approve payment of all purchase orders submitted from all departments with Commissioner Thacker seconding the motion. Roll Call: Thacker-aye, DeLozier-aye. Motion carried.

ITEM 25: RECESS OR ADJOURNMENT:

Commissioner DeLozier made a motion to adjourn the meeting with Commissioner Thacker seconding the motion. Roll Call: Thacker-aye, DeLozier-aye. Motion carried and meeting adjourned at 11:29 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, October 25, 2012, at 1:19 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.*