

Payne County Budget Board
Regular Meeting, August 8, 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 June 23, 2016
 - Approval of July 11, 2016
- III. **Financial Reports**
 - A. Cash Appropriations
 - B. Transfers
 - C. Letter of Commitment
 - D. July, 2016 3/8 Sales Tax, \$373,572.24
- IV. **Personnel Reports**
 - A. Approval of Employee Request for Leave and/or Request for Leave Share
 - B. Range Change, Discussion and Possible Actions
 - C. New Hires Discussion and Possible Action
 - D. Personnel Policy -Discussion and Possible Action
- V. **Discussion and Possible Action**
 - A. 3/8 Sales Tax Appropriations
 - B. Monthly Reports of Officers
- VI. **New Business**
- VII. **Adjournment**

PAYNE COUNTY
GLENN CRAIG
COUNTY CLERK

2016 AUG - 5 A 9 12

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

The Payne County Budget Board met in a special meeting of the board at 9:00 a.m. on **Monday, June 23, 2016** at the Payne County Administration Building, Gloria Hesser Commission Meeting Room 200, located in Stillwater, Oklahoma.

Chairman Bradley called the meeting to order: at 9:00 a.m.

The following members were present: Glenna Craig-County Clerk, Kent Bradley-District 3 Commissioner, Lori Allen- Court Clerk, Jessie Jones-District 1 Deputy Commissioner, Chris Reding- District 2 Commissioner, Carla Manning-Treasurer, Garry McKinnis-Deputy Sheriff.

Approve minutes of the previous meeting of the board: Clerk presented the minutes of March 21st, May 23rd, and June 13th. Motion by Reding to approve May 23rd minutes, second by Allen. Roll Call Vote: Reding-Yes, Manning-Yes, McKinnis-Abstain, Jones-Abstain, Allen-Yes, Bradley-Yes, Craig-Yes. Reding requested spelling corrections to the minutes. Motion by Manning to approve June 13th minutes with corrections noted, second by Reding. Roll Call Vote: Manning-Yes, McKinnis-Abstain, Jones-Abstain, Allen-Yes, Bradley-Yes, Craig-Yes, Reding-Yes.

March 21st minutes not approved due to lack of votes.

Approval of Transfers: The following transfer was presented; Treasurer- Record Owner Resale 18-06-3910- \$75,832.31 transferred to Resale Property 06-06-3910 account- \$75,832.31. Motion by Craig to approve the transfer as presented, second by Reding. Roll Call Vote: McKinnis-Yes, Jones-Yes, Allen-Yes, Bradley-Yes, Craig-Yes, Reding-Yes, Manning-Yes.

Cash Appropriations: None presented at this time.

Public Hearing of the Payne County Budget FY 2016-2017: Bradley opened up the public hearing and asked if there was anyone present from the public. Hearing no comments, Bradley closed the public hearing.

Approval to continue county General 15% of the 3/8th sales tax distribution employee fringe: Craig explained the 15% of the 3/8th sales tax would go toward the fringe benefits of our employee's county insurance. Craig stated with a projected 22% increase in health insurance, it would be beneficial to be used this way and would show the public the use of the sales tax. Motion by Craig to continue to allocate the 15% of the 3/8th sales tax towards employee fringe benefits for the fiscal year 2016-17, second by Allen. Roll Call Vote: McKinnis-Yes, Jones-Yes, Allen-Yes, Bradley-Yes, Craig-Yes, Reding-Yes, Manning-Yes.

1/16th sales tax approval to create Cash Fund and remove from General Fund FY 2016-17: Craig explained the 1/16th sales tax is allocated monthly and would like to appropriate this sales tax the same as the 1/4th and 1/8th. Craig recommended establishing a Cash Fund for the 1/16th and do a monthly Cash Appropriation sheet that is approved by the Commission and Budget Board. Motion by Craig to create a Cash Fund for the 1/16th sales tax as done with the 1/4th and 1/8th to be distributed monthly on a Cash Appropriation Sheet from the Treasurer's office and approved by both boards effective July 1, second by Manning. Roll Call Vote: Jones-Yes, Allen-Yes, Bradley-Yes, Craig-Yes, Reding-Yes, Manning-Yes, McKinnis-Yes.

Budget Board Adoption Approval of the Payne County Budget for FY 2016-2017: Board reviewed the county budget books. Motion by Craig to approve the adopted FY 2016-17 budget as presented, second by Reding. Roll Call Vote: Allen-Yes, Bradley-Yes, Craig-Yes, Reding-Yes, Manning-Yes, Jones-Yes, McKinnis-Yes.

**Official Minutes of
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Adjournment: Motion by Allen to adjourn, second by Bradley. Roll Call Vote: Reding-Yes, Manning-Yes, Allen-Yes, Jones-Yes, McKinnis-Yes, Bradley-Yes, Craig-Yes.

Minutes of the Board attested to

By _____
Glenna Craig, Payne County Clerk
Seal of office

Approved by the Budget Board

On the ____ day of _____ 2016

Chairman _____

Vice Chairman _____

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

The Payne County Budget Board met in a regular meeting of the board at 11:00 a.m. on **Monday, July 11th, 2016** at the Payne County Administration Building, Gloria Hesser Commissioner Meeting Room, Suite 200/201 located in Stillwater, Oklahoma.

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

The following members were present: Tammy Mathis-Deputy County Clerk, Kent Bradley-District 3 Commissioner, Lori Allen-Court Clerk, Zach Cavett, - District 1 Commissioner, Chris Reding- District 2 Commissioner, Carla Manning-Treasurer, R. B. Hauf-Sheriff, James Cowan-Assessor.

Approve minutes of the previous meeting of the board: Clerk's office presented the minutes of March 21st which had been tabled due to lack of a quorum. Motion by Reding to approve minutes of March 21st, second by Cowan. Roll Call Vote: Cavett-Abstain, Sahs-Yes, Hauf-Yes, Manning-Abstain, Reding-Yes, Cowan-Yes, Bradley-Yes.

Financial Reports

Cash Appropriations: Cash Appropriations as certified by the Payne County Treasurer's Office July 1, 2016.

	Alcoholic Bev. Tax	\$ 17,351.34
#2	Highway Cash	\$ 321,935.95
#3	Flood Plain	
#4	Visual Inspection	
#5	Board of Prisoners	\$ 12,722.00
#6	Resale Property \$ 204.58	\$ 43,940.96
#7	Courthouse Tree Planting	
#8	Health Department \$ 316.39	
#9	Sheriff Service Fee	\$ 45,631.01
#10	Gun Violence Prosecution	
#11	Mortgage Certification \$ 49.13	\$ 1,315.00
#12	Revolving Forfeiture	\$ 10,850.49
#13	Mechanic Lien Fee \$ 33.23	\$ 4,928.50
#14	Self-Insurance \$ 2,089.66	\$ 45,689.39
#15	Sheriff Training	
#16	Law Library	\$ 4,789.08
#17	Project Safe Neighborhood	
#18	Record Owner Resale	\$ 41,114.28
#21	Court Fund	
#22	Fairboard Cash	\$ 19,252.51
#23	Voca Grant	
#24	Co Assessors Fee	\$ 588.00
#25	Child Abuse Prevention	
#26	Sheriff's Commissary	\$ 6,576.28
#27	Un-apportioned Revenue	
#30	Jail Operations & Maintenance	\$117,041.77
#31	Grants	
#32	Protested Tax	
#33	Drug Task Force	
#36	Solid Waste	\$ 619.00
#39	Revolving Evidence	
#40	Capital Projects	
#41	Jail Limited Purpose Sales \$ 2,081.75	\$ 234,105.80
#44	Fairboard Premiums	
#45	Limited Purpose Sales Tax	
#46	County Bridge Improvements \$ 87.31	
#47	Payne County Home Finance	
#48	Payne County Industrial Trust	
#49	Clerk R M & P \$ 51.16	\$ 6,650.00
#50	Payne Co. Econ. Deve.	\$ 50,000.00
#51	E 911 Wireless \$ 89.49	\$ 38,513.97

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

#52	Facilities Authority	\$ 275.01
#54	Rural Domestic Violence	
#55	Drug Court	\$ 2,951.38
#56	Courthouse Security	\$ 5,842.51
#57	Emergency Mang. Cash Fund	\$ 5,000.00
#58	LEPC	
#60	103 Monies	
#61	105 Monies	\$ 14,081.95
#62	Court Fund Salaries & Fringe	\$ 28,000.00
#63	Animal Control Strays	\$ 94.42
#64	Court Fund Trust	
#65	DA Seizure	
#66	C.L.E.A.N. Program	
#67	CDBG07 Lincoln Co RWD Grant	
#103	103 CBRI	
#801	Harrell Cemetery	\$ 4.44

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

Transfers: None presented at this time.

Letters of commitment: None presented at this time.

Personnel Reports:

Approval of Employee Request for Leave and/or Request for Leave Share: None presented at this time.

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

New Hires Discussion and Possible Action: Reding requested a new hire for the Early Settlement Mediation. This position would be a part-time employee working 600 hours per year at \$10.00 per hour. The salary is reimbursed by the Supreme Court. Reding stated this position needs to be approved and then the \$7200.00 can be requested and transferred in to the account for payroll purposes. Motion by Reding to approve the part-time employee for Early Settlement Mediation for 600 hours per year, second by Cavett. Roll Call Vote: Hauf-Yes, Manning-Yes, Reding-Yes, Cowan-Yes, Bradley-Yes, Allen-Yes, Cavett-Yes.

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

Discussion and Possible Action:

Fair Booth for the county at the Fair: Colin Campbell passed out a drawing of the location of booths. County booth will be in the same location as last year. Campbell stated he could pick up the booth materials. The Fair starts the week of August 23rd. Reding will have a sign-up sheet in his office for working the county booth. Cavett stated the county needs to promote the sales tax and provide photos of road projects.

June 2016 3/8th Sales Tax, \$351,038.60: Bradley passed out the June 2016 3/8th Sales Tax Report. The total is down 11% from the previous year.

Monthly Reports of Officers: None presented at this time.

New Business: None presented at this time.

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

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

Minutes of the Board attested to

By _____
Glenna Craig, Payne County Clerk
Seal of office

Approved by the Budget Board

On the ____ day of _____ 2016

Chairman _____

Vice Chairman _____

Sales Tax : 3/8 cent Effective 1-1-04 expires 12-31-08

RENEWED - EXPIRES 12-31-2018

2016-2017	HIGHWAY	EXTENSION	FAIRBOARD	GENERAL	Fire	Total	RECEIPT		
	-	-	-	-	-	-			Compared
									to Prior FY
									to Prior FY
Collections reported	53%	7%	20%	15%	5%	100%			
Jul-16	\$ 197,993.29	\$ 26,150.06	\$ 74,714.45	\$ 56,035.84	\$ 18,678.61	\$ 373,572.24	\$ 373,572.24	\$ 399,949.23	-7%
Aug-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365,312.37	-100%
Sep-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364,225.91	-100%
Oct-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 431,095.62	-100%
Nov-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386,806.20	-100%
Dec-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,923.69	-100%
Jan-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 389,432.56	-100%
Feb-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,158.97	-100%
Mar-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 358,937.75	-100%
Apr-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,931.33	-100%
May-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,574.22	-100%
Jun-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,038.60	-100%
Collection to date	\$ 197,993.29	\$ 26,150.06	\$ 74,714.45	\$ 56,035.84	\$ 18,678.61	\$ 373,572.24	\$ 373,572.24	\$ 4,507,386.45	-92%
Warrants Issued						\$ -			
Outstanding P.O's	\$ -			\$ -		\$ -			
Transfers									
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Cash Balance	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	\$ 373,572.24			
			Totals do not include Carry over!						

Received
AUG 04 2016
District 3