

NOTICE OF REGULAR MEETING

BOARD OF COUNTY COMMISSIONERS FOR ROGERS COUNTY, OKLAHOMA

PLACE: Rogers County Courthouse, 219 South Missouri, Room 1-109, Claremore, OK

DATE & TIME: Monday, March 18, 2013, 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: The meeting was called to order at 9:00 a.m. by Chairman Thacker.

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: March 18, 2013- Helm made a motion to approve and DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

ITEM 6: ANNOUNCEMENTS: None presented.

ITEM 7: UNFINISHED BUSINESS:

1. Recommendation of the Rogers County Courthouse Recommendations Committee regarding addressing of the new courthouse – (Chairman Thacker and Judge Condren) - Judge Condren discussed the letter received from Mayor Perry in support of changing the address with the understanding that the existing courthouse be demolished. No action taken.
2. Salaries and benefits for E-911 Dispatch Staff *****note*****this item was tabled from January 22, 2013 and February 25th, 2013 – David Iski, ADA, is still working on the research of funding the employees and providing benefits. Thacker expressed it was his intention to fund for the first year as it can only be looked at one year at a time due to budget reasons. Discussion ensued.
3. Discussion with possible action to adopt a new utility permit with fees and to appoint the Planning Commission Office as administrators of utility permits for Rogers County. (Comm. Thacker) - *****note*****this item was tabled from March 11, 2013 - Director Curtis contacted all the utility companies and explained all their responses. Discussion was held concerning tort claims, the Attorney General’s opinion, safety issues, costs possibly being passed on to customers, and the fees for the permits. The bonds will still be in place. Curtis recommends Option B as presented with fees of \$30.00 per linear foot, \$100.00 administration fees, \$150.00 road crossing fees, and \$2500.00 penalty fees for no permit. Thacker made a motion to accept Option B and Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.
4. Award bid # 603 – Mobile Shelving – Court Clerk - ***note this item was table from March 11, 2013 bid opening*** - Court Clerk Kim Henry stated the bid is for half the room and they sent out another bid for the entire room. Ms. Henry requested to reject this bid. Thacker made a motion to reject the bid and DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

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. Sheriff Civil Travel 04CF-130 to Sheriff Civil Capital Outlay 04CF-40 \$30,000.00
2. Sheriff Service Fee Salary 04SSF-110 to Capital Outlay 04SSF-400 \$40,000.00
3. District 3 83T-400 T-Highway Capital Outlay to 83T-130 Travel \$1000.00

Thacker made a motion to approve all 3 and Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

ITEM 13: UTILITY PERMITS:

1. Totah Communications, Inc. – boring, plowing – Section 27, Township 24 North, Range 15 East, (District 2) –
2. Rogers County Rural Water District # 2 – directional boring – Northwest Corner of Section 15, Township 22 North, Range 16 East (District 1) –
3. AT&T- trenching – Start at Junction S4090 Road and E574 Road trench East on South side of E574 Road approximately 3350’ to equipment site Section 28, Township 20 North, Range 15 East

PAGE 2
COMMISSIONER'S MINUTES
MARCH 18, 2013

(District 3) – Helm made a motion to approve all 3 and DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

ITEM 14: CLAIMS:

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

ITEM 15: BLANKET PURCHASE ORDERS:

1. Material, Supplies, Parts, Groceries & Prescriptions –
 - Dist. 3 to Lowe's - \$500.00
 - Dist. 3 to Wal-mart - \$100.00
 - Assessor to Dist. 3 - \$400.00
 - Dist. 2 to Bruckner Truck Sales - \$2500.00
 - Dist. 2 to O'Reilly's - \$2000.00

Thacker made a motion to approve and DeLozier 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 – B.J. Fay, Flintco, announced they will be pouring the front steps this week and installing the colored glass. On 911 Center, they will be getting the drawings to BKL this week. Kim Reeves, BKL, stated they are doing a punch list item to item and the 911 Center is ready to go.

2. Monthly Report of Officers (County Clerk Robin Anderson) – DeLozier made a motion to approve and Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

3. Rural Water District No. 3- invoice for 911 Center Project- RWD – Rogers County cost split- Rogers County share to date \$89,833.00 (Commissioner Thacker) – The county has received a \$50,000 check for a REAP grant this week. E-911 will pay the balance of \$39,833.00. DeLozier made a motion to approve and Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

4. Discussion with insurance broker regarding inventory and insurance procedures (Commissioner Helm/ Christine) – Dave Burrows discussed how claims will come through Christine. She and Jenny Bentley are going to implement a Standard Operating Procedure and disburse it to everyone. A copy of the inventory also needs to go to her as well as the County Clerk's office. Nelson McSwain, County Clerk employee, and former State Auditor employee, is on board with this as well. Mr. Burrows is also working on loss control with Scott Stokes, Emergency Mgt. Director. He will ask Traveler's to add the courthouse to the permanent insurance as of April 15th and is requesting each office to assess the value of their contents. Builder's risk for E-911 Center is in place. Thacker made a motion to table for 2 weeks while the SOP is being prepared and DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

5. Discussion and possible action regarding commercial services agreement between Cox Business and Rogers County Treasurer (Treasurer Cathy Pinkerton Baker) – ****NOTE**** At this point, we moved to the next item until someone from the Treasurer's office could attend. Arlene Peper stated this is for the new courthouse. Thacker made a motion to approve and DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried. ****NOTE****moved back to Item 10 after this.

6. Discussion and possible action on whether Bid#24 awarded to Direct Traffic Control on December 10, 2012 by the Board of County Commissioners is meeting the needs and expectations of the Board of County Commissioners. (Commissioner Helm) – Discussion was held regarding the company not meeting their obligations. Mr. Iski stated if they are not meeting their bid, they are in breach. Thacker stated there are federal mandates in place to use proper signage on roads. Helm made a motion for the Clerk's office to send a letter stating they are in breach, give them one week to respond, then ask Clerk's office to rebid and Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

7. Open and award Bid#604 – Mobile Shelving – County Clerk -Thacker made a motion to table one week and DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

8. Open and award Bid#607 – Mobile and 4 post Shelving – County Clerk -Thacker made a motion to table one week and DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

9. Open and award Bid#608 – Mobile and Roller Shelving – Court Clerk -Thacker made a motion to table one week and DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried. ***NOTE***went back to Item 5 at this point.

10. Resolution for disposing of equipment – Emergency Management – Transfer Taser X26 Electronic Control Device Serial number X00523070 to Sheriff's Courthouse Security –

11. Resolution #2012-56 and Reimbursement form – Assessor's fuel reimbursement \$346.32 into District 3 One Cent M&O –

12. Resolution #2012-59 and Reimbursement form – Town of Oologah \$961.49 and Oologah Municipal Authority \$83.62 into District 2 One Cent M&O –

13. Resolution #2013-18 and Reimbursement form – OTEMS \$1,870.37 into District 2 One Cent M&O –

14. Resolution #2013-27 and Reimbursement form – McGuire Brothers Construction, Inc. \$531.75 into District 3 One Cent M&O -

15. Resolution #2013-28 and Reimbursement form – Oklahoma Department of Transportation

\$2,560.00 into District 2 One Cent Capital Outlay - Thacker made a motion to approve items 10 -15 and Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

ITEM 19: MOVING PROCEDURES INTO NEW COURTHOUSE – Ryan Baze, Maintenance, asked everyone to tag their items according to a color chart he presented and have everything boxed up. Training will take place for the movers that will be involved.

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. Janet Hamilton explained she is gathering information for budgets for other entities. Discussion was held. c Ryan said there will be a new employee starting soon. h.Scott Stokes commends all the courthouse employees that have helped him out the first week and discussed building codes and fire alarms. Representatives from OEM will be coming this week to assist and train him. Kelley Deal is helping him to get certified and help with NWS. j.Brett announced they are 90% complete with Cox. k. Larry stated a staff member is out for training this week. n. Discussion was held regarding security for the new courthouse. They might be getting 1 or 2 machines from some federal buildings.

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 – Comments were made from Myron Gruzowski concerning Call Okie and the utility permits, as well as Assessor's fuel reimbursement. He also questioned inventories and generators. Salesha Wilkens asked about McGuire Brothers Construction and interlocal agreement between OTEMS and District 2. Algier Flood commented about paying for employees for 911 and tracking of the budget, as well as questions about the new courthouse.

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) - Helm made a motion to approve and Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

ITEM 25: RECESS OR ADJOURNMENT: Helm made a motion to adjourn at 12:16 p.m. and Thacker 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, March 14, 2013, at 4:16 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.