

NOTICE OF REGULAR MEETING

BOARD OF COUNTY COMMISSIONERS FOR ROGERS COUNTY, OKLAHOMA

PLACE: Rogers County Courthouse, Commissioner's Meeting Room
200 S. Lynn Riggs Blvd., Claremore, OK

DATE & TIME: Monday, September 16, 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: 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 and Commissioner 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. Commissioner Helm was not present.

ITEM 3: PLEDGE OF ALLEGIANCE: DeLozier led the salute and Pledge of Allegiance to the American flag. Commissioner Helm arrived at 9:02 a.m.

ITEM 4: INVOCATION: Helm said a prayer.

ITEM 5: APPROVE/DISAPPROVE MINUTES: September 9, 2013
DeLozier made a motion to approve and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

ITEM 6: 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 7: ANNOUNCEMENTS: DeLozier reported two baggies from the Masonic Lodge were found while the old courthouse is being torn down. He said some of the contents were a newspaper, a Masonic coin and a calendar. He also stated he would be sure to get the items to the Masonic Lodge.

ITEM 8: UNFINISHED BUSINESS:
1. Open and Award Bid #627 for Self Propelled Sweeper – District #3 - ***NOTE*** This item was tabled from September 9, 2013 –
David Trude, District 3 Shop Foreman, explained they had received three bids but two did not meet the specs. He recommended they award the bid to G.W. Van Keppel for \$89,166.00. Thacker made a motion to accept G.W. Van Keppel and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
2. Open and Award Bid #629 for 4 Water Storage Tanks – Sheriff - ***NOTE*** This item was tabled from September 9, 2013 –
Amanda McLemore stated they had received three bids and she recommended they accept K & M's bid. They were not the low bid but they are the best bid. DeLozier made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
3. Discussion and possible action in regards to employee payroll accounts – Human Resources - ***NOTE*** This item was tabled from September 3, 2013 and September 9, 2013 –
Jenny Bentley stated they would need to wait on the budget. No action was taken.

ITEM 9: ZONING: None presented.

ITEM 10: PLATS: None presented.

ITEM 11: ROADS & BRIDGES: None presented.

ITEM 12: CASH FUND ESTIMATE OF NEEDS & REQUEST FOR APPROPRIATIONS:
1. 149 Planning Commission Bonds
2. 150 Planning Commission Escrow
Larry Curtis advised money from these accounts would pay the salary for the utility inspector/code enforcement officer he needed to hire. Helm made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion approved.

ITEM 13: TRANSFER OF FUNDS: None presented.

ITEM 14: UTILITY PERMITS: None presented.

ITEM 15: CLAIMS:

1. Salaries - None presented.
2. Attendant Care – None presented.
3. Detention Transportation Claim – State of Oklahoma Office of Juvenile Affairs –

August 2013 - \$1,700.14 -

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

ITEM 16: BLANKET PURCHASE ORDERS:

1. Material, Supplies, Parts, Groceries & Prescriptions –
 - Sheriff to Speedy Lube for \$500.00
 - District 3 to American Waste Control Inc. for \$2,070.00
 - District 3 to Walmart for \$100.00
 - District 3 to Office Everything for \$100.00
 - District 3 to Ameriflex Hose & Accessories for \$500.00
 - District 2 to O'Reilly's Auto Parts for \$1,000.00

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

2. Orders Exceeding Amount of Issuance - ***NOTE***This item was revisited after Item 23 on the agenda. P.O.# 00939 for \$17,000.00 was exceeded by \$1479.87 for a total of \$18,479.87. Helm made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

ITEM 17: GRANTS: None presented.

ITEM 18: PAYMENT REQUISITION – CONSTRUCTION FUND – RCB BANK, TRUSTEE: None presented.

ITEM 19: AGENDA ITEMS:

1. Update by BKL, Inc., and Flintco regarding Courthouse and E911 Center Projects – Steve Rumsey, Flintco, stated the map had been ordered for the EOC and they will be doing a punch list. They were sealing the bricks on the 911 center, they would do the caulking on the outside on Saturday, and start on the flooring, do the close out, and septic tanks.

2. Presentation by VFW Commander, Bill Richey, regarding brick paver sales for the Courthouse Plaza - ***NOTE*** He was unable to attend on September 3, 2013 and September 9, 2013 -

DeLozier said he was unable to attend the meeting again and made a motion to take this off the agenda and put it back on when he could attend and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

3. Discussion and possible action regarding cleaning crew access to Division 1 courtroom, Floor 4 – Thacker

David Harrison, 816 SE 11th, Pryor, OK, stated his wife, Rita Harrison, and he had been cleaning the offices on Wednesdays and Saturdays for the Judges and the Court Clerk for over seven years and his daughter and son-in-law also worked with him. He advised he used his wife's key card to gain access to the courthouse to clean. He assured everyone that he was not the one in the courthouse at 2:00 a.m. There was a discussion on the use of the key card and the agreement the Harrison's had with the Judges for cleaning. Ryan Baze reported the person in the courthouse until 2:00 a.m. was the exterminator with Bugs R Us because they could not spray the building while people were working and they had a key to access the back door. Counsel advised there needed to be a contract in writing for the cleaning crew. Helm wanted to know the cost, rate per hour, how many people worked, and how many times they cleaned. Thacker asked Harrison to have Judge Steidley provide a request. Kim Henry said she would have Judge Steidley come to the meeting Monday. Thacker made a motion to table for one week until there was a request in writing and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

4. Open and Award Bid #104 – Laid Asphalt – Rogers County Board of Commissioners – There were sixteen bids sent out, two received, and zero returned. Apac Central and Dunham Asphalt Services were the two bidders. Helm made a motion to approve the first available and closest to the project and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

5. Open and Award Bid #628 – Automated Workforce Management System – HR – Four bids were sent out, two received, and zero returned. Thacker made a motion to table this for one week and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

6. Open and Award Bid #630 – New Brush Chipper with a trade in of a used BC1400 Vermeer Brush Chipper – District #3 –

Three bids were sent out, one received, and zero returned. Vermeer's bid was for \$32,096.00 after trade-in. Robin LePage reported that per Thacker's request, she searched and applied for a grant. She said they received a grant through ACCO for \$23,000.00. Thacker stated they had an old chipper to trade in. Thacker made a motion to approve and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

7. Discuss and possible action regarding Voice & Data Equipment for EOC – Scotty Stokes, EMD –

Brett Williston stated this was for an upgrade in the EOC. There was a discussion about what funds to use to pay for the equipment. DeLozier made a motion to table this for one week to see where the money needs to come from and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

8. Discuss and possible action regarding: Consider and adopt a Resolution appropriating certain sales and use tax proceeds to the Rogers County Finance Authority – Thacker Thacker stated they needed to look at this some more. Thacker made a motion to call Mr. Johanning and have him come to next week's meeting and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
9. Discussion and possible action regarding – Approval of new officers as elected by the membership in a meeting dated 9-11-13 for the Rogers County Local Emergency Planning Committee(LEPC) – Chairperson – Sean Douglass, Vice Chairperson – Stephen Hastings, and information Coordinator – Scotty Stokes, EMD
Stokes explained the statutes and by laws says there needs to be a LEPC. DeLozier commended Stokes because this has been a good thing. DeLozier made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
10. Discussion and possible action regarding Anago Janitorial Services Proposal between Rogers County District #3 Warehouse – Thacker –
Thacker stated he had spoken with a cleaning service to clean the offices at District #3. He wanted to know if this had to go out to bid. Counsel advised that if it was a service they did not need to bid it but if there was equipment or products, he would need to bid it. Thacker stated he would like to get bids for the services. No action was taken.
11. Discussion and possible action regarding Lease Purchase and related paperwork – BID #613 – In-Car MDT & Cameras for Sheriff's Department awarded May 28, 2013, to Coban Technologies Inc. – status of legal review – Sheriff –
Jon Sappington asked what the status was on this. Counsel had no response.
12. Discussion and possible action regarding Amendment to Commercial Services Agreement with Cox Business between E-911 on behalf of Board of County Commissioners – District #1 –
Thacker made a motion to approve and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
13. Reimbursement and Resolution #2014-38 to deposit funds of \$487.50 into 81-ST-200 1 Cent Sales Tax Fund for Ottawa County – District #1 –
DeLozier made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
14. Reimbursement and Resolution #2014-39 to deposit funds of \$400.26 into 001 General Fund Maintenance and Operations for Kone – Thacker
Thacker made a motion to approve and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
15. Reimbursement and Resolution #2014-40 to deposit funds of \$3,500.00 into 92-110 Salaries for Town of Talala Mowing – District #2 –
Helm made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
16. Reimbursement and Resolution #2014-41 to deposit funds of \$1,647.12 into 001 Account for Assessor Work Comp dues – Thacker –
Thacker made a motion to approve and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
17. Monthly Report of Officers for August 2013 – County Clerk –
DeLozier made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
18. County Clerks Cash Book and Summary Report for August 2013 –
Thacker made a motion to approve and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
19. Discussion and possible action regarding 2013-14 General Fund Budget/Estimates of needs – Thacker –
County Clerk Robin Anderson announced Bill Turner, C.P.A. and county budget maker, will be at the meeting at 1:00 p.m. today. No action taken at this time. **NOTE**This item was revisited at the reconvened meeting at 1:00 p.m.

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.) Planning Commission
- l.) Judicial – m.) OSU Extension – n.) Sheriff - o.) Treasurer
- g.) Julie Dermody reported the absentee ballots were going out for the election in October and there will be a large election in November.
- h.) Scotty Stokes reported there would be fire extinguisher safety training this week with all the Districts. He commended the Verdigris Fire Department, Police, and Sheriff for finding a lost child.
- j.) Brett Williston reported there was a line running from the courthouse to the 911 center. Janet Hamilton advised it was for administration only and not the 911 lines.
- k.) Larry Curtis reported they had a booth at the Rogers County Fair and distributed pamphlets for the Green Country Storm Water Alliance . He commended OSU for doing a good job on the fair.
- m.) Donna Patterson reported the fair was very successful.
- n.) David Book asked about the Coban radios. He stated he really needed to get the program going and needed a signature. Thacker stated they would look into it.

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 asked questions about the phones for EOC, Finance Authority, the LEPC, Human Resources, the bid for a timekeeping system, vendor access and background checks to the courthouse, and keycards. Linda Batty suggested it would be a good idea to let the cleaning crews and exterminator have keycards so they could be identified and the records would show when they were in the courthouse. Lyle Blakely thanked the Rogers County Fair Board and Donna Patterson and her staff for their hard work on the fair. He reported on the youth. Helm asked how the fair had been funded. Patterson reported it was through a property tax. Algier Flud asked what the delay was on accepting the radios for the Sheriff's department. Nelson McSwain, purchasing agent, reported the company had changed their financing three different times.

ITEM 23: PAYMENT OF PURCHASE ORDERS FROM ALL DEPARTMENTS:
(Materials, Supplies, Parts, Groceries & Prescriptions)
Helm made a motion to approve all but on P.O.#0020006 have the clerk check to see if there was a contract with W Tech and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried. ****NOTE****At the 1:00 recessed meeting, Clerk reported there was not a contract and Jon Sappington agreed to get a new one.

ITEM 24: RECESS OR ADJOURNMENT:
Thacker made a motion to recess until 1:00 p.m. at 11:24 a.m. and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

RECONVENED MEETING

Thacker called the meeting back to order at 1:03 p.m. Thacker and DeLozier were present and quorum established. ****NOTE****Helm arrived at 1:10 p.m.

Thacker revisited agenda item #19. Bill Turner, C.P.A. and county budget maker was present and stated nothing's been approved. Discussion was held regarding moving some of the benefits that are paid from the general fund to the highway departments. The question of raises was discussed. Thacker went down the list and asked each department if raises were figured into their estimate of needs. Mr. Turner stated that about \$600,000.00 needed to be freed up if raises were to be given. He also reviewed and went over all the cuts that were made from each department.

Thacker made a motion to recess for a five minute break at 2:05 p.m. and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

Thacker called the meeting back to order at 2:15 p.m. Thacker, DeLozier, and Helm were present and quorum established.

Mr. Turner and Teresa Jackson, County Clerk First Deputy, went over the figures during the break and it was determined that we were within \$100,000.00 of balancing, without raises. The use tax money and 911 funds were discussed. Thacker stated another place we could look would be the dispatching that was paid by the sheriff's office.

Thacker went back to Item #23 to discuss purchase order #2006 from the Sheriff's department regarding a contract. Helm asked Jon Sappington, Undersheriff, if he would provide a contract and he agreed to do so.

Helm made a motion to give raises but it died for lack of a second. Thacker suggested we wait until Mr. Turner looks everything over and asked him if he could have everything ready by next Monday. Mr. Turner said he could be here at 1:00 p.m. next Monday.

Thacker revisited Unfinished Business Item #3 but no action was taken.

DeLozier made a motion to adjourn at 2:41 p.m. and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

(SEAL)

BOARD OF COUNTY COMMISSIONERS
ROGERS COUNTY, OKLAHOMA
By: _____
Robin Anderson, Rogers County Clerk

Notice of said meeting was filed in the Office of the County Clerk on September 12, 2013, at 3:28 p.m. and posted on the Front Door Entrances to the Courthouse and on the county website.