

## NOTICE OF MEETING

### BOARD OF COUNTY COMMISSIONERS FOR ROGERS COUNTY, OKLAHOMA

**PLACE:** Rogers County Courthouse, 219 South Missouri Avenue, Claremore, OK 74017

**DATE & TIME:** Tuesday, February 19, 2013, at 9:00 O'clock A.M.

### MINUTES

**ITEM 1: CALL TO ORDER:** Chairman Thacker 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 Kirt Thacker, Commissioner Dan DeLozier, and Commissioner Mike Helm 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 Helm said a prayer.

**ITEM 5: APPROVE/DISAPPROVE MINUTES:** February 11, 2013 - Commissioner Helm made a motion to approve the minutes and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

**ITEM 6: ANNOUNCEMENTS:** Chairman Thacker announced that Marilynn Gibson, First Deputy County Clerk, would be retiring February 28<sup>th</sup> after 33 years with Rogers County. She will be honored with a reception that day at 3:00 p.m.

**ITEM 7: UNFINISHED BUSINESS:**

1. Award Bid #599 – District Attorney Furniture - **Note: This bid was opened on January 28<sup>th</sup>, 2013.** (DA) - Marilynn Gibson pointed out this was her typo and should have read Bid # 598. Assistant District Attorney David Iski stated that the D.A.'s office has awarded the bid to L&M Office Furniture.

\*\*\*\*At this point, per Mr. Iski's request, Item 20 (judicial) was discussed due to the judge's court docket schedule. Judge Sheila Condren stated that they are making the Drug Court office independent again and the commissioners would see paperwork coming through. She has spoken with Mr. Iski, ADA, and received his approval.

\*\*\*Item 19 was then addressed. Jennifer Bentley, Human Resources Director, stated that Janet Hamilton's office and the E911 would be moving March 4<sup>th</sup> into the building that Commissioner DeLozier just purchased. That office in the basement then would be used as a staging area for every office. Christine Day is working on quotes for boxes. Janet Hamilton is working with AT&T to see if the phone numbers would remain the same.

**ITEM 8: ZONING:** None presented.

**ITEM 9: PLATS:** None presented.

**ITEM 10: ROADS & BRIDGES:** None presented.

**ITEM 11: CASH FUND ESTIMATE OF NEEDS & REQUEST FOR APPROPRIATIONS:**  
None presented.

**ITEM 12: TRANSFER OF FUNDS:**

1. Treasurer – Resale Property Salaries to M&O - \$200,000.00 - Commissioner Helm made a motion to approve the transfer and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

2. District #3 – T-Highway M & O to Travel - \$1,000.00

3. District #3 – One Cent Sales Tax M & O to Capital Outlay - \$16,000.00 - Chairman

Thacker made a motion to approve transfer items #2 and #3 and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

**ITEM 13: UTILITY PERMITS:**

1. A T & T Engineering Department – Trenching & Boring – Beginning approximately 40' East of the NW corner of Section 2, Township 20 North, Range 16 East from 32' South of C/L, then under West Peterson Road, then buried to 35' North of C/L then buried West approximately 35'. (D#3)

2. Oklahoma Natural Gas – Boring – Crossing Keetonville Road approximately 660' West and 665' North of the SE corner of Section 31, Township 21 North, Range 15 East. (D#2)

3. Oklahoma Natural Gas – Boring – Crossing Anthem Ridge Road approximately 1,600' North and 25' East of the SW corner of Section 1, Township 20 North, Range 14 East. (D#3)

4. Cox Communications – Boring – SE1/4 of Section 24, Township 22 North, Range 15 East, Rogers County. (D#2) Commissioner Helm made a motion to approve all utility permits as presented and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

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**ITEM 14: CLAIMS:**

1. Salaries - None presented.
2. Attendant Care - None presented.
3. Detention Transportation Claim – State of Oklahoma, Office of Juvenile Affairs – January 2013 - \$1,439.48 - . Commissioner DeLozier made a motion to approve and Chairman Thacker seconded the motion. Roll Call: Thacker – aye, DeLozier – aye, Helm –aye. Motion carried.

**ITEM 15: BLANKET PURCHASE ORDERS:**

1. Material, Supplies, Parts, Groceries & Prescriptions –
  - Sheriff's office to St. Francis Outreach Services, LLC - \$2000.00
  - Sheriff's office to Westwood Pharmacy - \$3000.00
  - Rogers County District #1 to O'Reilly Auto Parts - \$350.00
  - Rogers County District # 3 to American Waste Control, Inc. - \$ 1000.00
  - Rogers County District # 3 to Lowe's - \$ 500.00 - Chairman Thacker made a motion to approve blanket purchase orders and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-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 Reeves with BKL stated he has done a walk through of the courthouse and is just about ready to do a punch list. For the E-911 Center, the subcontractors are getting ready and putting their submittals in. B.J. Fay with Flintco advised they are doing the final painting and cleaning on the new courthouse.

2. Open and Award Bid #599 – Grader Tires (D#2) NOTE: This item was inadvertently left off agenda for February 11, 2013. Bids were opened. Commissioner Helm made a motion to table the bids for one week and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

3. Open and Award Bid #600 – Electronic Control Devices (Sheriff) The bids were opened and Jon Sappington with the Sheriff's office requested they be tabled for one week. Chairman Thacker made a motion to table for one week and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

4. Open and Award Bid #601 – Emergency Vehicle Equipment (Sheriff) Chairman Thacker made a motion to table for one week and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

5. Independent Contractor Agreement by and between the Board of County Commissioners and Interiors for Business, Everett Olten, Jr. (Comm/Flintco) B.J. Fay stated this is for the jury chairs and it is a standard contract between them and the county. Discussion was held regarding funding for the chairs. B.J. Fay stated Judge Steidley procured funds for all of it. Chairman Thacker made a motion and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

6. Designation by each Commissioner of a current Fair Board Member from their County Commissioner District whose term will be extended to December 31, 2014 and the two remaining current Fair Board Members term to be extended to December 31, 2016 as required by newly enacted 2 Okl.St. Ann. § 15-68.1 (DA) - Election Board Secretary Julie Dermody explained the statute concerning this. Ron Burrows read the names of the current board members. District 1's appointee will be Tony Carlson and District 2's will be Lyle Blakeley. District 3's will be James Hawkins due to Terry Hughes resignation. Chairman Thacker made a motion and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

7. Amendment #2 for Construction Agreement by and between Flintco, LLC, and Rogers County regarding E-911 Center – AIA Document A133-2009 (DA/Flintco) B.J. Fay with Flintco stated this goes along with the bids that were approved at last week's board meeting. Commissioner DeLozier made a motion to approve and Commissioner Helm and seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

8. Resolution for Disposing of Equipment:

1. Commissioners – Gateway 2000 Pentium III Computer – SN-23513549  
Transferred

2. Treasurer – HP LaserJet Printer P2015dn – SN-CNBJN56714 Junked  
Chairman Thacker made a motion to approve items #1 and # 2 and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried. -

3. O. S. U. – HP DJ2500C Color Printer – SN-SSG14T8305D To Be Determined

4. O. S. U. – Gateway E-4600 Desktop Computer – SN-0023746249 To Be  
Determined

5. O. S. U. – HP 2200D Printer – SUBRB0622 To be Determined – After discussion with OSU Extension Director Donna Patterson and ADA David Iski, it was determined to list items #3,4, and 5 as surplus. Commissioner DeLozier made a motion to approve and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

6. District #1 – 2003 Dodge 4 x 4 Pickup – SN-307KV28053G747681 Transferred –

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Commissioner DeLozier explained they are transferring it the Assessor's office. Commissioner DeLozier made a motion to approve and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

9. Reimbursement Form as per Resolution #2012-56 – deposit One Cent Sales Tax Fund into 81ST M&O - \$1,835.43 – Sheriff's Fuel. Commissioner DeLozier made a motion to approve and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

10. Reimbursement Form as per Resolution #2012-59 – deposit One Cent Sales Tax Fund into 82ST M&O - \$971.57 – Town of Oologah, and \$39.89 – Oologah Municipal Authority. Commissioner Helm made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

11. Resolution #2013-17 and Reimbursement Form – deposit One Cent Sales Tax Fund into 82ST M&O - \$205.37 – Town of Talala. Commissioner Helm made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

12. Resolution 2013-18 and Reimbursement Form – deposit One Cent Sales Tax Fund into 82ST M&O - \$5,633.61 – OTEM. Commissioner Helm made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

13. Resolution 2013-19 and Reimbursement Form – deposit One Cent Sales Tax Fund into 83ST M&O - \$74.02 – Planning Comm Fuel. Chairman Thacker made a motion to approve and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

14. Resolution 2013-20 and Reimbursement Form – deposit One Cent Sales Tax Fund into 83ST M&O - \$1,641.60 – Wheeler Metals. Christine Day, Commissioner's Assistant, stated she made a typo and that it should read 81ST, not 83ST. Commissioner DeLozier made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

15. Remove Amie Woodward as Receiving Agent for County Clerk Robin Anderson and appoint Pam Blackburn as Receiving Agent – (County Clerk) – County Clerk Robin Anderson explained that Amie Woodward is on FMLA. Commissioner DeLozier made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

16. Discussion and possible action to enter Executive Session for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, as authorized by Title 25 O.S. § 307 (B) (1), to-wit: interviewing possible candidates for Emergency Management Director (D#1-DeLozier and D#2 Helm) - Commissioner Helm made a motion to enter Executive Session at 9:39 a.m. and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

17. Motion and Vote to Adjourn Executive Session and enter Regular Session - Commissioner DeLozier made a motion to adjourn executive session and enter regular session at 10:03 a.m. and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

18. Discussions and possible action with respect to the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee: Emergency Management Director- Chairman Thacker stated the candidate they had chosen declined the offer so the interviews would continue on Tuesday, February 20<sup>th</sup>. This meeting will be recessed instead of being adjourned.

**ITEM 19: MOVING PROCEDURES INTO NEW COURTHOUSE- This item was addressed earlier in the meeting. \*\*\*\*\***

**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

**a.** 911 Administrator Janet Hamilton has a meeting with ATT&T and Commissioner DeLozier Thursday to discuss possibly continuing service. Discussion was held regarding expenses for the 911 Center and the 911 budget.

**c.** Ryan Baze, Maintenance Director, announced that Kone is coming out to fix the elevator board and that they have been building carts to use for the move to the courthouse.

**e.** Court Clerk Kim Henry stated they are going to be opening bids for moving their filing system. Discussion was held. Commissioner Helm asked questions regarding court fund fees.

**g.** Election Board Secretary Julie Dermody informed the board that absentee ballots are being mailed out for the municipal elections.

**h.** Interim Director Kelley Deal announced we could have icy weather tomorrow and he would be on a conference call at 11:30 with the National Weather Service.

**j.** Information Technology Director Brett Williston told the Board he would be moving CISCO equipment to the new courthouse. Our new number for the courthouse will be 918-923-4400.

**k.** Planning Commission Director Larry Curtis announced a meeting for the Planning Commission for this afternoon and a Board of Adjustments meeting this evening. He is still needing an appointee to that board. Discussion was held regarding a permit for a tower.

**l.** Judicial was discussed earlier in the meeting. \*\*\*\*

**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 –Saleesha Wilken, Claremore Progress, asked when the election for the one-cent

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would be. Discussion was held. Linda Batty asked if Claremore is not involved in the 911 Center. Discussion followed.

**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 - Sarah Webber, Oklahoma Juvenile Authority Supervisor for Rogers and Mayes Counties, notified the board there was a transport made to Comanche County but at the present time Rogers County does not have a contract with that county. Discussion was held. Chairman Thacker made a motion to approve a contract between Comanche County and Rogers County and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

**ITEM 24: PAYMENT OF PURCHASE ORDERS FROM ALL DEPARTMENTS:**

(Materials, Supplies, Parts, Groceries & Prescriptions) Commissioner Helm made a motion to approve payment of all purchase orders and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

**ITEM 25: RECESS OR ADJOURNMENT:** Chairman Thacker made a motion to recess the meeting at 11:42 a.m. until Wednesday, the 20<sup>th</sup>, at 2:00 p.m. and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried. Meeting was called back to order on February 20<sup>th</sup> at 2:04 p.m. Chairman Kirt Thacker, Commissioner Dan DeLozier, and Commissioner Mike Helm were present and quorum established and determined that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act. Commissioner Helm made a motion to enter executive session at 2:05 p.m. and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried. Commissioner Helm made a motion to exit executive session and enter regular session at 3:45 p.m. and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried. Commissioner Helm made a motion to have Jennifer Bentley contact the first applicant interviewed today and make an offer and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried. Commissioner DeLozier made a motion to adjourn at 3:50 p.m. and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

BOARD OF COUNTY COMMISSIONERS  
ROGERS COUNTY, OKLAHOMA

By: \_\_\_\_\_  
Robin Anderson, Rogers County Clerk

(SEAL)

*Notice of said meeting was filed in the Office of the County Clerk on **Thursday, February 14, 2013, at 4:13 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 website.*