

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 23, 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:** 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:** DeLozier led the salute and Pledge of Allegiance to the American flag.
- ITEM 4: INVOCATION:** Helm said a prayer.
- ITEM 5: APPROVE/DISAPPROVE MINUTES:** September 16, 2013
Helm made a motion to approve and DeLozier 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 displayed an 'Excellence in Construction' award that was awarded to the Board of County Commissioners and Flintco for the new courthouse at the Associated Builders and Contractors Banquet.
- ITEM 8: UNFINISHED BUSINESS:**
1. Discussion and possible action regarding cleaning crew access to Division 1 Courtroom, Floor 4 – Thacker –***NOTE*** This was tabled from September 16, 2013 - Thacker reported he had received correspondence from Judge Steidley and he could not attend today. Thacker made a motion to table for one week and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
2. Open and Award Bid #628 – Automated Workforce Management System – HR – ***NOTE*** This was tabled from September 16, 2013 – Jenny Bentley stated she needed to table this for another week. Thacker made a motion to table for one week and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
3. Discuss and possible action regarding Voice & Data Equipment for EOC – Scotty Stokes – EMD – ***NOTE***This was tabled from September 16, 2013 – Stokes advised he was still unsure where the money would come from and would like to wait until more bills came in and table this another week. DeLozier made a motion to table one week and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
4. Discuss and possible action regarding: Consider and adopt a Resolution appropriating certain sales and use tax proceeds to the Rogers County Finance Authority – Thacker – ***NOTE*** This was tabled from September 16, 2013 – County Clerk Robin Anderson reported Paul Johanning could not attend today but could be here next week. Thacker made a motion to table for one week and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
5. Discussion and possible action in regards to employee payroll accounts – Human Resources - ***NOTE*** This item was tabled from September 3, 2013, September 9, 2013, and September 16, 2013 – Bentley stated this would have to wait until the budget was done. Thacker made a motion to table for one week and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
- ITEM 9: ZONING:**
1. Public hearing with discussion and possible action on the request for zoning change from AR to RST-60 that the intended use of the property, after rezoning, is for lot split and to place mobile home on property. APPLICANT: John A. Miller. CURRENT ZONING: AR. LEGAL DESCRIPTION: The East 5 acres of the Southeast 10 acres of Lot 4 in Section 30, Township 20 North, Range 16 East of the I.B.&M., according to the U.S. Government Survey thereof. ADDRESS: 10087 E. 580 Rd. Catoosa, OK 74015.

Director Larry Curtis reported the Planning Commission approved this 7-0 and he recommended they approve it. Thacker asked if the applicant was present. John Miller, the applicant, stated he was there to make everything legal with his land because he was not aware it was not. Thacker asked if anyone was present to oppose. None were present. Thacker made a motion to approve and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

ITEM 10: PLATS:

1. Public hearing with discussion and possible action on the request of Preliminary Plat Approval for Twin Creeks at Stone Canyon Phase V. APPLICANT: C.A.B.O. Development CO. L.L.C. Current Zoning: PUD (RS-20 Underlining). LEGAL DESCRIPTION: A tract of land located in the Southwest Quarter (SW/4) of Section 36 of Township 21 North and Range 14 East and the North half of Section 1 of Township 20 North and Range 14 East of the Indian Base and Meridian (I.B.&M.), according to the U.S. Government Survey, thereof, Rogers County, State of Oklahoma.

Curtis reported the Planning Commission met last week and approved this 7-0 and he recommended they approve the plat. Thacker asked if the applicant was present. Brian Kellogg spoke for the applicant and advised this met all regulations. Helm made a motion upon Larry's recommendation to approve this and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

ITEM 11: ROADS & BRIDGES:

1. Bi-Annual Inspection of County Road System Bridges in Rogers County District 1- Guy Engineering Services, Inc., Invoice #66-BI-1-13 – DeLozier
DeLozier stated this was a bill for their services and the other districts would receive one also. Helm advised that no money would come from the county for this and it is paid with CIRB funding. DeLozier made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
2. Resolution #2014-42 for Project Agreement for Spunky Creek – Project Number CIRB-166D(123)RB State Job Piece Number 20642(04) by and between Rogers County and the Oklahoma Department of Transportation – Thacker
Thacker said this could go out for bid letting in mid-October. Thacker made a motion to approve and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

ITEM 12: CASH FUND ESTIMATE OF NEEDS & REQUEST FOR APPROPRIATIONS: None presented.

ITEM 13: TRANSFER OF FUNDS:

1. 83ST-200 One Cent M & O to 83ST-400 Capital Outlay – \$85,000.00
Thacker made a motion to approve and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
2. 91-110 General Cemetery Salaries to 83ST-110 District 3 Sales Tax Salaries \$511.34
Thacker made a motion to approve and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

ITEM 14: UTILITY PERMITS:

1. RWD #5 Rogers County- Bore- To Cross County Highway or Local Road Keetonville RD. Approximately 1.1 miles, of South of SH 20 and further described as: 635 feet South of the North Section line on Keetonville Rd. Corner of Section 21 Township 21 North Range 15 East Rogers County. – District 2—
Helm made a motion to approve and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

ITEM 15: CLAIMS:

1. Salaries – September 2013
Thacker made a motion to approve and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.
2. Attendant Care – None presented.

ITEM 16: BLANKET PURCHASE ORDERS:

1. Material, Supplies, Parts, Groceries & Prescriptions –
 - District #1 to R&S Auto Parts (Chelsea) \$350.00DeLozier 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 – None presented.

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 – No representatives from either company were present. DeLozier reported the 911 center was coming along quickly and the punch list would be completed this week.
2. Open and Award Bid #104 –Laid Asphalt – Rogers County Board of Commissioners-

Nelson McSwain advised there were three more bids to open. He explained the bids had been file stamped on time but were placed in the wrong place and he didn't see them. Thacker made a motion to accept all the asphalt bids and to go with the closest and first available and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

3. Discussion and possible action in regards to longevity for County Employees – Thacker – Bentley reported that in 1998 it was put into policy but an employee's anniversary date was not defined. She said there were several seasonal employees that were becoming full time employees and she wanted it clarified in the policy that the anniversary date would be the full-time permanent hire date with no retro pay. Helm made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

4. Discussion and possible action regarding Contract with Peak Uptime for the purchase and installation of a Shore Tel telephone system at the Rogers County Election Board – Thacker -

Julie Dermody stated this was the same as presented before except one item change. Thacker said they are going to pass on this item and come back to it.

5. Discussion and possible action regarding – Powerphone Total Response Emergency Call Handling System Master Services Agreement Contract #12-5364 – DeLozier – DeLozier made a motion to approve and Helm seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

6. Resolution for Disposing Equipment – District #2 – Stihl 25 STQM5650 Chainsaw, Serial #165622293 – To be Junked –

Helm stated a tree fell on the chainsaw during the tornado and it would cost more money to fix it than it was worth. Helm made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

7. Discussion and possible action regarding security for the front door of the courthouse – Helm –

There was a discussion about the security officers in the courthouse and what their duties were. Sappington stated the officer upstairs that worked for the judges is paid from the (AOC) Administrative Office & Courts. Kim Henry explained he was paid through the state and not the county. Helm asked if they would pay for three more officers. Henry said the state budget had already been done, but it wouldn't hurt to ask. Thacker advised this was for public information and no action would be taken.

8. Discussion and possible action regarding all contracts must go through the District Attorney's office – Helm –

Helm stated the policy needed to be re-affirmed for all contracts to be approved through the District Attorney's office. Robin Anderson stated she received forms from the District Attorney's office earlier this year and made copies for everyone. Thacker asked Anderson to send out the forms again to each department. Helm made a motion to approve and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

NOTEThacker went back to Agenda Item #4 at this point. Ms. Dermody repeated the contract had been approved by legal earlier in the year but Thacker told her she would need to have it reviewed again. Thacker made a motion to table for one week and DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

9. Discussion and possible action regarding 2013-14 General Fund Budget/Estimates of needs – Thacker –

Thacker stated Bill Turner would be here at 1:00 p.m. and the meeting would continue then.

**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

c.) Ryan Baze reported he had been talking with Travis with the demolition team for the old courthouse and he said the stairwell would be taken down Wednesday after all the debris was moved out of the way. Baze said they would start on the new parking lot next week.

i.) Jenny Bentley reported the Health Fair would be held on November 6th and 7th in the multi-purpose room and employees could get free flu shots. She stated she would have to schedule times for the warehouse employees.

k.) Larry Curtis reported he would be out next week at the American Planning Association Conference. He stated he was one of four to represent Oklahoma at the NACO. Thacker commended him for that honor.

m.) Donna Patterson reported the Tulsa State Fair opens this Thursday, September 26, 2013 and they would be helping with the exhibits. She said there were several entries from Rogers County.

n.) Jon Sappington stated he had spoken to Bryce Lair at the District Attorney's office and he was told that Mr. Lair is asking the bar if there is a conflict of interest and they were holding off on approving contracts. Sappington wanted to know what he was supposed to do- should they seek outside counsel and if so will the board pay for it? Thacker advised Sappington that he needed to seek outside legal counsel. DeLozier stated that would be taken out of the General Fund.

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 a chainsaw that had been junked, the transfer of funds, and the courthouse security. Jon Sappington asked if the conflict with the District Attorney's office was because of the Grand Jury Petition. He stated it had been six weeks to get a contract signed and it still had not been signed. Thacker stated that all contracts had to go through the D.A.'s office to be approved and if it wasn't signed by them, the Commissioners could not sign them either.

ITEM 23: PAYMENT OF PURCHASE ORDERS FROM ALL DEPARTMENTS:
(Materials, Supplies, Parts, Groceries & Prescriptions)

Thacker made a motion to approve all except 002033 and 002264. The Assessor had requested P.O.#002033 to be canceled and 002264 was awaiting further review. DeLozier seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

ITEM 24: RECESS OR ADJOURNMENT:

Thacker made a motion to recess at 11:01 a.m. until 1:00 p.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 1:05 p.m. Thacker and Helm were present and quorum established. ***NOTE***DeLozier arrived at 1:07 p.m.

Thacker moved to agenda item#9. Bill Turner, County budget maker, was present and stated he had pulled 39 county employees benefits out of the general fund and it still puts us at \$299,134.37 short.

Teresa Jackson, County Clerk First Deputy, asked to look at Emergency Management's estimate of needs. The numbers were wrong but Mr. Turner corrected them. Helm explained that \$54,000.00 had went to pay for Everbridge out of General Government and E.M. would pay them back. She also asked about the commissioner's personal services because she had a different number as well.

Discussion then moved to the Election Board regarding part-time and full-time employees. Ms. Dermody stated she may have to hire a part-time person to help verify signatures for the Grand Jury petition.

Thacker went down the list of each office and asked if anyone could trim their estimates of needs. Jon Sappington, Undersheriff, stated they could drop their M&O to \$100,000.00 but he wouldn't guarantee they wouldn't come back at the end of the fiscal year to ask for more money.

Helm made a motion to recess for 5 minutes at 2:17 p.m. and Thacker seconded the motion. Roll Call: Thacker-aye, DeLozier-aye, Helm-aye. Motion carried.

Thacker called the meeting back to order at 2:31 p.m. Thacker, DeLozier, and Helm were present and quorum established.

Thacker continued down the list to ask for cuts in the estimates of needs. Thacker asked Ms. Dermody if she could use the county's IT person instead of paying an outside consultant. After much discussion, it was agreed upon.

Cuts were made in all departments and other topics of discussion were 911 funding and addressing, as well as insurance and benefits.

Helm asked about the \$700,000.00 in the tax fund? Mr. Turner stated there was \$700,000.00 in the excess fund. Thacker stated we have been working at cutting so we can give raises and this is the toughest budget we've had in a while. Mr. Turner stated we need \$500,000.00 to give \$200 monthly raises. DeLozier mentioned we took \$600,000.00 out of road taxes to do this and asked if next year would we have to give up more road tax. Mr. Turner announced we are close to balancing the budget.

Further discussion included jail fees and the amount of employees paid out of fee accounts. Questions were raised about the amount of money given to RCIDA. Thacker stated we would have to look at this case by case.

Thacker announced this would be listed on the agenda next Monday. Thacker made a motion to adjourn at 3:49 p.m. and 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 September 19, 2013 at 5:01 p.m. and posted on the Front Door Entrance to the Courthouse and on the county website.