

**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:** Wednesday, December 26, 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 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:** December 17, 2012 & December 20, 2012

Commissioner DeLozier made a motion to approve the minutes from December 17<sup>th</sup> and December 20<sup>th</sup> as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 6: ANNOUNCEMENTS: - None Presented**

**ITEM 7: UNFINISHED BUSINESS: - None Presented**

**ITEM 8: ZONING: - None Presented**

**ITEM 9: PLATS: - None Presented**

**ITEM 10: ROADS & BRIDGES:**

1. Letter of Choice for County Bridge Inspection Contracts and Conduct EC-1426, Off-System Bridge Inspection Engineer Selection – (\*\*NOTE\*\*this item was discussed at the November 26, 2012, meeting\*\*)

Combined total for the Board of County Commissioners was Cobb Engineering Company – 32 points, EST, Inc., – 31 points and Guy Engineering Services – 28 points. Commissioner DeLozier made a motion to select Guy Engineering Services for the Rogers County Off-System Bridge Inspection Services with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

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

1. Fund 101 – T-Highway - \$260,407.60
2. Fund 105 – County Bridge & Road Improvement Fund – (CBRIF) - \$24,753.20

Commissioner DeLozier made a motion to approve the Cash Fund Estimate of Needs as presented with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 12: TRANSFER OF FUNDS:**

1. Sheriff's Jail - Medical to Vehicle Maintenance \$10,000.00

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

2. General Fund - Dispatch Part-time Salaries to Salaries \$52,999.00

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

3. T-Highway – District #3 M & O to Capital Outlay \$4,000.00

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

**ITEM 13: UTILITY PERMITS:**

1. Rural Water District #3, Rogers County – boring to cross East 445 Road approximately 65 feet West of the East ¼ corner of Section 19, Township 22 North, Range 16 East of the I.B.&M., Rogers County, in District #1 – (D#1 DeLozier)

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2. Rural Water District #3, Rogers County – boring to cross East 450 Road approximately 84 feet West of the Northeast corner of Section 30, Township 22 North, Range 16 East of the I.B.&M., Rogers County, in District #2 – (D#2 Helm)

3. Oklahoma Natural Gas Company, a Division of ONEOK, Inc., - boring to cross 495 Road approximately 1,820' east and 2,160' south of the Northwest corner of Section 13, Township 21 North, Range 16 East of the I. B. & M. Rogers County, in District #3 – (D#3 Thacker)

Chairman Helm made a motion to approve Items #1, #2 and #3 under Utility Permits as presented with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**ITEM 14: CLAIMS:**

**1. Salaries – December 2012 & Internal Transfers & Payroll Changes**

Court Clerk – Retiring – Candi Czapansky

Court Clerk – Retiring - Lisa England

Court Clerk – Retiring – Milinda Burns

County Clerk – Retiring – Peggy Armstrong

E-911 Dispatch – Termination – Lacey Crumrine

Commissioner Thacker made a motion to approve salaries as presented for December 2012 with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**2. Attendant Care – None Presented**

**3. Detention Transportation Claim for November 2012 - \$536.21**

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

**ITEM 15: BLANKET PURCHASE ORDERS:**

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

**ASSESSOR:**

❖ Rogers County District #2 - \$200.00

**JAIL:**

❖ Correctional Dental Services - \$2,000.00

❖ PHS Mobile X-RAY - \$600.00

❖ St. Francis Outreach Services - \$1,200.00

❖ Medical Compliance Specialty, Inc., - \$400.00

❖ Westwood Pharmacy - \$6,000.00

❖ Froman Oil Company - \$1,000.00

❖ Performance Food Group - \$6,400.00

❖ Warehouse Market - \$200.00

❖ Sysco Foods - \$4,000.00

❖ Farmer's Brothers Coffee - \$200.00

❖ Bimbo Bakeries - \$1,450.00

**SHERIFF**

❖ Comdata MasterCard - \$17,000.00

❖ Rogers County District #1 - \$3,000.00

❖ Rogers County District #2 - \$1,000.00

**DISTRICT #3**

❖ Office Everything - \$100.00

❖ Duke's Office Supply - \$100.00

❖ Lowe's - \$500.00

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

**2. Orders Exceeding Amount of Issuance – None Presented**

**ITEM 16: GRANTS: - None Presented**

**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 –

Kim Reeve with BKL, Inc., reported the new Courthouse is looking very good. The 911 drawings are almost complete. Very pleased with the progress.

B. J. Fay from Flintco stated they are working on the millwork and hanging doors. Continuing with the terrazzo flooring in the main office area and dropping ceiling tiles on the 3<sup>rd</sup> floor. Update and discussion only. No action taken.

**2. Handbook Approval – (H.R./Bentley)**

Human Resources Director, Jenny Bentley stated that most of the changes in the Handbook are additions to existing policy. Job posting procedures, Performance appraisals, Update on Military leave, FMLA, New Vacation & Personal Leave Policy, Longevity schedule, Communications and Social Networking, Drug Testing for pre-employment and post-accident requirements. Ms. Bentley also presented the Board with signatures from all Elected Officers and Department Heads, excluding the Court Clerk. Chairman Helm made a motion to accept the recommendation of HR Director Bentley on the updated handbook with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**3. Publication of Commissioner's Proceedings; Bids; Legal Ads & Notices – (D#3**

Thacker)

Lengthy discussion was held concerning the posting of Commissioner Proceedings, Bids, Legal Ads and Legal Notices. Commissioner Thacker stated that the Claremore Progress mainly reaches the City of Claremore. Felt that rotating the publications in the County would service a greater number of citizens. Chairman Helm said the Commissioners make the choice on where to publish the counties business. Commissioner Thacker stated the Board wants to do what is best for all citizens of Rogers County. Myron Grabowski voiced concerns as to the liability this would open the County to.

Commissioner Thacker made a motion to rotate on a quarterly basis all Postings, Bids, Legal Notices, Legal Ads and Commissioner Proceedings with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier- no. Motion carried.

**4. Removal of Vendors/Suppliers from the bid mailing list – (D#3 Thacker)**

Discussion concerning removal of vendors who have not responded to bids for the past three (3) bid periods. Options included removal now, sending letter of inquiry with next bid period, or sending letter of inquiry before next bid period. Commissioner DeLozier made a motion to send a letter of inquiry now with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**5. Open & Award Bid #597 – Use Dump Truck – District #3 – (D#3 Thacker)**

15 Bid Packets were mailed. O returned undeliverable with 6 responses.

- ❖ Enid Mack Sales – No Bid
- ❖ Frontier Equipment, Yukon – No Bid
- ❖ Roberts Truck Center, OKC – No Bid
- ❖ Rush Truck Center – 2009 Peterbuilt #389 - \$82,813.59
- ❖ Rush Truck Center – 2007 Peterbuilt #378 - \$86,684.39
- ❖ Yoak Properties – 2005 Freightliner #M2112 - \$55,000.00

Commissioner Thacker made a motion to table for two (2) week for review with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**6. Resolution for Disposing of Equipment for District #3 as follows:**

❖ Nobilis 1270 Mid-tower Computer (D-236-0304) serial #493996 – to be Junked – (bad hard-drive) (D#3 Thacker)

Commissioner Thacker made a motion to dispose of computer for reasons stated with Chairman Helm seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**7. Reimbursement of funds from Sheriff Fuel Reimbursement in the amount of \$1,847.12 to be deposited into District #1 One Cent Sales Tax fund for distribution – (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.

**8. Reimbursement of funds from Assessor Fuel Reimbursement in the amount of \$519.52 to be deposited into District #3 One Cent Sales Tax fund for distribution – (Comm. Office)**

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

**9. Resolution 2012-121 and Reimbursement of funds from Traveler's - Reimbursement in the amount of \$74,124.00 to be deposited into District #3 One Cent Sales Tax fund for distribution – (Comm. Office)**

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

**10. Resolution #2012-122 – INCOG – Authorizing application for Rural Economic Action Plan Grant from the Indian Nations County of Governments (D#2 Helm)**

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

**11. Awarding bids for the Rogers County Courthouse - Bid #10G Signage and 12D Courtroom Pews as per Flintco recommendations. (Comm/Helm)**

B.J. Fay presented the board with a letter of Recommendation of Bids (see attached). Chairman Helm made a motion to accept the bids as follows:

- ❖ 10G- Signage: Base Bid and Alternates #1, #2, #3, & #4 – Claude Neon Federal Signs, Inc., \$62,643.00
- ❖ 12D- Courtroom Benches, Tables, and Lecterns: Alternates #3, #5, and #6.2 Custom Fixtures Inc., DBA Ratigan-Schottler Manufacturing, \$88,710.95

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

**12. Change Order #0002 for Bid #10G Signage and 12D Courtroom Pews in the amount of \$61,651.34. (Comm/Helm)**

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

**13. Memorandum of Agreement by and between Oklahoma 9-1-1 Geographic Information System Consortium and Rogers County (DeLozier/Hamilton)**

Janet Hamilton E-911 Director explained the Memorandum of Agreement to the Board of County Commissioners. She also stated that Rogers County's share of the GIS is \$1,442.86 annually. Chairman Helm asked if she had funds in her budget for this expenditure and she replied yes. Commissioner DeLozier made a motion to approve MOA contingent upon District Attorney approved document with Commissioner Thacker seconding the motion. Roll Call: Helm-aye, Thacker-aye, DeLozier-aye. Motion carried.

**NOTE: Meeting recessed @ 10:40**

**Reconvened @ 10:52**

**Helm – present, Thacker – present, DeLozier – present**

**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.) E-911 Director Janet Hamilton report there was a trust meeting on December 20<sup>th</sup>.

c.) Maintenance Director Ryan Baze said the ongoing elevator problem seems to be fixed. Problem with a card-reader which KONE corrected. New Floor Stripper is being used for learning purposes and Snow Blower is ready for use.

g.) Election Board Secretary, Julie Dermody notified the Board that effective January 1, 2013 Senate Bill #223 concerning the Free Fair Elections will be the responsibility of the Election Board and not the County Commissioners. (See attached letter).

**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 –

Linda Batty questioned the length of time a Blanket Purchase could be opened for.

Chairman Mike Helm announced this would be his last meeting as Chairman of the Board. He stated that the chairmanship rotates by district.

**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 Monday, December 26, 2012\*\*\*Commissioner Thacker made a motion to approve payment of all purchase orders submitted from all departments with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye. Motion carried.

**ITEM 24: RECESS OR ADJOURNMENT:**

Commissioner Thacker made a motion to adjourn the meeting with Commissioner DeLozier seconding the motion. Roll Call: Helm-aye, Thacker-aye. Motion carried and meeting adjourned at 11:42 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, December 20, 2012, at 12:08 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.*