

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, November 5, 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 29, 2012

Commissioner DeLozier made a motion to approve the minutes from October 29, 2012, as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 6: ANNOUNCEMENTS:

Monday, November 12, 2012, the Rogers County Courthouse will be closed in observance of Veteran’s Day. Commissioner’s meeting will be held Tuesday, November 13, 2012, at 9:00 a.m.

ITEM 7: UNFINISHED BUSINESS: None presented.

ITEM 8: ZONING: None presented.

ITEM 9: PLATS:

1. Final Plat – Greystone at Stone Canyon Phase IV – located within a part of Section 36, Township 21 North, Range 14 East and Section 1, Township 20 North, Range 14 East of the I.B.&M., Rogers County – (D#2 Helm)

Planning Commission Director, Larry Curtis, reported the Planning Commission approved on October 2, 2012, with a five to zero vote; Curtis recommended approval.

Brian Kellogg with Kellogg Engineering presented a maintenance bond for \$60,555.50 for both Phase IV and Phase V for a 2-year period.

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

2. Final Plat – Greystone at Stone Canyon Phase V – located with a part of Section 36, Township 21 North, Range 14 East of the I.B.&M., Rogers County – (D#2 Helm)

Planning Commission Director, Larry Curtis, reported the Planning Commissioner approved on October 2, 2012, with a five to zero vote; Curtis recommended approval.

Brian Kellogg with Kellogg Engineering presented a maintenance bond for \$60,555.50 for both Phase V and Phase IV for a 2-year period.

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

ITEM 10: ROADS & BRIDGES: None presented.

ITEM 11: CASH FUND ESTIMATE OF NEEDS & REQUEST FOR APPROPRIATIONS:

None presented.

ITEM 12: TRANSFER OF FUNDS:

1. District #3 – One Cent Sales Tax M&O to capital outlay - \$62,000.00

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 #2 – One Cent Sales Tax Lease-Purchase to M&O - \$57,218.72

3. District #2 – One Cent Sales Tax Lease-Purchase to M&O - \$20,367.60

Chairman Helm explained Items 2 & 3 under Transfer of Funds is to transfer lease-purchase monies back to M&O after paying off the roller and paver. Chairman Helm made a motion to approve with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion

carried.

ITEM 13: UTILITY PERMITS: None presented.

ITEM 14: CLAIMS:

1. Salaries – None presented.
2. Attendant Care – None presented.
3. State of Oklahoma – Office of Juvenile Affairs – Detention Transportation Claim for August 2012 - \$1,750.86 –

Commissioner DeLozier made a motion to approve Item #3 with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 15: BLANKET PURCHASE ORDERS:

1. Material, Supplies, Parts, Groceries & Prescriptions –
 - District #3 – American Waste Control, Inc. - \$1,000.00
 - District #3 – American Waste Control, Inc. - \$1,000.00
 - District #3 – Wal-Mart - \$100.00
 - District #3 – R & S Auto Parts - \$500.00
 - E911 – Froman Oil Company - \$400.00
 - Emergency Management – Comdata MasterCard - \$300.00
 - Emergency Management – Froman Oil Company - \$300.00
 - District #1 – American Waste Control, Inc. - \$750.00

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 16: GRANTS:

1. Oklahoma Highway Safety Office – (Sheriff's Office/Smittle)

Jerry Smittle with the Sheriff's Office presented a Memorandum of Agreement – More Cops, More Stops with term of agreement from October 1, 2012 through September 30, 2013, in the amount of \$6,000.00; salary for overtime combined enforcement, not to exceed 1.5 times the base rate, unless contractually required one pre-approved by OHSO; benefits for overtime combined enforcement, not to exceed 7.65% of the salary rate; both parties shall mutually agree to comply with all applicable Federal and State statutes and regulations; this project will be managed in accordance with the Oklahoma Highway Safety Office Policy and Procedure Instructions; see Memorandum of Agreement for complete information.

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

ITEM 17: PAYMENT REQUISITION – CONSTRUCTION FUND – RCB BANK, TRUSTEE: None presented.

ITEM 18: AGENDA ITEMS:

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

Projects –

B. J. Fay with Flintco reported last week tile was installed on 1st floor; ceiling grid on 2nd floor; installing terrazzo flooring on 3rd floor. Billy Knowles with BKL was not present at the meeting. Update only, no action taken.

2. Appointment of Mark Abdo to take over term left vacant by the resignation of board member Rebecca Cartwright to Oologah Talala EMS Board of Directors – (D#2 Helm)

Chairman Helm reported he had received a request from Kelly Deal, Director of OTEMS for the appointment of Mark Abdo to the Oologah-Talala EMS Board; Chairman Helm read aloud the letter. Deal requested the appointment be approved.

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

3. Open & Award Bid #589 – Backhoe – (D#2 Helm)

19 bid packets were mailed with 0 being returned undeliverable and 6 responses received as follows: ***NOTE***a bid arrived from Kirby-Smith in the Courthouse mail box sometime on Saturday and the County Clerk's Office stamped it in at 8:09 a.m. on November 5th as being too late and bid was not opened***"No Bids" from Frontier Equipment and Boxcer Equipment. Bids received were from Warren Cat for \$105,866.00; G. W. Van Keppel Co., for \$78,838.00; Yellowhouse Machinery Co. of Oklahoma for \$95,085.00; OCT Equipment Case 580SN for \$85,573.00 and alternate bid Case 590SN for \$91,160.00.

Chairman Helm made a motion to table awarding of bid for two weeks (November 19th) to allow time to review bids submitted with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried. ***NOTE***see bids for complete information***

4. Open & Award Bid #590 – Small Trackhoe – (D#2 Helm)

19 bid packets were mailed with 0 being returned undeliverable and 7 responses received as follows: "No Bids" Frontier Equipment and Boxcer Equipment. Bids received were from G. W. Van Keppel Co. for \$42,842.00; OCT Equipment for \$41,848.00; Yellowhouse Machinery Co. of Oklahoma for \$39,899.00; Warren Cat for \$47,404.00; and purchase only from H & E Equipment Services, Inc., for \$46,378.00.

Chairman Helm made a motion to table awarding of bid for two weeks (November 19th) to allow time to review all bids submitted with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

5. Open & Award Bid #591 – Used Bucket Truck – (D#1 DeLozier)

22 bid packets were mailed with 0 being returned undeliverable and 6 responses received as follows: “No Bids” Frontier Equipment; Frontier International Trucks and Roberts Truck Center. Bids were received from Utility Sales & Investments, LLC, dba Bucket Truck Sales Ranch for \$32,000.00; I-80 Equipment for \$44,500.00; and Altec-Nueco for \$39,900.00.

Commissioner DeLozier made a motion to table awarding of bid for one week (November 13th) to allow time to review all bids submitted with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

6. Notification of Excise Board Regular Scheduled Meeting Dates changing from last work day of each month to the first working day of each month effective January 2013 – (County Clerk/Treasurer)

County Clerk 1st Deputy Marilynn Gibson reported the Treasurer’s Office will be closing out the 1st working day of each month instead of the last working day of each month beginning January 1, 2013; the Excise Board will be meeting the 1st working day of each month at 1:00 p.m. beginning January 2013. The County Clerk’s Office is giving notification to each department and office because sufficient funds will need to be their respective payroll accounts in order to meet payroll; need to start building the monies up now for those with cash fee accounts. A memo will be drafted by the County Clerk’s Office for each office and department.

Notification and discussion only, no action taken.

7. Reimbursement Form as per Resolution #2012-106 – deposit into Sheriff’s General Fund travel for John Welch Bail Bonds in the amount of \$305.25 – (Sheriff)

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

8. County Clerk’s Cash Book & Summary Report to the Board of County Commissioners for October 2012 – (County Clerk)

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

9. Resolution #2012-112 & Reimbursement Form – deposit funds from Circuit Engineering District #1 for material request in the amount of \$50,000.00 into One Cent Sales Tax Fund M&O for District #1 – (Comm. Office)

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

10. Resolution #2012-113 & Reimbursement Form – deposit funds from Town of Talala for fuel reimbursement in the amount of \$1,617.19 into One Cent Sales Tax Fund 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.

11. Independent Contractor Agreement by and between Board of County Commissioners of Rogers County and Decker Construction – (D#1 DeLozier)

NOTEThe signed original has not been presented by the Vendor as of the start of the meeting today***Commissioner DeLozier made a motion to approve upon receiving of original with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

ITEM 19: 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

a.) E911 Administrator Janet Hamilton, reported she would be attending a Special Meeting with INCOG on Wednesday, November 7th; Thursday, November 8th would be taking a trip to Muskogee to review their radio system.

c.) Maintenance Director, Ryan Baze, reported Johnson Control re-worked pneumatic controls last week, system should be working better on the 2nd floor; will be some lite maintenance work at County building; plans to do some ground work around the Courthouse this week.

f.) Assistant District Attorney, David Iski, reminded of Tuesday, November 6th, being Election Day.

h.) Emergency Management Director, Bob Anderson, reported he would be conducting an exercise (drill) at the hospital on Wednesday, November 7th.

i.) Human Resources Director, Jenny Bentley, reported Wednesday, November 7th and Thursday, November 8th, Open Enrollment with a free health assessment will be conducted at the Expo Center for all County employees; everyone must sign a form for benefits, even if you are keeping everything the same.

j.) Planning Commission Director, Larry Curtis, reported a regular scheduled Planning Commission is set for Tuesday, November 6th for a zoning matter in District #2; will be out Thursday, November 8th to attend a mandatory flood plain administrator meeting in Norman; 29 building permits were issued for October 2012.

ITEM 20: ACKNOWLEDGEMENT RECEIPT OF THE FOLLOWING ITEMS:

None presented.

ITEM 21: 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 inquired about Item 18 Agenda Items #3 and #4.

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 -

Chairman Helm presented for public record to acknowledge receipt of FEMA warrant #101672684 issued by State of Oklahoma 309 Department of Civil Emergency Management for \$1,854,800.86 on DR 1754 PW 937 for District #2.

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, November 5, 2012*** Commissioner Thacker made a motion to approve payment of all purchase orders submitted from all departments with the exception of purchase order #302766 issued to Donelson Construction Company, Inc., in the amount of \$34,577.83 for District #2 One Cent Sales Tax M&O to be sent to the District Attorney's Office for further review 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 Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried and meeting adjourned at 11:19 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, November 1, 2012, at 1:04 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.*