

BOCC MEETING

Rogers County Board of County Commissioners
Regular Meeting, August 14, 2017

MINUTES

Chairman Burrows called the meeting to order at 9:00 am;
Roll call – DeLozier – present, Hendrix – present, Burrows – present
Quorum was established and noted that the agenda was posted Thursday, August 10, 2017 at 3:15 pm

ADA Lepak led the pledge and Treasurer Carini offered the prayer

Commissioner DeLozier motioned to approve the meeting minutes for August 7, 2017 Regular Meeting and August 8, 2017 Special Meeting, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

UNFINISHED BUSINESS:

1. Contract renewal between Rogers County and Omecorp Genesis/ Mail Finance for Court Clerk for FY 17-18

ADA Lepak stated that he had not seen the contract renewal, Commissioner DeLozier motioned to table for one week, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

UTILITY PERMITS:

1. District 3

ONG - To bore cross county highway or local road E. Montrose Ln. approximately 1.89 miles west & 1.40 miles north of US Hwy 412 & SH 88 and further described as: 811 feet south & 2,043 feet west of the NE corner of Section 25 Township 20 Range 16 Rogers County. W-2017-08-5

2. District 1

RWD#7 Rogers County -To bore cross county highway or local road NS 4220 Rd approximately 0.66 miles south of EW 460 Rd/NS 4220 Rd intersection and further described as: 3,480 feet south of the northwest corner of Section 34 Township 22 Range 17 Rogers County. W-2017-08-6

Jim Loller, Planning Commission stated that the permits were in order, Commissioner DeLozier motioned to approve, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

ROADS & BRIDGES:

1. License Agreement to Enter Private Property in Order to Control Flooding and to Improve the flow of ground water over and upon the County Roads between Mary Ann Butrovich and Rogers County District 3 (Burrows)

Chairman Burrows explained that this is a project to install culverts across 600 Rd and 4160 in Inola to get standing water off the property, easement should be obtained and ADA Lepak prepare agreement, Chairman Burrows motioned to table for one week, second Commissioner DeLozier;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

1. Removal of bridge from the County Bridge Inventory (Burrows)

Chairman Burrows explained that bridge #97 was an old wood bridge on the Smith Ranch and that he wasn't sure how it got on inventory. The bridge is back on the ranch property and improvements have been made since it was on the inventory, Chairman Burrows wants to give the bridge back to the property owner. The property owner is the only one using the bridge and it is not a public road to the ranch. ADA Lepak explained that the board has discretion to determine what roads and bridges that are included on inventory, Chairman Burrows wants to

maintain road up to the cattle guard not on the ranch property which is now in the process of changing owners, ADA Lepak stated that the board could vote to remove from the inventory and he would do a resolution to come back to the board, Chairman Burrows motioned to take the bridge off inventory, second Commissioner DeLozier;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

ITEM 11: SURPLUS/DISPOSAL OF COUNTY OWNED EQUIPMENT

Surplus	Disposal	Department	Item	Inventory #	Serial #	Purchase Date	Purchase Amount
2018-31A	2018-31B	District 3	16K/18K Frigidare Heat/Air Unit	D3 #414-0303	None	7/29/2009	\$ 635.00
2018-32A	2018-32B	District 3	1" Air Impact Wrench	D3 #449-0304	None	9/20/2012	\$ 581.99

Chairman Burrows explained that he had Ryan Baze, Maintenance to look at the Heat/Air unit and it cannot be repaired and the Air Impact Wrench was in the truck that was stolen and was not recovered, Chairman Burrows motioned to approve, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

CASH FUND ESTIMATE OF NEEDS AND REQUEST FOR APPROPRIATIONS:

Fund		Amount
1102	101 T-Highway	\$ 341,141.14
1103	105 CBRIF	\$ 17,853.07
1201	142 E-911 Addressing	\$ 448,807.73
1202	141 Wireless Services	\$ -
1204	175 Assessor Revolving	\$ 1.04
1205	170 Visual Inspection	\$ -
1208	121 County Clerk Lien Fees	\$ 5,188.42
1209	124 County Clerk Preservation	\$ 6,432.42
1210	137 Sheriff Jail	\$ 14,145.86
1211	001 Court Clerk Payroll	\$ 29,230.67
1219	125,150 Plan Comm Fee	\$ 6,310.20
1220	113 Property Resale	\$ 51,109.50
1223	127 Sheriff Commissary	\$ 33,608.75
1225	117, 183 Sheriff Forfeiture	\$ -
1226	119, 128, 129, 132 Sheriff Service Fees	\$ 30,811.70
1227	120 Sheriff Training	\$ -
1230	122 Treasurer Cert. Fees	\$ 1,521.44
1301	003, 005 Courthouse Bond Proceeds	\$ 274,108.21
1305	006 Courthouse Improvements - ST	\$ 117,739.24
1313	004 Road and Bridges - ST	\$ -
1315	135 Sheriff Jail - ST	\$ 236,086.27
1326	015, 016 Judgement Debt - ST	\$ 323,547.43
1400	172 CDBG 16608-15 Grants Port Coveris	\$ 85,000.00
1401	172 CDBG 16721-16 Grants Tacora Phase II	\$ -
1500	OJP Bullet Proof Vest Grant	\$ -
7201	180 Court Clerk Revolving	\$ 9,543.24
7205	131 Law Library	\$ -
7206	147, 148 Drug Court Contract	\$ 6,690.97
7604	135 Criminal Justice Authority	\$ 12,754.81

Commissioner DeLozier motioned to approve, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

GRANTS:

1. Payment of Purchase Order #1214 for #75,000.00 for administrative invoices and partial reimbursement for construction, 16608 CDBG 15 (Port of Catoosa Coveris EDIF Project).

Andy Armstrong explained that there are no administrative invoices and this is for construction only. He stated that after this draw there will be one more draw for retainage, there is one more piece of equipment that still needs to be received and installed and they should be finished this week, Commissioner DeLozier motioned to approve, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

BLANKET PURCHASE ORDERS:

Blanket purchase orders presented from Assessor, Drug Court, Sheriff, Fair Board, District 1, District 2, District 3, Commissioner DeLozier motioned to approve, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

AGENDA ITEMS:

1. Estimate of Needs for FY 17-18, Bill Turner, CPA

Item moved to end of agenda

2. Resolution 2018-25 to be deposited into the General Fund 0001-1-2000-2005 in the amount of \$10.00 from ResourceOne Administration Inc. for reimbursement
3. Resolution 2018-29 to be deposited into the General Fund 0001-1-2000-2005 in the amount of \$9,764.36 for the discharge of Mechanics Lien Bond
4. Resolution 2018-30 to be deposited into the General Fund 0001-1-2000-2005 in the amount of \$8,370.46 from Workmans Comp reimbursement

Commissioner DeLozier motioned to approve items 2-4, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motioned carried

5. Agreement between Citizenserve and Rogers County for software for the Planning Commission. Citizenserve will provide a comprehensive Planning and Zoning cloud based application that will aid in the processing and payment solutions for building permits, code enforcement, planning and zoning, business licensing applications and renewals, and customer request tracking

Jim Loller, Planning Commission Director, explained that this was a 10-month contract for new software for Planning Commission, he explained that the current software company no longer exists and there is support and there are problems with dropping data. Citizenserve is a cloud base software and can be accessed anywhere in the courthouse and in the field with an iPad. This agreement would start in September and go through June 30, 2018, after that it will be run with fiscal year. Brett Williston, IT Director, stated that Director Loller had kept him informed and this was the best company. Commissioner DeLozier ask if the Planning Commission had this in their budget, Director Loller answered yes. ADA Lepak ask about the data, Director Loller explained that the data was on our server, Commissioner DeLozier motioned to approve, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

6. Presentation by Jerad Girten, with Northeast Technology, regarding facility training improvements at the Pryor campus and training opportunities at the Claremore campus. Both locations have multiple options for county training as well as individual personal improvement goals. (Burrows)

Jerad Girten presented county training options, Northeast Technology Pryor Campus has a new training facility for confined space and high rope rescue and Hazmat. Daniel Shaw, Safety Coordinator for Northeast Technology explained that awareness training for the county was currently being done on monthly basis. State budget cuts and the desire more efficient, he offered an option of going to one of the district barns each month. At the training three topics would be addressed, this would replace the monthly training at each barn replacing it with quarterly training. The down time for monthly training is about an hour where the quarterly training down would be approximately an hour and a half. Quarterly training keeps the county

in compliance with Public Employees Occupational Safety and Health (PEOSH). The awareness training at the Courthouse currently has 3 sessions and it has not been well attended. Commissioner DeLozier stated that what he was hearing that the people in the courthouse were not getting notified of the meetings, he stated that we need better communication was needed and he would talk to Director Stokes.

Chairman Burrows ask if Northeast Technology had assistance for onsite inspections regarding OSHA, he stated that there were new statues going into effect September 15, 2017 that does PEOSH will have a fine structure, Daniel answered that they do have a hazard analysis training, Commissioner DeLozier motioned to approve the quarterly training, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

7. Discussion/Possible action regarding installing a payment drop box to the courthouse property (Treasurer)

Jason Carini, Treasurer, wants to install a drop box in the Courthouse parking lot for afterhours accessibility for taxpayers. Commissioner DeLozier ask about security, Treasurer Carini responded very secure, Director Baze commented that the front of the Courthouse was monitored. Director Baze explained that they could tact weld the bolts or set it in concrete, Commissioner DeLozier motioned to approve and make it secure, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

8. Discussion and possible action regarding an agreement between Rogers County Board of county Commissioners and Rogers County Industrial Development Authority (RCIDA) for funding of operations of RCICA fiscal year 2017-2018 (DeLozier)

Debi Ward, RCIDA, requested \$230,000 for office operations, previously the amount was \$205,000.00, this year they have included Tulsa's Future membership of \$25,000.00. Commissioner DeLozier motioned to approve, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

9. Discussion/possible action to approve Dan DeLozier and Louie Gardener as County appointments to Rodeo Arena Interlocal Cooperative Board of Directors (DeLozier)

Commissioner DeLozier explained that is group for Arena Coop and will govern the way the rodeo and will take over the grounds to preserve the rodeo. Commissioner DeLozier motioned to approve, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

10. Agreement between Muskogee Communications, Inc., Claremore (Keetonville) Tower Lease Agreement (ADA Lepak)

ADA Lepak explained that this was an agreement between the county and Muskogee Communications, Commissioner DeLozier explained that the tower on Keetonville Hill, District 1 has their own channel and the radios are working better than they have ever worked. The negotiated price is \$250.00 per month, Commissioner DeLozier motioned to approve, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

PAYMENT OF PURCHASE ORDERS FROM ALL DEPARTMENTS:

Commissioner DeLozier motioned to pay all purchase orders presented, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

Back to Agenda Item #1 – Mr. Turner was not in attendance

Discussion about the 3% raises and how would get them, Commissioners agreed that seasonal should not and leave it up to the departments on the part time, ADA Lepak suggested to make the decision before the final Budget is approved.

Discussion regarding changing 1 cent account to cash fund account. ADA Lepak was going to check the wording on the ballot, he did not receive a copy of the ballot from Julie Dermody, Election Board Secretary, Commissioner DeLozier motioned to approve changing the 1 cent account to a cash fund contingent on what ADA Lepak finds regarding ballot wording, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

Commissioner DeLozier motioned to table Agenda Item 1 for one week, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried

Commissioner DeLozier motioned to adjourn, second Commissioner Hendrix;

Roll call – DeLozier – Aye, Hendrix – Aye, Burrows – Aye

Motion carried to adjourn at 10:44 am

BOARD OF COUNTY COMMISSIONERS
ROGERS COUNTY, OKLAHOMA

Ron Burrows, Chairman

Steve Hendrix, Commissioner

Dan DeLozier, Commissioner

(SEAL)

Jeanne M. Heidlage, Rogers County Clerk