

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 25, 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 9:00a.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 18th, 2014 – Commissioner Helm made a motion to approve minutes as presented with Commissioner Thacker 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:** Commissioner Helm gave a public thank you to Courthouse Security Deputy Donnie Taylor. Christine Day, Commissioners' Administrative Assistant, had an incident in her office the past week. Deputy Taylor was quick to respond and took care of the incident. Commissioner Helm added he was appreciative of Deputy Taylor. Chairman DeLozier and Commissioner Thacker also added their thanks to Deputy Taylor for his actions.
- ITEM 8:** **UNFINISHED BUSINESS:**
1. Discussion and possible action to hire four (4) additional staff members for dispatch – (Hamilton) *****NOTE - This item was tabled from August 18th, 2014 meeting***** Janet Hamilton reiterated her request for four (4) additional employees. Chairman DeLozier reported there were carry-over funds from 13-14 fiscal year to help off-set the costs. Also, with three (3) additional agencies coming on board to dispatch on September 1, 2014, Chairman DeLozier felt this was feasible. Commissioner Thacker made a motion to approve with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
2. Open and Award Bids for Sheriff's Office as follow: - (Clerk)
 > Bid #645 – Military Grade Laptop Computers *****NOTE - This item was tabled from August 18th, 2014 meeting***** - Undersheriff Jon Sappington said the Sheriff's Department recommendation was XV Technologies, the lowest bid - \$34,230.00 plus shipping of \$312.00. Commissioner Helm asked if funds were available in his budget. Mr. Sappington said yes or they would use a fee account. Chairman DeLozier made a motion to approve XV Technologies 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. Annual Memorandum of Agreement (MOA) with Cherokee Nation to work with the County on road improvement projects, including Indian Reservation Roads (IRR) projects – (DeLozier) – Chairman DeLozier made a motion to approve the MOA 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:** - None presented.
- ITEM 15:** **CLAIMS:**
1. Salaries – August 2014 – Chairman DeLozier made a motion to approve with Commissioner Thacker seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.
2. Attendant Care – None presented.

ITEM 16: BLANKET PURCHASE ORDERS:

1. Material, Supplies, Parts, Groceries & Prescriptions –

- Planning Commission to District #3 - \$747.40
- Planning Commission to Froman Oil Co - \$350.00
- Rogers County District #3 – Walmart \$100.00
- Rogers County District #3 – Ameriflex Hose - \$500.00
- Sheriff Jail to Froman Oil Co - \$1000.00
- Sheriff Jail to Correctional Dental - \$2000.00
- Sheriff Jail to Medical Compliance Specialty - \$400.00
- Sheriff Jail to PHS Mobile X-Ray - \$600.00
- Sheriff Jail to St. Francis Health Systems - \$1200.00
- Sheriff Jail to Westwood Pharmacy - \$5000.00
- Sheriff Jail to Farmers Bros Coffee - \$125.00
- Sheriff Jail to Warehouse Market - \$213.00
- Sheriff Jail to Sysco Foods - \$3900.00
- Sheriff Jail to Performance Food Group - \$5000.00
- Sheriff Jail to U. S. Foods - \$1600.00
- Sheriff Jail to Bimbo Bakeries - \$1412.00
- Sheriff Department to Finish Line Fuel - \$1000.00
- Sheriff Department to Speedy Lube - \$500.00
- Sheriff Department to O'Reilly Automotive - \$250.00
- Sheriff Department to Finish Line Fuel - \$19,700.00
- Sheriff Department to Speedy Lube - \$1000.00

Commissioner Thacker made a motion to approve 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. Discussion and possible action regarding authorization for Chairman to sign environmental review comment letters regarding new CDBG Project – 15962 CDBG 14 (RWD #3) – (Armstrong) – Andy Armstrong stated this was the Tacora Plant waste management and recommend the Board approve. Chairman DeLozier made a motion to approve with Commissioner Helm seconding the motion. Roll call: DeLozier – 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 was very pleased to announce the parking lot is completed and was open for parking. Also, there are more parking spaces available – Discussion only. No action taken.**
- 2. Update regarding E-911 Trust Authority – (Thacker) Janet Hamilton, 911 Director stated all outstanding invoices are paid to date. Also three (3) new agencies will be coming on board September 1, 2014. – Discussion only. No action taken.**
- 3. Formation of a Rogers County Government Committee to review and discuss county administrative policies and procedures – (DeLozier) Chairman DeLozier asked for 100% from all county offices and departments. He said past meetings have proved successful but need to have all offices and departments participate to be effective. Chairman DeLozier made motion to approve with Commissioner Thacker seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.**
- 4. Presentation of County Departments' Disaster Recovery Plans – (DeLozier) – Brett Williston, IT Director, said every department has a Disaster Recovery Plan in place as per the State Auditors. He also stated these were backed up properly and stored in several geographical locations. Commissioner Thacker questioned if this was a statutory requirement. ADA Iski said he would check if there were any statutory requirements. He felt this was basically a good plan. Chairman DeLozier told Mr. Williston he had done a good job. Also keeping the plan updated would be an ongoing project. Discussion only. No action taken.**
- 5. Resolution #2015-41 and Reimbursement to One Cent Sales Tax Fund Account, District #2, fuel reimbursement – deposit \$551.80 from Town of Talala – (Commissioners) See item #6**
- 6. Resolution #2015-42 and Reimbursement to One Cent Sales Tax Fund Account, District #2, fuel reimbursement – deposit \$933.25 from R W D #4 – (Commissioners) Commissioner Helm made a motion to approve Item #5 and #6 as presented with Commissioner Thacker seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.**
- 7. Resolution #2015-43 and Reimbursement to One Cent Sales Tax Fund Account, District #3, fuel reimbursement – deposit \$431.03 from Rogers County Planning Commission – (Commissioners) - Commissioner Thacker made a motion to approve as presented with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.**
- 8. Resolution #2015-44 and Reimbursement to General Fund Account, deferred savings reimbursement – deposit \$100.00 from Elizabeth Weir – (Commissioners) -) Commissioner Thacker made a motion to approve as presented with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion**

- carried.
9. Addendum to Agreements by and between Mail Finance Inc., and Board of County Commissioners on behalf of Rogers County Assessor – (Assessor) - The postage meter agreement had two addendums. ADA Iski asked if Mail Finance Inc., had signed the addendum(s). They had not and he recommended the board strike the agreement and reset when completed. Commissioner Helm made a motion to strike item 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. Commissioner Helm questioned Ms. Hamilton concerning comp time. He asked if the additional employees would help bring down the current comp time build up. Ms. Hamilton said she felt it would. However, with the new employees, there are also new agencies coming on board and she could not guarantee lower comp times.
 - c. Chairman DeLozier commended Maintenance Director Ryan Baze and staff on their work with the parking lot.
 - d. County Clerk Robin Anderson reminded the Board that Monday is Labor Day and the Commissioners' Meeting will be on Tuesday.
 - e. Court Clerk Kim Henry announced that jury duty starts September 15 and over 200 jurors are expected to report that day.
 - g. Election Board Secretary Julie Dermody said all 36 precincts will be open tomorrow for the Democrat only election. This is for State issues only. Julie introduced David Dorrough as a new employee for the Election Board.
 - h. Emergency Management Director Scotty Stokes has just returned from the State Emergency Management Conference. He informed the board it will be more difficult in the future to secure a Burn Ban. Oklahoma Forestry Services have changed the criteria for Burn Bans.
 - j. Brett Williston, IT Director, reported all systems secure and operational.
 - k. Planning Commission Director Larry Curtis again reminded the Board, two (2) board members are needed for the Board of Adjustments.
 - m. OSU Extension Director Donna Patterson stated the fair starts in two weeks.

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 –

- ❖ Algier Flood gave kudos to Brett Williston for the Disaster Recovery Plan. He then asked when the eternal flame would be returned to the courthouse. Chairman DeLozier said that would be in mid-September when the open house was planned. Chairman DeLozier stated he would like the open house to be on a Saturday.

ITEM 23: PAYMENT OF PURCHASE ORDERS FROM ALL DEPARTMENTS:
(Materials, Supplies, Parts, Groceries & Prescriptions) - Commissioner Thacker made a motion to pay all purchase orders from all departments with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.

ITEM 24: RECESS OR ADJOURNMENT: Chairman DeLozier made a motion to adjourn the meeting at 10:24a.m. with Commissioner Thacker seconding the motion. Roll call: DeLozier – aye, Helm – aye, Thacker – aye. Motion carried.

BOARD OF COUNTY COMMISSIONERS
ROGERS COUNTY, OKLAHOMA

BY: Robin Anderson
County Clerk, Robin Anderson

Dan DeLozier
Chairman Dan DeLozier

Mike Helm
Commissioner Mike Helm

Kirt Thacker
Commissioner Kirt Thacker

(SEAL)



Notice of said meeting was filed in the Office of the County Clerk on Thursday, August 21, 2014, at 3:16 p.m., and posted on the front door entrance to the courthouse and on the county website.

NOTICE OF EMERGENCY MEETING

BOARD OF COUNTY COMMISSIONERS FOR ROGERS COUNTY, OKLAHOMA

PLACE: Rogers County Courthouse, Commissioners' Meeting Room
200 South Lynn Riggs Blvd., Claremore, OK 74017

DATE & TIME: Tuesday, August 26, 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:** Meeting was called 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 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. Commissioner Thacker was absent.

ITEM 3: **CLAIMS:**

1. Salaries – August 2014 – Payroll Clerk, Kelea Stout notified the Board that one employee had inadvertently been omitted from the verification approved on Monday, August 25th, 2014. A new verification with the omitted person added was presented for approval. Commissioner DeLozier moved to approve the verification as presented for the August, 2014 payroll, seconded by Commissioner Helm. Roll call: DeLozier – aye, Helm – aye, motion carried.
2. **ITEM 4: RECESS OR ADJOURNMENT:** Commissioner DeLozier moved to adjourn the meeting at 9:03 a.m. with Commissioner Helm seconding the motion. Roll call: DeLozier – aye, Helm – aye. Motion carried.

By: Robin Anderson
Robin Anderson, Rogers County Clerk

(SEAL)



BOARD OF COUNTY COMMISSIONERS
ROGERS COUNTY, OKLAHOMA

Dan DeLozier
Chairman, Dan DeLozier

Mike Helm
Commissioner, Mike Helm

Kirt Thacker
Commissioner, Kirt Thacker

Notice of said meeting was filed in the Office of the County Clerk on Monday, August 25, 2014, at 3:56 p.m. and posted on the Front Door Entrance to the Courthouse and on the county website.