

Payne County Budget Board
Regular Meeting, December 12, 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 October 10, 2016
 - B. Approval of October 26, 2016
 - C. Approval of November 14, 2016

- III. Financial Reports
 - A. Cash Appropriations
 - B. Transfers
 - C. Letter of Commitment

- 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. Monthly Reports of Officers
 - 1. 3/8 Cent Sales Tax
 - 2. Highway Cash (D1 & D3)

- VI. New Business

- VII. Adjournment

PAYNE COUNTY
GLENN CRAIG
COUNTY CLERK

2016-DEC-9 11:49:17

11.A.

**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, October 10th, 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: Glenna Craig-County Clerk, Kent Bradley-District 3 Commissioner, James Cowan- Assessor, Terri Sabs- Deputy Court Clerk, Zach Cavett- District 1 Commissioner, Chris Reding- District 2 Commissioner, Carla Manning- Treasurer, R. B. Hauf-Sheriff. Department heads and public.

Approve minutes of the previous meeting of the board: Clerk's office presented the minutes of September 12th for approval. Motion by Cowan to approve minutes of September 12th as presented, second by Reding. Roll Call Vote: Cowan-Yes, Craig-Yes, Bradley-Yes, Cavett-Yes, Manning-Yes, Hauf-Yes, Reding-Yes.

Financial Reports

Cash Appropriations: The following Cash Appropriations as certified by the Payne County Treasurer October 5th, 2016 were presented;

	Alcoholic Bev. Tax	\$
#2	Highway Cash	\$547,082.42
#3	Flood Plain	
#4	Visual Inspection	
#5	Board of Prisoners	\$ 27,769.00
#6	Resale Property	\$607.41
#7	Courthouse Tree Planting	\$19,987.55
#8	Health Department	\$369.77
#9	Sheriff Service Fee	\$ 41,054.79
#10	Gun Violence Prosecution	
#11	Mortgage Certification	\$ 98.41
#12	Revolving Forfeiture	\$1,863.00
#13	Mechanic Lien Fee	\$ 66.56
#14	Self-Insurance	\$4,174.77
#15	Sheriff Training	\$64,302.27
#16	Law Library	\$4,399.82
#17	Project Safe Neighborhood	
#18	Record Owner Resale	
#21	Court Fund	
#22	Fairboard Cash	\$ 27,409.70
#23	Voca Grant	
#24	Co Assessors Fee	\$ 464.00
#25	Child Abuse Prevention	
#26	Sheriff's Commissary	\$10,676.38
#27	Un-apportioned Revenue	
#30	Jail Operations & Maintenance	\$114,897.77
#31	Grants	
#32	Protested Tax	
#33	Drug Task Force	
#36	Solid Waste	\$ 97.50
#39	Revolving Evidence	
#40	Capital Projects	
#41	Jail Limited Purpose Sales	\$ 4,228.74
#44	Fairboard Premiums	\$ 229,867.88
#45	Limited Purpose Sales Tax	
#46	County Bridge Improvements	\$169.39
#47	Payne County Home Finance	
#48	Payne County Industrial Trust	
#49	Clerk R M & P	\$ 102.47
#50	Payne Co. Econ. Deve.	\$ 6,935.00
#51	E 911 Wireless	\$ 179.11
#52	Facilities Authority	\$559.93
#54	Rural Domestic Violence	
#55	Drug Court	\$3,187.50
#56	Courthouse Security	\$ 5,815.66
#57	Emergency Mang. Cash Fund	\$1,184.33
#58	LEPC	
#60	103 Monies	
#61	105 Monies	\$17,855.13
#62	Court Fund Salaries & Fringe	\$29,000.00
#63	Animal Control Strays	

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#64	Court Fund Trust	
#65	DA Seizure	\$ 5,495.12
#66	C.L.E.A.N. Program	
#67	Fire Department 1/16	\$ 57,418.78
#78	Sales Tax 3/8	\$ 344,527.63
#103	103 CBRI	
#801	Harrell Cemetery	\$ 10.09

Motion by Cowan to approve the appropriations as presented, second by Hauf. Roll Call Vote: Craig-Yes, Bradley-Yes, Cavett-Yes, Manning-Yes, Hauf-Yes, Reding-Yes, Cowan-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: None presented at this time.

Discussion and Possible Action:

- A. Premier Consulting-Present and Discuss Market Findings: Craig stated Premier Consulting Partners was still working on getting quotes and negotiating with Community Care about lowering their renewal quote. Motion by Craig to call a special budget board meeting on October 20th at 11:00 a.m. to finalize the budget and meet with Premier Consulting about our renewals, second by Cowan. Roll Call Vote: Bradley-Yes, Cavett-Yes, Manning-Yes, Hauf-Yes, Reding-Yes, Cowan-Yes, Craig-Yes.
- B. Insure Oklahoma: Craig said there would be an enrollment station for employees to sign up with Insure Oklahoma at our annual enrollment sessions.
- C. Approval of Meeting Dates: The 2017 Budget Board Meeting Dates were presented.
- D. Monthly Reports of Officers:
 - 1. 3/8th Sales Tax: Bradley presented the 3/8th sales tax monthly report to the board.

New Business: None presented at this time.

Adjournment: Motion by Reding to adjourn, second by Cowan. Roll Call Vote: Cavett-Yes, Manning-Yes, Hauf-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Bradley-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 special meeting of the board at 2:30 p.m. on **Wednesday, October 26th, 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 2:30 p.m.

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

Approve minutes of the previous meeting of the board: Motion by Craig to table the approval of the minutes, second by Reding. Roll Call Vote: Bradley-Yes, Cavett-Yes, Manning-Yes, Allen-Yes, Reding-Yes, Hauf-Yes, Cowan-Yes, Craig-Yes.

Financial Discussion and Possible Action

- A. FY 2016-2017 Amended Budget:
 - 1. Employee Pay Raise: Bradley said he would like to clarify that he was trying to be watchful of the money and was not against giving employee raises. Board discussed benefits of Insure Oklahoma. No action taken.
 - 2. Estimate of Needs: Reding discussed the increase in postage expenses and the possible need to ask for money out of contingency at a later date. No action taken.

Discussion and Possible Action

- A. Premier Consultation Partners-Insurance Renewal Possible Reconsideration: Cavett stated there is one Doctor under United HealthCare plan in Stillwater that is taking new patients and all the others are not accepting new patients. Cowan said what he found online is that about 80% were taking new patients and very few were not taking new patients. Craig said all of her employees found their primary care physicians and specialist. Craig stated the first link Dana Neighbors gave us was incorrect and she gave us the second link that was emailed to all officers. Allen said using the second link her office employees found all their doctors and specialist. Craig reminded the board that currently Community Care does not have any access to the urgent care facilities and employees have to go to the emergency room after 5:00 p.m. and United HealthCare has teledoc. Craig said Community Care was going to limit our employees to using only Wal-Mart and Walgreens for our pharmacy and many employees did not like that. Cavett stated not being able to be at the meeting was some of his concern and it seems like every time there is a situation that when you pay less, you get less. Craig said the motion was made to buy up to the other plan with a \$500.00 deductible 100% at a cost to the employee of less than \$100.00 per month. Craig explained the implications to the balanced budget if anything is changed at this point. Hauf asked for clarification if employees have ongoing claims with Community Care and how this will be handled after January 1. Allen said that question was not brought up. Craig said if the employee is currently seeing a specialist, their primary care physician will have to refer them again to the specialist. Craig stated the enrollment dates are November 16th, 17th, & 18th.

New Business: Bradley stated at the Sales Tax Advisory meeting it was decided to have an election January 10th for renewal of the 3/8th sales tax election.

Adjournment: Motion by Craig to adjourn, second by Cowan. Roll Call Vote: Jones-Yes, Manning-Yes, Bowen-Yes, Cowan-Yes, Craig-Yes, Bradley-Yes, Allen-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, November 14, 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: Glenna Craig, County Clerk, Kent Bradley-District 3 Commissioner, Terri Sahs- Deputy Court Clerk, Zach Cavett-District 1 Commissioner, Chris Reding- District 2 Commissioner, Carla Manning-Treasurer, R. B. Hauf-Sheriff.

Approve minutes of the previous meeting of the board: Clerk's office presented the minutes of October 20th, 2016 for approval. Motion by Hauf to approve minutes of October 20th as presented, second by Craig. Roll Call Vote: Bradley-Yes, Manning-Yes, Sahs-Abstain, Hauf-Yes, Cavett-Abstain, Reding-Abstain, Craig-Yes. Motion for approval failed due to lack of majority.

Financial Reports

Cash Appropriations: The following Cash Appropriations as certified by the Payne County Treasurer November 2, 2016 were presented;

Alcoholic Bev. Tax		\$ 15,289.51
#2	Highway Cash	\$ 330,910.26
#3	Flood Plain	
#4	Visual Inspection	
#5	Board of Prisoners	\$ 29,915.16
#6	Resale Property	\$ 198.17
#7	Courthouse Tree Planting	\$ 23,281.44
#8	Health Department	\$ 273.05
#9	Sheriff Service Fee	\$ 44,146.42
#10	Gun Violence Prosecution	
#11	Mortgage Certification	\$ 47.66
#12	Revolving Forfeiture	\$ 935.00
#13	Mechanic Lien Fee	\$ 7,397.20
#14	Self-Insurance	\$ 32.24
#15	Sheriff Training	\$ 1,346.00
#16	Law Library	\$ 2,063.44
#17	Project Safe Neighborhood	\$ 130,534.82
#18	Record Owner Resale	
#21	Court Fund	
#22	Fairboard Cash	\$ 4,394.46
#23	Voca Grant	
#24	Co Assessors Fee	\$ 857.00
#25	Child Abuse Prevention	\$ 10.00
#26	Sheriff's Commissary	\$ 14,472.25
#27	Un-apportioned Revenue	
#30	Jail Operations & Maintenance	\$ 148,964.59
#31	Grants	
#32	Protested Tax	
#33	Drug Task Force	
#36	Solid Waste	
#39	Revolving Evidence	
#40	Capital Projects	
#41	Jail Limited Purpose Sales	\$ 2,080.14
#44	Fairboard Premiums	\$ 297,962.65
#45	Limited Purpose Sales Tax	
#46	County Bridge Improvements	\$ 82.03
#47	Payne County Home Finance	
#48	Payne County Industrial Trust	

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#49	Clerk R M & P	\$ 49.63	\$ 6,425.00
#50	Payne Co. Econ. Deve.		
#51	E 911 Wireless	\$ 86.70	\$ 37,912.03
#52	Facilities Authority	\$ 284.79	
#54	Rural Domestic Violence		
#55	Drug Court		\$ 3,187.50
#56	Courthouse Security		\$ 5,716.01
#57	Emergency Mang. Cash Fund		\$ 5,009.41
#58	LEPC		
#59	Emerg Mgmt Health Grant		\$ 15,000.00
#60	103 Monies		
#61	105 Monies		\$17,370.94
#62	Court Fund Salaries & Fringe		\$ 29,000.00
#63	Animal Control Strays		
#64	Court Fund Trust		
#65	DA Seizure		\$ 6,478.00
#66	C.L.E.A.N. Program		
#67	Fire Department 1/16		\$ 74,464.70
#78	Sales Tax 3/8		\$ 446,807.54
#103	103 CBRI		
#801	Harrell Cemetery	\$ 4.46	

Motion by Reding to approve the Cash Appropriations as presented, second by Manning. Roll Call Vote: Manning-Yes, Sahs-Yes, Hauf-Yes, Cavett-Yes, Reding-Yes, Craig-Yes, Bradley-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: Craig presented a Request for Leave Share for an employee in her office S.L. Craig stated it was an emergency leave situation where one of her employees had to be placed in U.S. Marshal care and leave will be donated from her office and the Treasurer's office. Motion by Reding to approve the Leave Share request retroactively, second by Hauf. Roll Call Vote: Sahs-Yes, Hauf-Yes, Cavett-Yes, Reding-Yes, Craig-Yes, Bradley-Yes, Manning-Yes.

Range Change, Discussion and Possible Actions: Reding presented two range change requests. Reding stated after the last 3% raise it was discovered that the raises had outpaced the classifications of two employees. Reding requested to raise Darrell Varnell from a 32 to a 35 and Clint Castoe from a 23 to a 33 making their pay in the proper pay range. Motion by Cavett to approve range changes as presented, second by Hauf. Roll Call Vote: Hauf-Yes, Cavett-Yes, Reding-Yes, Craig-Yes, Bradley-Yes, Manning-Yes, Sahs-Yes.

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

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

Discussion and Possible Action:

Monthly Reports of Officers

1. 3/8th Cent Sales Tax: Bradley stated the 3/8th cent sales tax report is not available yet.
2. 3/8th Cent Sales Tax Renewal: Bradley announced the Sales Tax Advisory Committee would be meeting tonight in this room at 7:00 p.m. and invited those interested to attend.
3. Highway Cash (District 1 & District 3): Bradley reported November Highway Cash Gross Production was \$64,223.00 which is up from last month and Other tax was \$266,000.00 for a total of \$330,910.00.

Christmas Party: Craig stated her office has a private Christmas party each year and her office had requested not to participate in the county Christmas Party. Bradley said his employees felt the same and that the Assessor's office may not be participating either. Manning felt the Christmas party was nice with the officers honoring the employees as a whole and it would be a different thing if there was only half of

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the normal crowd. Board agreed to not conduct a county Christmas Party this year, instead each office will have the option to hold their own.

New Business: None presented at this time.

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

Cash Appropriations as certified by the Payne County Treasurer

November 14, 2016

Fund Number	Fund Name	Investment Amount	Cash Appropriation Amount
	Alcoholic Bev. Tax		\$14,859.25
#2	Highway Cash		\$ 286,225.16
#3	Flood Plain		
#4	Visual Inspection		
#5	Board of Prisoners		\$ 25,063.64
#6	Resale Property	\$ 204.78	\$ 9,840.08
#7	Courthouse Tree Planting		
#8	Health Department	\$ 282.23	
#9	Sheriff Service Fee		\$ 54,160.58
#10	Gun Violence Prosecution		
#11	Mortgage Certification	\$ 49.27	\$ 905.00
#12	Revolving Forfeiture		\$ 7,210.00
#13	Mechanic Lien Fee	\$ 33.33	\$ 2,212.34
#14	Self-Insurance	\$ 2075.58	\$ 67,268.83
#15	Sheriff Training		\$192.00
#16	Law Library		\$ 4,319.60
#17	Project Safe Neighborhood		
#18	Record Owner Resale		
#21	Court Fund		
#22	Fairboard Cash		\$ 17,887.11
#23	Voca Grant		
#24	Co Assessors Fee		\$ 1,572.00
#25	Child Abuse Prevention		\$10.00
#26	Sheriff's Commissary		\$ 11,937.36
#27	Un-apportioned Revenue		
#30	Jail Operations & Maintenance		\$ 124,724.61
#31	Grants		
#32	Protested Tax		
#33	Drug Task Force		
#36	Solid Waste		\$655.28
#39	Revolving Evidence		
#40	Capital Projects		
#41	Jail Limited Purpose Sales	\$ 2,105.38	\$ 249,486.97
#44	Fairboard Premiums		
#45	Limited Purpose Sales Tax		
#46	County Bridge Improvements	\$ 84.81	
#47	Payne County Home Finance		
#48	Payne County Industrial Trust		
#49	Clerk R M & P	\$ 51.31	\$ 5,580.00
#50	Payne Co. Econ. Deve.		\$1526.00

Cash Appropriations as certified by the Payne County Treasurer
November 14, 2016

Fund Number	Fund Name	Investment Amount	Cash Appropriation Amount
#51	E 911 Wireless	\$ 89.62	\$ 37,985.05
#52	Facilities Authority	\$ 275.76	
#54	Rural Domestic Violence		
#55	Drug Court		\$ 3,187.50
#56	Courthouse Security		\$ 5,916.22
#57	Emergency Mang Cash Fund		
#58	LEPC		
#60	103 Monies		
#61	105 Monies		\$ 17,786.45
#62	Court Fund Salaries & Fring		\$ 28,000.00
#63	Animal Control Strays		
#64	Court Fund Trust		
#65	DA Seizure		
#67	CDBG07 Lincoln Co RWD Grant		\$62,345.06
#103	103 CBRI		
#801	Harrell Cemetery	\$ 4.31	

Monthly Highway Cash
D-1 and D-3

V.A. 2. December-16

		% previous Month		% previous Month		% Total previous Year
	Gross Production	Total	Other	Total	Total	
Jan-15	\$ 138,485.35		\$ 200,767.01	\$ 339,252.36		
Feb-15	\$ 271,819.65	96%	\$ 265,233.95	\$ 537,053.60	58%	
Mar-15	\$ 100,009.23	-63%	\$ 237,583.28	\$ 337,592.51	-37%	
Apr-15	\$ 107,738.44	8%	\$ 256,614.95	\$ 364,353.39	8%	
May-15	\$ 103,636.44	-4%	\$ 329,899.25	\$ 433,535.69	19%	
Jun-15	\$ 134,516.40	30%	\$ 262,811.53	\$ 397,327.93	-8%	
Jul-15	\$ 86,139.02	-36%	\$ 248,365.62	\$ 334,504.64	-16%	
Aug-15	\$ 130,054.33	51%	\$ 266,991.17	\$ 397,045.50	19%	
Sep-15	\$ 141,949.42	9%	\$ 300,874.47	\$ 442,823.89	12%	
Oct-15	\$ 134,966.99	-5%	\$ 277,171.30	\$ 412,138.29	-7%	
Nov-15	\$ 129,284.05	-4%	\$ 529,931.86	\$ 659,215.91	60%	
Dec-15	\$ 122,568.00	-5%	\$ 334,722.39	\$ 457,290.39	-31%	
Jan-16	\$ 73,845.60	-40%	\$ 266,068.59	\$ 339,914.19	-26%	0%
Feb-16	\$ 130,002.75	76%	\$ 358,099.65	\$ 488,102.40	44%	-9%
Mar-16	\$ 65,863.64	-49%	\$ 288,502.90	\$ 354,366.54	-27%	5%
Apr-16	\$ 88,584.54	34%	\$ 314,094.79	\$ 402,679.33	14%	11%
May-16	\$ 49,725.47	-44%	\$ 280,960.40	\$ 330,685.87	-18%	-24%
Jun-16	\$ 71,160.92	43%	\$ 286,255.48	\$ 357,416.40	8%	-10%
Jul-16	\$ 65,834.11	-7%	\$ 256,101.84	\$ 321,935.95	-10%	-4%
Aug-16	\$ 69,410.68	5%	\$ 294,020.63	\$ 363,431.31	13%	-8%
Sep-16	\$ 66,452.24	-4%	\$ 261,689.39	\$ 328,141.63	-10%	-26%
Oct-16	\$ 30,825.81	-54%	\$ 276,896.50	\$ 307,722.31	-6%	-25%
REVENUE FROM REIMBURSEMENTS:				\$239,690.11		
Nov-16	64,223.95	108%	\$ 266,686.31	\$ 574,043.56	87%	-13%
Dec-16	43,091.86	-33%	\$ 243,133.30	286,225.16	-50%	-37%

