

Payne County Budget Board
Regular Meeting, February 08, 2016, 11:00 a.m.
Payne County Administration Building; 315 W. 6th Avenue
Gloria Hesser Commissioners' Meeting Room, Suite 200/201

AGENDA

- I. Call to Order
- II. Minutes
 - A. Approval of January 11, 2016
- III. Financial Reports
 - A. Cash Appropriations
 - B. Transfers
 - 1. CLEAN Program from Contingency Account
 - 2. Floodplain Board from Contingency Account
 - 3. Administration Building from Contingency Account
 - C. Letter of Commitment
- IV. Personnel Reports
 - A. Approval of Employee Request for Leave and/or Request for Leave Share
 - 1. D-3
 - B. Range Change, Discussion and Possible Actions
 - C. New Hires Discussion and Possible Action
 - D. Personnel Policy -Discussion and Possible Action
 - 1. Over-Time/ Comp Time
- V. Discussion and Possible Action
 - A. CODA door prize- County Clerk
 - B. Monthly Reports of Officers
 - 1. Expo Center Event Calendar
- VI. New Business
- VII. Adjournment

PAYNE COUNTY
GLENN A CRAIG
COUNTY CLERK

2016 FEB - 5 / A 9:09

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

The Payne County Budget Board met in a regular meeting of the board in the Commissioner's Conference Room at 11:00 a.m. on **Monday, January 11th, 2016** at the Payne County Administration Building located in Stillwater, Oklahoma.

Chairman Bradley called the meeting to order: at 11:00 a.m.

The following members were present: James Cowan- Assessor, Glenna Craig- County Clerk, Kent Bradley-District 3 Commissioner, Lori Allen-Court Clerk, Carla Manning-Treasurer, Zach Cavett—District 1 Commissioner, Chris Reding-District 2 Commissioner.

Approve minutes of the previous meeting of the board: Clerk presented the minutes of the November 9, 2015 and December 21, 2015 minutes. Craig stated the November 9th minutes were being re-presented after the ADA opinion. Reding stated everyone had received a copy of the ADA's opinion and contrary to Craig's claim, the ADA was fairly clear the minutes should not contain rumor or opinion of the Clerk and should be an accurate reflection. Reding said the statement that he read was not a rumor. Craig stated those were Reding's exact words in the recording of the minutes. Reding stated his words were that a rumor was presented to him and it was confirmed. Craig said the word rumor stands in the minutes. Bradley stated that Reding had started off his statement with the word rumor and that he would not allow something that is rumor into a factual board meeting. Craig said the November 9th minutes were correct to the recording, and to the meeting; and they stand. It is her statutory authority according to the ADA. Reding requested the Budget Board not approve the November 9th minutes because they are not an accurate representation. Craig stated the recording backs up the minutes. Motion made by Craig to approve the November 9th minutes as presented with the recommendation of Assistant District Attorney Lowell Barto, second by Cowan. Further discussion was made by Reding stating it was incumbent upon the elected official of this county to stand up for accuracy and integrity of the minutes because this is the records that those that follow us will see. Craig stated she would like to read into the minutes the opinion sent to her from the Assistant District Attorney;

Glenna,

The Open Meeting Act requirements for minutes are that they are to be "in the form of written minutes which shall be an official summary of the proceedings, showing clearly those members present and absent, all matters considered by the public body, and all actions taken by such public body." 25 O.S. Section 312. The requirement is that minutes be "kept". The Open Meeting Act does not state that they must be approved, but there is a question as to how "official" the summary they contain is if they have not been approved. Nothing in the Act prohibits you from keeping an "unofficial" and "unapproved" copy of the minutes for public review.

The only other guidance on the subject of minutes is that found in Section 47 of Robert's Rules of Order, Newly Revised, which begins by stating that "unless the minutes are to be published, they should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done."

With this in mind, I would respond to your question about the November 9 meeting minutes as follows: Unless Commissioner Reding requested at the meeting where he read the statement that it be incorporated in the minutes of the meeting, as read, it does not need to be part of the minutes. The minutes are intended to be a summary of what was done at the meeting, and not what was said by the members.

At the same time, I recommend amending the language in the November 9 minutes. Unless Commissioner Reding referred to the statement he read as "rumors", the sentence in the minutes that his statement regards rumors appears to be an opinion which draws a conclusion about the statement's contents, which not a part of the record. Instead of the word "rumors", I recommend "statements he had heard" and leave it at that.

Lowell

Roll Call Vote: Cowan-Yes, Hauf-Yes, Allen-Yes, Manning-Yes, Reding-No, Cavett-Abstain, Bradley-Yes, Craig-Yes.

Motion by Cowan to approve the December 21st minutes as presented, second by Allen. Roll Call Vote: Allen-Yes, Manning-Yes, Reding-Abstain, Cavett-Yes, Bradley-Yes, Craig-Yes, Cowan-Yes, Hauf-Yes.

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

Financial Reports

Cash Appropriations: Clerk presented the Cash Appropriations as certified by the Payne County Treasurer on January 6th, 2016 and approved by the Board of County Commissioners;

| | Alcoholic Bev. Tax | | \$ 18,768.40 |
|-----|-------------------------------|-------------|---------------|
| #2 | Highway Cash | | \$ 339,914.19 |
| #3 | Flood Plain | | |
| #4 | Visual Inspection | | |
| #5 | Board of Prisoners | | \$ 18,358.10 |
| #6 | Resale Property | \$ 164.70 | \$ 16,495.65 |
| #7 | Courthouse Tree Planting | | |
| #8 | Health Department | \$ 293.26 | |
| #9 | Sheriff Service Fee | | \$ 37,587.38 |
| #10 | Gun Violence Prosecution | | |
| #11 | Mortgage Certification | \$ 30.39 | \$ 975.00 |
| #12 | Revolving Forfeiture | | \$ 1,684.50 |
| #13 | Mechanic Lien Fee | \$ 20.56 | \$ 1,600.00 |
| #14 | Self-Insurance | \$ 1,969.86 | \$ 54,486.70 |
| #15 | Sheriff Training | | |
| #16 | Law Library | | \$ 3,846.73 |
| #17 | Project Safe Neighborhood | | |
| #18 | Record Owner Resale | | |
| #21 | Court Fund | | |
| #22 | Fairboard Cash | | \$ 12,619.46 |
| #23 | Voca Grant | | |
| #24 | Co Assessors Fee | | \$ 874.00 |
| #25 | Child Abuse Prevention | | |
| #26 | Sheriff's Commissary | | \$ 5,711.16 |
| #27 | Un-apportioned Revenue | | |
| #30 | Jail Operations & Maintenance | | \$ 134,336.32 |
| #31 | Grants | | |
| #32 | Protested Tax | | |
| #33 | Drug Task Force | | |
| #36 | Solid Waste | | |
| #39 | Revolving Evidence | | |
| #40 | Capital Projects | | |
| #41 | Jail Limited Purpose Sales | \$ 1,700.27 | \$ 268,675.22 |
| #44 | Fairboard Premiums | | |
| #45 | Limited Purpose Sales Tax | | |
| #46 | County Bridge Improvements | \$ 84.31 | |
| #47 | Payne County Home Finance | | |
| #48 | Payne County Industrial Trust | | |
| #49 | Clerk R M & P | \$ 31.65 | \$ 5,675.00 |
| #50 | Payne Co. Econ. Deve. | | |
| #51 | E 911 Wireless | \$ 72.04 | \$ 36,603.55 |
| #52 | Facilities Authority | \$ 283.25 | |
| #54 | Rural Domestic Violence | | |
| #55 | Drug Court | | \$ 3,187.50 |
| #56 | Courthouse Security | | \$ 3,811.65 |
| #57 | Emergency Mang. Cash Fund | | |
| #58 | LEPC | | |
| #60 | 103 Monies | | |
| #61 | 105 Monies | | \$ 13,669.29 |
| #62 | Court Fund Salaries & Fring. | | \$ 26,000.00 |
| #63 | Animal Control Strays | | |
| #64 | Court Fund Trust | | |
| #65 | DA Seizure | | |

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| | | |
|------|--------------------------------|---------|
| #67 | CDBG07 Lincoln Co RWD Grant | |
| #103 | 103 CBRI | |
| #801 | Harrell Cemetery | \$ 4.43 |

Motion by Cowan to approve the Cash Appropriations as presented, second Craig. Roll Call Vote: Manning-Yes, Reding-Yes, Cavett-Yes, Bradley-Yes, Craig-Yes, Cowan-Yes, Hauf-Yes, Allen-Yes.

Transfers: The following transfer was presented; 09 Sheriff Service Fee, \$40,000.00 transferring to 09 Sheriff Service Fee Salary, \$40,000.00. Motion by Cavett to approve transfer as presented, second by Cowan. Roll Call Vote: Reding-Yes, Cavett-Yes, Bradley-Yes, Craig-Yes, Cowan-Yes, Hauf-Yes, Allen-Yes, Manning-Yes.

Letter of Commitment: None presented at this time.

Personnel Reports

Approval of Employee Request for Leave and/or Request for Leave Share:

1. Treasurer

Manning reported M. Kisler would be needing Leave Share and Manning stated she would be starting in her office. Motion by Cavett to approve the request for Leave Share as presented, second by Cowan. Roll Call Vote: Cavett-Yes, Bradley-Yes, Craig-Yes, Cowan-Yes, Hauf-Yes, Allen-Yes, Manning-Yes, Reding-Yes.

Range Change, Discussion and Possible Action: None presented at this time.

New Hires Discussion and Possible Action: None presented at this time.

Personnel Policy-Discussion and Possible Action: None presented at this time.

Reding asked if Personnel Policy would become a standard agenda item. Bradley stated he would be leaving it on.

Discussion and Possible Action

TV Cable at Administration Building: Craig asked if cable was available at the Administration Building. She said there is no record of payment for a cable bill. Reding said there is cable available. Board discussed who was paying for cable and agreed to investigate further.

Internet and E-mail-PayneCounty.org: Reding stated he was working with Kevin Woodward to change the domain name from PayneCounty.org to PayneCountyok.gov. Bradley said he had a problem with not enough storage to sync his devices together. Reding said with the new e-mail service there should be unlimited storage and should solve that problem.

New Equipment and Weight Room Update-Sheriff: Hauf reported he would need the current weight room space for office cubicles. Board discussed the use of the third floor. Reding passed out a sketch of a proposed employee exercise/fitness area located on the third floor. Craig stated she would request the board or the Commission to add some security where the records are located and there should be discussion about how this will be done and the expense of it. Board discussed security of records, hours of use, cost and overall interest. Motion by Craig to have Reding obtain quotes for what it would take to do this, second by Cowan. Roll Call Vote: Bradley-Yes, Craig-Yes, Cowan-Yes, Hauf-Yes, Allen-Yes, Manning-Yes, Reding-Yes, Cavett-Yes.

FY 2016/2017 Budget: Reding stated due to the slowing general economy, he would like to propose a goal for the offices and departments to have a target to come up with a countywide 5% decrease in our budgets. Reding said since others are cutting back, Payne County could actively pursue the same within its departments. Craig stated the county has a healthy contingency and does not see a decline in the county's resources and that is why we do our budget in April or May after we have received the Assessor's numbers. Bradley mentioned the decrease in Gross Production. Craig praised the other elected official for being conservative in their spending. Reding stated he would like to find ways to save or cut in this lean time. Hauf stated he had proposed a hiring freeze for the Jail.

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New Business: Jeff Kuhn, Emergency Management Director stated they would be having the required Blood Pathogen Training on Friday, January 22nd in the Commission meeting room on the hour every hour beginning at 9:00 a.m.

Adjournment: Motion by Cowan to adjourn, second by Reding . Roll Call Vote: Craig-Yes, Cowan-Yes, Hauf-Yes, Allen-Yes, Manning-Yes, Reding-Yes, Cavett-Yes, Bradley-Yes

Minutes of the Board attested to

By _____
Glenna Craig, Payne County Clerk
Seal of office

Approved by the Board of Commissioners

On the _____ day of _____ 2015

Chairman _____

Commissioner _____

Commissioner _____

Payne County Expo Center

V. B. I.

Event Calendar
October 2015

| Date | Events | Facilities |
|-------|---|---------------------------------|
| 1 | 4-H Banquet | Heritage Hall |
| 3 | Whitetails Unlimited | Expo Hall |
| 4 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 7 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 8-10 | College of Ag Rodeo | Outdoor Arena / Liv. Pavilion |
| 10 | Model Farm Toy Show | Heritage Hall |
| 10 | Guilfoyle / Hall Wedding Reception | Community Building 4:30pm |
| 11 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 12 | 4-H Horse Club Meeting | Community Building |
| 12-17 | Heart of America Brown Swiss Show | Heritage/ Expo/ Livestock Areas |
| 13 | P.C Livestock 4-H Meeting | Heritage Hall |
| 14 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 15 | Farmers Union Annual Meeting | Community Building |
| 17-20 | Cross Brand Cowboy Church Revival | Sales Coliseum |
| 20 | Fair Board Meeting | Office Conference Room 7:30pm |
| 20 | 4-H Pumpkin Festival | Community Building |
| 20-21 | 4-H Archery Club Practice | Sheep / Swine Livestock Barn |
| 20 | OSU Homecoming Harvest Carnival | Expo Hall / Heritage Hall |
| 21 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 22 | Payne County Cattlemen | Expo Hall / McVey Arena |
| 25 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 27 | 4-H Archery Club Practice | Sheep / Swine Livestock Barn |
| 28 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 10:30am |
| 28 | OSU Women's Basketball | Expo Hall 6pm |
| 29-31 | Stillwater Quilter's Retreat | Community Building |
| 31 | State 4-H Archery | Northwest and West Grounds |

Payne County Expo Center

Event Calendar

November 2015

| Date | Events | Facilities |
|-------|--|-------------------------------|
| 1 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 2 | Commissioners of the Land Office School Land Lease /Community Building | |
| 4 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 5-7 | Main Event Goat Sale | Livestock Pavilion |
| 6-8 | Fall Festival Craft Show | 3 West Buildings |
| 8 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 9 | 4-H Horse Club Meeting | Community Building 6:30pm |
| 10 | P.C. Livestock 4-H Club Meeting | Heritage Hall 7pm |
| 10 | Special Elections | Heritage Hall 7am to 7pm |
| 11 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 12 | 4-H Shooting Sports Air Rifle Practice | Back of Sales Coliseum |
| 13-14 | OSU NASA Pow – Wow | Heritage Hall / Expo Hall |
| 14 | Dimas Sweet 16 Birthday Party | Community Building |
| 15 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 16 | Cooking School | Community Building |
| 17 | East 51 Rural Water District Meeting | Heritage Hall 6pm |
| 17 | Fair Board Meeting | Office Conference Room 7:30pm |
| 18 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 19 | 4-H Shooting Sports Air Rifle Practice | Back of Sales Coliseum |
| 19-20 | OSU Ag Conferences | Heritage Hall |
| 21 | Ripley FFA Pork Chop Dinner | Expo Hall |
| 21 | Gomez Birthday Party | Community Building |
| 22 | St John's University Parrish Thanksgiving | Expo Hall |
| 22 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 25 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 29 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |

Payne County Expo Center

Event Calendar

December 2015

| Date | Events | Facilities |
|-------|---|-------------------------------------|
| 2 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 3 | OSU Extension Deer Workshop | Community Building 9am |
| 3 | 4-H Shooting Sports Air Rifle Practice | Wash Bay |
| 5 | Holiday Craft Show | Heritage Hall / Expo Hall |
| 6 | Garcia Baptism Party | Community Building |
| 6 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 8 | P.C. Livestock 4-H Meeting | Community Building |
| 9 | Payne County Christmas | Heritage Hall 11:30am |
| 9 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum |
| 10 | Payne County Health Department | Community Building 9am |
| 11 | M Power Christmas Party | Heritage Hall |
| 11-13 | AGR Cattle Show | Expo Hall / All Livestock Barns |
| 13 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 14 | 4-H Horse Club Meeting | Sales Coliseum (tentative) |
| 14 | Career Tech State Staff Meeting | Community Building 9am |
| 14 | Career Tech Christmas Party | Heritage Hall 11am |
| 15 | Fair Board Meeting | Office Conference Rm. 7:30pm |
| 16 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 18-19 | Cowboy Country Horse Sale | Liv. Pav. / Sales Col. /McVey Arena |
| 19 | Gomez Birthday Party | Community Building |
| 19 | Shoopman / Jones Wedding Reception | Heritage Hall |
| 20 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 23 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 27 | Cross Brand Cowboy Church | Sales Coliseum 10:30am |
| 30 | Cross Brand Cowboy Church Wednesday Service | Sales Coliseum 7pm |
| 31 | 4-H Shooting Sports Air Rifle Practice | Wash Bay |