

NOTICE OF MEETING

ROGERS COUNTY EXCISE BOARD

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

DATE & TIME: Monday, September 12, 2016 at 1:00 O'clock P.M.

MINUTES

*****CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION TO BE TAKEN ON THE FOLLOWING LISTED ITEMS ON THE AGENDA:**

ITEM 1: CALL TO ORDER: Chairman Buck Mullen called the meeting to order at 1:10 p.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 Buck Mullen and Members Lesli Browand and Brandi Payne were present and quorum established.

ITEM 3: APPROVAL OF MINUTES: August 8, 2016 Regular Meeting, August 12, 2016 and August 25, 2016 Special Meetings – Browand made a motion to approve and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.

ITEM 4: UNFINISHED BUSINESS: None presented.

ITEM 5: CASH FUND ESTIMATE OF NEEDS & REQUESTS FOR APPROPRIATIONS:

1. 003 Courthouse Bond Proceeds \$51,012.13
2. 101 T-Highway \$274,661.51
3. 105 CBRIF \$16,490.48
4. 113 Property Resale \$32,275.84
5. 115 Health Department \$815.51
6. 118 Sheriff Jail Turnpike Authority \$3,907.50
7. 119 Sheriff Civil Fees \$16,302.26
8. 121 County Clerk Lien Fees \$798.01
9. 122 Treasurer Cert. Fees \$1,939.71
10. 124 County Clerk Preservation \$59.57
11. 127 Sheriff Commissary \$43,931.52
12. 128 Courthouse Sec/Shrf Fees \$13,754.99
13. 129 Sheriff Courthouse Secure \$4,496.40
14. 131 Law Library \$3,271.53
15. 135 Criminal Justice Authority \$264,579.51
16. 139 Dispatch Consolidated Serv. \$11,683.32
17. 140 Wireless Prepay 911 Fee \$5,692.84
18. 141 Wireless Services \$50,868.01
19. 142 E911 Addressing \$1,928.78
20. 147 Drug Court Contract \$16,291.66
21. 148 Drug Court Participant \$4,223.47
22. 150 Plan Comm Fee \$750.00
23. 175 Assessor Revolving \$1.05
24. 180 Court Clerk Revolving \$113.46

Ms. Browand pointed out that Item 5:1 read \$51,012.13 on the agenda but is \$51,002.13 on the document. County Clerk Robin Anderson stated the \$51,002.13 is correct. Ms. Browand asked about the miscellaneous receipts for the County Clerk Preservation fees and why there is no reference on it. Ms. Anderson stated these come from the Treasurer's office and that Jason was present if she wanted to ask him. Treasurer Carini came forward, looked at them, and stated they have only done these once but now they come from the County Clerk's office. Ms. Anderson showed him they do indeed come from the Treasurer's office and explained to the board that she understood the Treasurer's office had a new person preparing these and they only certified the interest, not the full amount we should have received. Carini tried to take them and Ms. Anderson explained they go with the Cash Fund Estimate of Needs. Ms. Anderson also stated that the Court Clerk only received interest and didn't receive all her money either, and it's not reflected on the Cash Fund Estimate of Needs. Ms. Browand told him that in true accounting, there should be a debit and a credit where one is a negative or a positive. Ms. Payne and Ms. Browand asked that there should be proper documentation on the Cash Fund Estimate of Needs. *****NOTE*****The miscellaneous receipts and Cash Fund of Estimate of Needs are prepared and printed by the Treasurer's office and then taken to the County Clerk's office to be placed on the BOCC agenda and Excise Board agenda. ******* Payne

made a motion to approve and Browand seconded. Roll call: Mullen- aye, Browand – aye, Payne – aye. Motion carried.

ITEM 6: ACKNOWLEDGE TRANSFER OF FUNDS:

1. Resolution 2017-35 for temporary transfer of funds to the General Fund (001) of \$666,666.66 from Fund 004 One Cent Sales Tax – Commissioner Dan DeLozier was present and stated this will be the last one, I will say that. Browand made a motion to approve and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.
2. Resolution 2017-42 for temporary transfer of funds from Fund (003) Courthouse Bond Proceeds to Fair Board Fund (111) \$160,000.00 for the Rogers County Fair Board - Browand made a motion to approve and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.

ITEM 7: APPOINTMENTS/NEW HIRES:

1. James Loller – Planning Commission – full-time with benefits \$4250.00 monthly –
2. Brittany Lowe – Court Clerk – full-time with benefits \$2500.00 monthly –
3. Becky Young – Court Clerk – part-time \$10.00 hourly –
Browand made a motion to approve Item7:1-3 and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.

ITEM 8: AGENDA ITEMS:

1. Meet with Elected Officials and Department Heads regarding 2016-17 General Fund Budget/Estimates of needs – DeLozier stated they were going to present a balanced budget to them but it's still not ready. We should be able to present it next week. ***After returning to this item, Planning Commission Director Larry Curtis commended the commissioners for doing a great job on the budget and Ms. Anderson added that most departments went with the budget they had last year, so there were minimal increases for only a few. Payne made a motion to approve and Browand seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried. After they approved, Ms. Jackson questioned if they needed to approve this since there really is nothing to approve. Browand stated to let the record note that Item 1 has no budget to be approved, it is discussion only.
2. Discussion and possible action regarding the Estimate of Needs for FY 16-17 for Rogers County – The publishing of the Excise Board meeting with department heads was explained by Ms. Anderson and County Clerk First Deputy Teresa Jackson as well as publishing the financial statement and Estimate of Needs before next week. Browand made a motion to table until a special meeting on September 26, 2016 at 1:00 p.m. and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.
3. FY 2016-17 Levy of Assessment for Tri-District Fire Protection District at thirteen (.013) mills per dollar of total assess value of the property in the District for calendar year 2016 – Mullen made a motion to approve and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.
4. FY 2016-17 Estimate of Needs and Financial Statement FY 2015-16 for Tri-District Fire Protection District – Payne made a motion to approve and Mullen seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.
5. FY 2016-17 Estimate of Needs and Financial Statement FY 2015-16 for Foyil Fire Protection District – Browand made a motion to approve and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.
6. FY 2016-17 Estimate of Needs and Financial Statement FY 2015-16 for Town of Inola – Mullen made a motion to approve and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.
7. FY 2016-17 Estimate of Needs and Financial Statement FY 2015-16 for City/Town of Claremore – Mullen asked if we had to do this before with the city. Ms. Anderson explained it was because they have a judgment and last year was the first year. Mullen made a motion to approve and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.
8. Debora Keith – Treasurer – terminated 7-29-16 –
9. Kayleigh Heard – Treasurer – resigned 7-29-16 –
10. Mitchell Spicer – District 1 – voluntary termination 8-8-16 –
11. Christopher Spicer – District 1 - voluntary termination 8-8-16 –
12. Sean Collins – District 3 - voluntary termination 8-5-16 –
13. Jeromy Artz – Jail - voluntary termination 8-1-16 –
14. Dylan Czapansky – District 1 - voluntary termination 8-1-16 –
15. Broc Hornady – District 2 - voluntary termination 8-8-16 –
16. Tanner Bracken – District 2 - voluntary termination 8-4-16 –
17. Phillip Herndon – Jail – Terminated 8-12-16 –
18. Brianne Larkin – Sheriff's office – Resigned 8-27-16 –
Browand made a motion to approve Items 8:8-18 and Payne seconded. Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried.
DeLozier asked if they could back up to number 1 in case someone had a comment.

ITEM 9: 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 10: RECESS OR ADJOURNMENT: Payne made a motion to adjourn and Browand seconded.
Roll call: Mullen-aye, Browand – aye, Payne – aye. Motion carried at 1:50 p.m.

(SEAL)



ROGERS COUNTY EXCISE BOARD

BY Robin Anderson
Robin Anderson, County Clerk

Notice of said meeting was filed in the Office of the County Clerk on September 9, 2016 @ _____ p.m. and posted in the public display case near the front door entrance to the courthouse and on the county website.

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