

## NOTICE OF REGULAR MEETING

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

**PLACE:** Rogers County Courthouse, Commissioners' Meeting Room,  
200 South Lynn Riggs Boulevard, Claremore, OK

**DATE & TIME:** Monday, August 18, 2014 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 DeLozier called the meeting to order at 9:01a.m.
- ITEM 2:** **ROLL CALL TO ESTABLISH QUORUM:**  
Determine that Notice of Meeting and Agenda was properly posted in accordance with the Oklahoma Open Meeting Act. Chairman Dan DeLozier, Commissioner Mike Helm, and Commissioner Kirt Thacker 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 Helm led the salute and the Pledge of Allegiance to the American flag.
- ITEM 4:** **INVOCATION:** Commissioner Thacker said a prayer.
- ITEM 5:** **APPROVE/DISAPPROVE MINUTES:** August 11th, 2014 – Commissioner Thacker made a motion to approve the minutes as presented with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm-aye, Thacker –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 of the agenda – None presented.
- ITEM 7:** **ANNOUNCEMENTS:** None presented.
- ITEM 8:** **UNFINISHED BUSINESS:**  
1. Discussion to legalize the use and operation of an ATV on a county road as a mode of transportation by a licensed driver – (Thacker) **\*\*\*\*note\*\*\*\*\*** This item was tabled from August 11, 2014 meeting. Commissioner Thacker led the discussion. Homer Chasteen was present and was requesting the board to pass a resolution to legalize this. Discussion was held regarding the difference between an ATV and a UTV. It was determined by ADA David Iski and the board that the board could not pass a resolution against state law. Commissioner Helm made a motion to take no action with Commissioner Thacker seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
- ITEM 9:** **ZONING:** None presented.
- ITEM 10:** **PLATS:** None presented.
- ITEM 11:** **ROADS & BRIDGES:**  
1. CBRI Cash Fund Reimbursement request for transfer – Spunky Creek Bridge #113, #BRO-166(123) CO, J/P 20642 (05), \$34,186.50 – (Thacker) See #3  
2. CBRI Cash Fund Reimbursement request for transfer – Resurface 161st Street East Avenue, Catoosa, OK, K13 – 017, \$67,540.65 – (Thacker) See #3  
3. CBRI Cash Fund Reimbursement request for transfer – Pecan Street Culvert Washout, K13 – 013, \$23,500.00 – (Thacker) Commissioner Thacker made a motion to approve Reimbursement requests one (1) through three (3) with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm-aye, Thacker –aye. Motion carried.  
4. Local Public Agency Land and Right-of-Way Acquisition Services Agreement by and Between, Smith-Roberts Land Services, Inc., and Rogers County Commissioners, Project J/P 28988(04), STP – 166(244)CO – (Helm) Commissioner Helm stated this was paid by ODOT and made a motion to approve agreement with Commissioner Thacker seconding the motion. Roll call: DeLozier – aye, Helm-aye, Thacker –aye. Motion carried.  
5. Request for payment of Invoice 506-01 from Smith-Roberts Land Services, Inc. – JP#28600(04) Rogers County District #2 \$6,800.00 – (Helm) Commissioner Helm made a motion to approve payment of invoice with Chairman DeLozier seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.  
6. Claim for payment for purchase of permanent highway easement, and all damages, Buck Creek J/P 28600(04) Parcel 2.0, Dennis Wayne Hughes, \$2,550.00 – (Helm) See #7  
7. Claim for payment for purchase of permanent highway easement, and all damages, Buck Creek J/P 28600(04) Parcel 3.0, Douglas L. Horsman, \$5,575.00 – (Helm) Commissioner Helm stated these were paid by ODOT and made a motion to approve claims six (6) and seven (7) as presented with Commissioner Thacker seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.

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

**ITEM 13: TRANSFER OF FUNDS:** None presented.

**ITEM 14: UTILITY PERMITS:**

1. ONG -To – bore - cross County Highway or Local Road Ruby Dr. Approximately 2.70 miles west & .30 miles north of Hwy 412 & Hwy 88 and further described as: 1,178 feet west & 1,395 feet south of the northeast corner of section 35 township 20N Range 16E Rogers County. District #3 – (Curtis) - Larry Curtis, Planning Commission Director recommended approval. Commissioner Thacker made a motion to approve with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
2. Cox Communications - To – bore - Cross & parallel County Highway or Local Road E. 490 Rd Approximately .07 miles north of N. 193rd E. Ave. and further described as: 368 feet east of N 193rd E. Ave. Corner of Section 7 Township 21N Range 15 Rogers County. District #2 – (Curtis) - Larry Curtis, Planning Commission Director, recommended approval. Commissioner Helm made a motion to approve with Chairman DeLozier seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
3. ONG – To – bore - Cross County Highway or Local Road E. Tanner Rd. Approximately 2.65 miles east & 2.2 miles north of Hwy 44 and Hwy 266 and further described as: 2,314 feet south & 600 feet west of the NE corner of Section 29 Township 21N Range 16E Rogers County. District #3 – (Curtis) - Larry Curtis, Planning Commission Director, recommended approval. Commissioner Thacker made a motion to approve with Chairman DeLozier seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.

**ITEM 15: CLAIMS:**

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

**ITEM 16: BLANKET PURCHASE ORDERS:**

1. Material, Supplies, Parts, Groceries & Prescriptions –
  - Assessor to Froman Oil Company \$500.00
  - District #2 to O'Reilly's Auto Parts \$1,000.00
  - District #3 to R & S Auto Parts \$500.00
  - District #3 to Office Everything \$200.00Commissioner Thacker made a motion to approve blanket purchase orders as presented with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
2. Orders Exceeding Amount of Issuance - None presented.

**ITEM 17: GRANTS:**

1. Authorization for Chairman to submit a contract extension request to ODOC for 15636 CDBG to complete Release of Funds Activities – (Armstrong)- Andy Armstrong explained this is a request for a time extension until December 31, 2014 for Phase I. The project environmental review record for this grant has been prepared. RWD #16 has secured additional project financing and is requesting a Permit for Construction from DEQ. This extension request will allow time for DEQ review and approval of the project construction plans and specifications. Commissioner Thacker made a motion to approve with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
2. Authorization for Chairman to submit a financial drawdown request in the amount of \$1,120.00 for 15636 CDBG 13 (RWD #16 Phase I Water System Engineering) – (Armstrong) - Andy Armstrong stated this is reimbursement for his services. Commissioner Helm made a motion to approve with Chairman DeLozier seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
3. Approval on an Interlocal Agreement between Rogers County Board of County Commissioners and Rogers County RWD #3 for execution of 15962 CDBG 14 Project Activities – (Armstrong)- Commissioner Helm made a motion to approve the agreement as presented with Commissioner Thacker seconding the motion. Roll call: De Lozier – aye, Helm – aye, Thacker – aye. Motion carried.

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

**ITEM 19: AGENDA ITEMS:**

1. Update by BKL, Inc., and Flintco regarding Courthouse Plaza Project – Chairman DeLozier stated asphalt work is in progress. Discussion only.
2. Update regarding E-911 Trust Authority – (Thacker) - 911 Director Janet Hamilton said they had a surprise visit from Rogers State University last week and they are interested on coming on board. Discussion only.
3. Discussion and possible action to hire four (4) additional staff members for dispatch – (Hamilton)- 911 Director Janet Hamilton said this would add one (1) person per shift.

She asked for these positions to be funded now since new agencies are coming on board September 1st, 2014. Chairman DeLozier made a motion to table one week until he has the budget figures with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.

4. Agreement by and between the Board of County Commissioners on behalf of the 911 Dispatch Center and Foyil Fire Department – (Hamilton)- 911 Director Janet Hamilton presented the Board with a signed copy of the Foyil Fire Department Agreement. Commissioner Helm made a motion to approve with Commissioner Thacker seconding the agreement. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
5. Non-Payment of Dispatch Services – (Hamilton)- 911 Director Janet Hamilton informed the Board there are two (2) agencies currently using the dispatch services without signed contracts as of July 1st, 2014. ADA David Iski stated the county could not extend credit and recommended a set time to have the signed contracts in place. Ms. Hamilton felt 30 days would be sufficient. Tri-County Fire Chief Bob Anderson had questions concerning monthly fees and the other fire departments. Commissioner Helm felt this was a discussion to be held with the Trust Authority. Commissioner Thacker made a motion to have a signed contract in place within 30 days with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.  
\*\*\*Note\*\*\* Wednesday, September 17th, 2014 is the 30 day cut-off.
6. Open and Award Bids for Sheriff's Office as follow: - (Clerk)
  - Bid #645 – Military Grade Laptop Computers – Five (5) bid packets were mailed. One (1) was undeliverable. Three (3) responses were received. Undersheriff Jon Sappington asked for the bids to be tabled for one (1) week for review. Chairman DeLozier made a motion to table for one (1) week with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
  - Bid #646 – Public Service Software – Four (4) bid packets were mailed. Zero (0) were undeliverable. Three (3) responses were received. Undersheriff Jon Sappington asked that all bids be rejected and project be rebid. Commissioner Helm made a motion to follow the undersheriff's recommendation with Commissioner Thacker seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
7. Resolution #2015-38 and Reimbursement to One Cent Sales Tax Fund Account, District #2, fuel reimbursement – deposit \$1,350.00 from OTEMS – (Commissioners) See #9
8. Resolution #2015-39 and Reimbursement to One Cent Sales Tax Fund Account, District #2, fuel reimbursement – deposit \$1,034.61 from RWD#4 – (Commissioners) See #9
9. Resolution #2015-40 and Reimbursement to One Cent Sales Tax Fund Account, District #2, fuel reimbursement – deposit \$1,006.83 from Town of Oologah – (Commissioners) Commissioner Helm made a motion to approve reimbursements seven (7) thru nine (9) with Commissioner Thacker seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.

- 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 stated she would be visiting with Chelsea Police Department and Chelsea Fire Department tomorrow.
  - c. Ryan Baze said his crew would start the floor sealing sometime this week.
  - g. Julie Dermody announced in person voting will begin on Thursday. This is a Democrat only election. All statewide and federal, no county issues.

- 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 questioned the contract between 911 Dispatch and Verdigris Fire District. Janet Hamilton stated Verdigris was the beta test site for training purposes.

- ITEM 23: PAYMENT OF PURCHASE ORDERS FROM ALL DEPARTMENTS:**  
(Materials, Supplies, Parts, Groceries & Prescriptions) - Helm made a motion to pay all purchase orders and Thacker seconded the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried. \*\*\*NOTE\*\*\*DeLozier had left the meeting at 10:20 a.m. and returned at 10:35 a.m.

- ITEM 24: RECESS OR ADJOURNMENT:** DeLozier made a motion to adjourn at 10:50 a.m. and Thacker seconded the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.



Robin Anderson  
Robin Anderson, County Clerk

BOARD OF COUNTY COMMISSIONERS  
ROGERS COUNTY, OKLAHOMA

[Signature]  
Chairman Dan DeLozier

[Signature]  
Commissioner Mike Helm

[Signature]  
Commissioner Kirt Thacker

*Notice of said meeting was filed in the Office of the County Clerk on Thursday, August 14, 2014, at 4:38 p.m., and posted on the front door entrance to the courthouse and on the county website.*