

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

ITEM 6: ANNOUNCEMENTS: Commissioner DeLozier announced District 1 is having Trash-Off Days on April 18th, 19th, & 20th. He has five locations: Chelsea, Claremore, Tri-District, Sinor's, and Foyil. He will be posting it in the newspapers. District 2 will be having theirs on Saturday, the 20th. He will have employees there to help with trash and recycling. There will be no tires, paint, or batteries accepted. District 3 has ongoing dumpsters available.

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 was not present.

*****NOTE*****County Clerk Robin Anderson asked Chairman Thacker if we could move down to agenda item #3 on the agenda for discussion before awarding the bid.

2. Award Bid#604 – Mobile Shelving opened on March 18, 2013– County Clerk – Chairman Thacker made a motion to award Bid#604 to Midwest Printing per Ms. Anderson's request and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

3. Award Bid#607 – Mobile and 4 post Shelving opened on March 18, 2013– County Clerk – Commissioner DeLozier made a motion to reject the bid per Ms. Anderson's request and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

4. Award Bid#608 – Mobile and Roller Shelving opened on March 18, 2013– Court Clerk - Commissioner DeLozier made a motion to award the bid to Advance per Court Clerk Kim Henry's request and Commissioner Helm seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

ITEM 8: ZONING: None presented.

ITEM 9: PLATS:
1. Public hearing with discussion and possible action on the request of Final Plat Approval for the E-911 Center. APPLICANT: Rogers County Board of Commissioners. Current Zoning: I-1. LEGAL DESCRIPTION: A Tract of Land located in the SE/4 of the SE/4 of Section 31, Township 22 North, Range 16 East of the I.B.&M., according to the U.S. Government Survey, thereof, Rogers County, State of Oklahoma. ADDRESS: 18930 S. Highway 88, Claremore, OK 74017. Larry Curtis stated this was approved 5-0 by the planning commission. There was no opposition present. Commissioner DeLozier made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

2. Public hearing with discussion and possible action on the request of Final Plat Approval for The Bluffs At Stone Canyon Phase II. APPLICANT: Kellogg Engineering, INC. Current Zoning: PUD (RS-20 Underlining). LEGAL DESCRIPTION: A Tract of Land located in the Northwest Quarter (NW/4) and the Southwest Quarter (SW/4) of Section One (1) of Township Twenty (20) North and Range Fourteen (14) East of the Indian Base and Meridian (I.B.&M), According to the U.S. Government Survey Thereof, Rogers County, State of Oklahoma. Larry Curtis stated this was approved 5-0 by the planning commission. Harley Swann, Kellogg Engineering voiced this is a continuation of Stone Canyon and meets all subdivision regulations. There was no opposition present. The roads are to remain private. Salesha Wilken inquired about the roads remaining private or could they be turned over to the county at some point. Helm stated it is a gated community and they would remain private. Commissioner Helm made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye.

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3. Public hearing with discussion and possible action on the request of Final Plat Approval for *Scalone Acres*. Applicant: Scalone Properties, LLC. Current Zoning: C-4. LEGAL DESCRIPTION: THE WEST 330.0 FEET OF THE EAST 2640.0 FEET OF THE NORTH 637.74 FEET OF THE NORTH HALF OF THE NORTHEAST QUARTER (N/2 NE/4) OF SECTION ELEVEN (11), TOWNSHIP TWENTY—ONE (21) NORTH, RANGE FOURTEEN (14) EAST OF THE INDIAN BASE AND MERIDIAN, ROGERS COUNTY, OKLAHOMA. ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, LESS THE NORTH 33.0 FEET DEDICATED FOR ROADWAY PURPOSES. AND LESS THAT PORTION CONVEYED TO THE STATE OF OKLAHOMA BY WARRANTY DEED RECORDED IN BOOK 1682, PAGE 379. Larry Curtis stated this was approved 5-0 by the planning commission. There was no opposition present. Commissioner Helm made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-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 M&O 83T-200 to District #2 M&O 82T-200 - \$34.51***note***this was paid in error out of District 2 in November 2012 on P.O. #303814 - Chairman Thacker made a motion to approve and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye.

ITEM 13: UTILITY PERMITS: None presented.

ITEM 14: CLAIMS:

1. Salaries - Commissioner DeLozier made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.
2. Attendant Care - None presented.
3. Detention Transportation Claim – State of Oklahoma, Office of Juvenile Affairs – February 2013 - \$2,850.60 and December 2012 - \$709.35 - Commissioner Helm made a motion to approve and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

ITEM 15: BLANKET PURCHASE ORDERS:

- 1.** Material, Supplies, Parts, Groceries & Prescriptions –
 - a. District 1 to O'Reilly's - \$350.00
 - b. Planning Commission to District 3 for fuel - \$1000.00
 - c. District 3 to Wal-mart - \$100.00
 - d. District 3 to Lowe's - \$500.00
 - e. District 3 to American Waste Control - \$500.00
 - f. District 3 to American Waste Control - \$1000.00 for other yard

Chairman Thacker made a motion to approve all blanket purchase orders and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye.

- 2.** Orders Exceeding Amount of Issuance - None presented.

ITEM 16: GRANTS:

1. Authorization to hold CDBG public meeting for the FY 2013 CDBG cycle – Andy Armstrong advised there needs to be a public hearing on April 1st at 9:00 a.m. in the Commissioner's Meeting Room. Chairman Thacker made a motion to approve and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye.

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 stated they are completing their punch list and the 911 Center is going well. B.J. Fay added they are pouring the stairs and the ramp this week.
2. Monthly County Clerk's CASHBOOK and Summary Report for February, 2013 : Commissioner DeLozier made a motion to approve and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.
3. Discussion and possible action regarding needs of County Clerk's Capital Outlay – Robin Anderson presented to the board documentation showing there were no funds allotted to the County Clerk for Capital Outlay. The estimate of needs at budget time originally showed \$65,000.00 but there was only \$1.00 actually budgeted in the General County Clerk Capital Outlay. In the County's General Fund Capital Outlay, there was \$50,000.00 that was budgeted that has not been used. She explained the need for the mobile shelving to house the 1060 record books in the clerk's land records department. There will also be a fee to move the Kardex units and a couple of new computers will be needed. Commissioner Helm asked about existing computers. Ms. Anderson explained that during the turnover audit conducted by the State Auditor's office, before she took office, there was a computer missing. Due to the lack of funds to purchase these items necessary for the office, she is asking to use money out of the general fund. Commissioner Helm made a motion for the County Clerk to use money out of General Fund Capital Outlay and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye.
4. Appoint Scott Stokes as Emergency Management Requisitioning Officer (Dist.1) Chairman Thacker made a motion to approve and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye.
5. Discussion and possible action regarding demolition of courthouse and auctioning of courthouse items (Dist.1) – Discussion was held about possibly going out for bids for demolition of the

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courthouse as well as having an auction to sell items not moved to new courthouse. Judge O'Quin stated she attended the Mayes County Courthouse Auction and they went room to room to sell. Helm suggested having Auctioneer Allen Carter to bring people to assess items. Assistant District Attorney David Iski announced there would be waivers for the public to sign. Edward Luster stated he is interested in the rock to haul away free of charge to the county. Thacker asked this item to be placed on agenda for next week and Robin Anderson suggested it be listed every week as an ongoing item. Thacker agreed. Discussion only, no action taken.

6. Open and award Bid #609 – Tractor/Mower/Loader – District 2 - Commissioner Helm made a motion to table the bids for two weeks so his crew could look them over and Chairman Thacker seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye.

ITEM 19: MOVING PROCEDURES INTO NEW COURTHOUSE:

Rogers County Courthouse Scheduled Move- in dates, Phase I and Phase II schedule of individual office dates – Jenny Bentley updated the board that Lowe's is continuing to donate boxes but there are several that have not been picked up so we may not have a need for additional boxes from them. Everything must be packed up – if it's not packed, it's not moving.

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 announced Attorney Orbison is revising the trust and bylaws for E911 and there would be a special meeting at 1:30 Wednesday. d. Robin Anderson reminded everyone that agenda items need to be in by Wednesday at noon this week due to courthouse being closed March 29th for Good Friday. f. Helm asked David Iski, ADA, if he would investigate the missing computer from the county clerk's office that was discovered missing during the State Auditor's turnover audit before Ms. Anderson took office. g. Julie Dermody advised Election Board would be open Good Friday for early voting for the municipal elections. And May 14th is the election date for the one-cent sales tax. h. Chuck Kearns from OEM came last week to make Scott Stokes official. He still has classes to take. He is working on acquiring funding from a grant for Blackboard Connection. l. Judge O'Quin stated they are boxing up for the move.

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 had questions and comments concerning the County Clerk's cabinets and the tractors for District 2.

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 - Commissioner DeLozier explained there was a utility permit presented to him after agenda posted. The permit was from Chelsea Gas Authority for boring at 15720 S. Canyon Oaks Lane or Township 22 North, Range 16 East, Section 18, SE/4. Commissioner DeLozier made a motion to approve and Chairman Thacker 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) Chairman Thacker made a motion to approve and Commissioner DeLozier seconded the motion. Roll call: Thacker-aye, DeLozier – aye, Helm-aye. Motion carried.

ITEM 25: RECESS OR ADJOURNMENT: Commissioner DeLozier made a motion to adjourn at 11:00 a.m. and Chairman 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 21, 2013, at 5:48 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.*