

DELAWARE COUNTY COMMISSIONER'S MEETING

March 25, 2019

The Board of County Commissioners of Delaware County met in Regular Session in the County Commissioner's meeting room in the Delaware County Courthouse at 9:00 a.m. on March 25, 2019. The Agenda was posted March 22, 2019 at 9:00 a.m. and placed in the kiosk located on the courthouse lawn.

Members of the Board present were Commissioner David Poindexter-Chairman, Commissioner Russell Martin -Member, Commissioner Martin Kirk-Member and County Clerk Barbara Barnes-Secretary. The Board of Delaware County Commissioners is hereby authorized to act on the following items:

AGENDA #1-A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve the minutes of the Regular Scheduled Meeting dated March 18, 2019. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #2-A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve payment of claims presented by the County Clerk-Barbara Barnes as follows:

2018-2019

CBRI-105 ROADS & BRIDGES 45, GUY ENGINEERING, 18502.02, ENGINEERING SERVICES; County Health 197, MCARTHUR, DOUG, 120.00, LAWN CARE; 198, VERIZON BUSINESS, 151.15, WIRELESS SERVICE; 199, AT&T MOBILITY, 118.06, WIRELESS SERVICE; 200, QUILL CORPORATION, 362.82, OFFICE SUPPLIES; 201, MCARTHUR CLEANING, 285.00, JANITORIAL SERVICE; 202, SMILE MAKERS, 48.04, MISC; 203, GRAND LAKE LOCK & SAFE, 115.00, LOCKSMITH; DCSO SPECIAL FUND 11, HOLIDAY INN EXPRESS & SUITES OKC N, 80.00, LODGING; 12, SOUTHERN UNIFORM AND EQUIP, 5904.69, EQUIPMENT; Delaware County Flood Planning 4, AMAZON.COM / SYNCB, 41.94, COMPUTER EQUIP; Emergency Management Cash 79, AMAZON.COM / SYNCB, 271.43, SUPPLIES; 80, AMAZON.COM / SYNCB, 194.65, OFFICE SUPPLIES; 81, ADT SECURITY SERVICES INC, 481.17, SECURITY SYSTEM/REPAIR; 82, AEP, PUBLIC SERVICE CO. OF OKLA., 140.09, ELECTRIC SERVICE; 83, QUILL CORPORATION, 135.71, CLEANING SUPPLIES; Fire Department Sales Tax 817, REC/NE OKLA ELECTRIC COOP, 198.00, ELECTRIC SERVICE; 818, B & L WATERWORKS SUPPLY INC., 77.77, PARTS; 819, ALERT360, 22.00, SECURITY SYSTEM/REPAIR; 820, KATNER MILLS (NAPA), 228.34, BLANKET; 821, KATNER MILLS (NAPA), 62.63, BLANKET; 822, LAKELAND-CPP, 1353.23, BLANKET; 823, U.S. POSTAL SERVICE, 100.00, BOX RENT; 824, FIRE MASTER FIRE EQUIPMENT INC., 958.90, GAS DETECTOR; 825, WELCH STATE BANK, 2834.98, LEASE/PUR; 826, SPEEDY S #4, 64.86, BLANKET; 827, J & J AUTO SUPPLY, 20.57, BLANKET; 828, EMERGENCY MEDICAL PRODUCTS, 199.20, BLANKET; 829, O-REILLY AUTOMOTIVE INC., 8.61, BLANKET; 830, TARGET SOLUTIONS LEARNING LLC, 1586.71, MEMBERSHIP; 831, EMERGENCY APPARATUS MAINTENANCE, 2333.13, PUMP TESTING; 832, AEP, PUBLIC SERVICE CO. OF OKLA., 142.35, ELECTRIC SERVICE; 833, CIRCLE N, 127.17, BLANKET; 834, STEVESON L.P. GAS, 1074.00, PROPANE; 835, SST, 221.17, TELEPHONE SERVICE; 836, KENWOOD WATER DISTRICT, 18.00, UTILITIES; 837, REC/NE OKLA ELECTRIC COOP, 126.35, ELECTRIC SERVICE; 838, OAKS #1 STOP, 121.00, BLANKET; 839, FIRE DEPARTMENT CLOTHING COM, 986.00, ; 840, MID-ATLANTIC RESCUE SYSTEMS, 3242.89, FIRE DEPT EQUIP; 841, LINDLY S INC., 2952.61, PROPANE; General 2762, GROVE SUN, 65.00, SUBSCRIPTION; 2763, LAKELAND OFFICE SYSTEMS, 145.54, LEASE; 2764, LAKELAND OFFICE SYSTEMS, 143.60, MAINTENANCE; 2765, MCI, 55.87, LONG DISTANCE SERVICE; 2766, QUILL CORPORATION, 564.44, OFFICE SUPPLIES; 2767, THE AMERICAN, 217.55, PUBLICATIONS; 2768, LAKELAND OFFICE SYSTEMS, 106.69, COPIES; 2769, CINTAS FIRST AID & SAFETY, 97.94, FIRST AID SUPPLIES; 2770, T-N-T PLUMBING, 385.00, PLUMBING SERVICE/REPAIRS; 2771, THE AMERICAN, 110.30, PUBLICATIONS; 2772, THE AMERICAN, 202.75, PUBLICATIONS; 2773, TULSA CO. JUVENILE DET. CENTER, 4436.25, JUVENILE SERVICES; 2774, CRAIG COUNTY DETENTION CENTER, 125.00, JUVENILE SERVICES; 2775, QUILL CORPORATION, 149.99, OFFICE FURNITURE; 2776, COUNTY CLERK & DEPUTIES ASSOC., 50.00, REGISTRATION; HIGHWAY 1660, AIRGAS USA, LLC, 104.52, SUPPLIES; 1661, 4 STATE TRUCKS, 69.95, MISC; 1662, NEOSHO FREIGHTLINER, 175.86, REPAIRS; 1663, LAKELAND-CPP, 1887.20, FUEL; 1664, DECATUR SALVAGE, 525.00, TOW; 1665, UNIFIRST, 527.45, UNIFORMS; 1666, WHEELER METALS INC., 2467.58, STEEL/METAL; 1667, STRIBLING EQUIPMENT LLC, 456.32, MISC; 1668, LINDLY S INC., 208.25, OXYGEN; 1669, CINTAS FIRST AID & SAFETY, 217.57, ; 1670, BOLT FIBER OPTICS SERVICES, 150.07, INTERNET; 1671, CATERPILLAR FINANCIAL SERVICES CORP., 1603.35, LEASE/PUR; LIEN Fee 18, HARVEST FIELDS VENDING, 35.90, COFFEE; Records Management/Preservation 72, COUNTY CLERK & DEPUTIES ASSOC., 800.00, REGISTRATION; SHERIFF COMMISSARY PROFIT FUND 98, FORD MOTOR CREDIT COMPANY, 538.88, LEASE; SSF 633, O-REILLY AUTOMOTIVE INC., 94.63, MISC; 634, ALLENS TIRE & AUTO, 192.06, MISC; 635, AMAZON.COM / SYNCB, 130.60, GPS; 636, VERIZON WIRELESS, 965.18, CELL PHONE; 637, LAKELAND FINANCIAL SRVS, 265.75, LEASE; 638, WAL-MART COMMUNITY/GECRB, 3.46, MISC; 639, IDEMIA, 970.00, MAINTENANCE; 640, SOUTHERN UNIFORM AND EQUIP, 116.97, UNIFORMS-DCSO; 641, QUILL CORPORATION, 317.69, OFFICE SUPPLIES; 642, LINDLY S INC., 10.99, POSTAGE; 643, GRAVES MENU MAKER, 1335.29, FOOD; 644, PCM/TIGER DIRECT INC., 3089.67, COMPUTER HARDWARE; 645, LINDLY S INC., 3.98, KEYS; 646, SHOWTIME SHINE DETAILING INC., 185.00, ; 647, NEO COMPUTERS, 50.00, COMPUTER; 648, FLOWER S BAKING CO., 112.70, FOOD.

Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #3- A motion was not needed to approve and file all Monthly Reports as none were submitted.

AGENDA #4- A motion was made by Commissioner Martin and seconded by Commissioner Kirk to approve to receive and file blanket bond and current list of members for the Zena Fire Department as follows: Clinton Creason-President Mike Major-Vice Pres Bill Ingram-Secy/Treas John Blessing-member Rusty Lewis-member Andy Brixey-Alternate Rick Thomas-Alternate Jim Canady-Alternate; Tim Caswell-Fire Chief Danny Viles-Asst Chief Tim Caswell, Gregg Gardner and Barbara Barnes-Requisitioning Matt Outhier and John Carpenter-Receiving Kristen Mussati and John Blessing-Inventory. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #5- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve to receive and file Liability Insurance and current list of members for the Butler Fire Department as follows: Mack Brewer-President Bill Elliott-Vice Pres Joyce Crossley-Treasurer Paula Prins-Secretary Roger Tanner-Member; Randy Prins-Fire Chief Roger Tanner-Asst. Chief Randy Prins and Barbara Barnes-Requisitioning Jimmy Ford and Hayden Cunningham-Receiving Paula Prins-Inventory. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #6- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve to receive and file Liability Insurance and current list of members for the Cowskin Fire Department as follows: Chris Wilkens-Chairman Butch Lahr-Vice Chair Donna Armstrong-Secy/Treas Frankie Howerton-Member Calvin Sells-Member John Booth-Member Frank Close- Member Cheryl Brown-Member; Monty Hackler-Fire Chief Frankie Howerton-Asst Chief Monty Hackler and Barbara Barnes-Requisitioning Raylene Hackler and Donna Armstrong-Receiving Terry Brown and Don Gomez-Inventory. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #7- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve to receive and file Liability Insurance and current list of members for the Monkey Island Fire Department as follows: Jason Benson-Chairman Johnathan Wilson-Treasurer Jason Sheffield-Clerk; Carl Tesreau-Fire chief Reggie Stone-Asst Chief Barbara Barnes-Requisitioning Johnathan Wilson-Receiving Carl Tesreau-Inventory. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #8- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve agreement between the Board of Commissioners and William Snyder for work on private property located at 52504 County Road 586, Kansas, Ok in District #3. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #9- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve Financial Statements and reports prepared by Turner & Associates for Fiscal Years ending June 30, 2017 and June 30, 2018. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #10- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve to receive and file current list of Officers for the Delaware County Sheriff's Department as follows: Robin Izydorek, Sheila Nugen and Terry Hibbard-Receiving Harlan Moore, Tracy Shaw and Lou Karleskint-Requisitioning Sheila Nugen-Inventory. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #11- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve to receive and forward to the District Attorney's Office court action styled as First National Bank, Plaintiff, Vs. Joe V. Brown, Et Al., Defendants; Case No. CJ-2019-30. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #12- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve to hear report presented by Vicki Cossairt, Human Resources Director concerning all current issues in the Human Resources Department and the status of the County handbook and drug screening policy for Delaware County with possible action. Vicki Cossairt stated that she had given a draft copy of the employee

handbook to all the elected officials for discussion and possible changes. Vacation accrual is currently done monthly. Budget Board had approved for it to be per pay period with sick time accrued monthly. Cossairt asked Commissioners if they want to keep it the same or change it to per pay period. Commissioner Martin said he was okay as long as it does not change the accrual amount. Commissioner Poindexter said he was okay with per pay period as well as Barbara Barnes, County Clerk. Susan Duncan, County Treasurer stated she had been doing it monthly, but was okay with going to per pay period. County Policy states time is to be recorded daily. All address changes are to be given to the Human Resources Department or the County Clerk's Office. Cossairt had received a question asking if there should be a time limit on newly hired employees to provide documents for proof of identity. Commissioner Poindexter suggested ten business days or at the discretion of the elected official to extend that. Payroll Coordinator, Tayla Douglas, said that at the time the new hire comes in initially for their drug test, that she goes over the list of acceptable documents for the I-9. At that time, Douglas verifies with them that they can produce those items needed. A list is also sent with the new hire of the items they must bring back with them when they return to complete the new hire process. Cossairt stated that sometimes people are unaware that their driver's license has expired and it may take a few days to get their license renewed. If a new hire is trying to use an expired passport for identification, it will take a longer period of time for renewal. Cossairt asked that there be two separate motions to approve the employee handbook and the drug policy. Commissioner Poindexter asked that final approval of the handbook and drug policy wait until the next meeting so the other elected officials could vote on it. Cossairt stated that she would like for the employee handbook to be bound instead of a stapled copy. She will check on the cost of it and give that to the Commission. She is going to add a procedure list for voluntary or involuntary separation of employment so employees know what they need for their exit interview. Cossairt would like to include the Election Board precinct workers on the new hire packet. Cossairt said we have been with the same drug screening company for four years and it would be wise to review the current vendor contract and to see if additional licensed drug screening companies are providing drug screening services in Delaware County. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #13- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to open the floor for any new business. There was no new business. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #14-A motion was made by Commissioner Kirk and seconded by Commissioner Martin to open the floor for citizen's participation or public comments. Kari Medlin, Tyson Medlin, Marcy Hill and Candace Bronaugh addressed the Commission to say that they have been a victim of thefts and the killing of their dogs. They feel like there is a lack of response and investigation by the Sheriff's Office. They asked what route should be taken. Commissioner Poindexter suggested having a community meeting and invite the Sheriff to attend. Poindexter said that the Sheriff's Office is the only county entity that can pursue their complaints because the commission has no control over the management of the Sheriff's Office. Commissioner Martin suggested that they start a dialogue with the Sheriff or the Undersheriff. Martin also said that the commission cannot tell the Sheriff how to run his office. Brandi Robertson told the Commissioners that she had called the Sheriff's Office last June concerning vandalism to her property and they initially would not make a report. She said she had insurance and needed a report to be written so the insurance company would reimburse her for the loss. After Robertson's insurance company contacted the Sheriff's Office, a report was finally written. Candace Bronaugh said they have formed a watch group of 50 people in the Cowskin Prairie area. Kari Medlin asked what attorney represents the County. Barbara Barnes, County Clerk, said that the District Attorney's Office represents the county. Guylene Berry stated that years ago when her husband Mark Berry worked for the Sheriff's Office, he had attended a meeting of upset people in the Cowskin Prairie area and he was able to get them to calm down. Duke Ducummon addressed the Commission and said that he had been a reserve deputy and at times there would only be two deputies on duty to cover the whole county. Candace Bronaugh asked how the county could get money for a larger jail and more deputies. Commissioner Poindexter stated that a measure would have to be brought to a vote of the people. Mike Major said that the Commission could request an audit of the Sheriff's Office from

the Oklahoma State Auditor & Inspector's Office. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #15-A motion was made by Commissioner Martin and seconded by Commissioner Kirk to adjourn the meeting at 10:01 a.m. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

ATTEST:


BARBARA BARNES, Delaware County Clerk


DAVID POINDEXTER-Chairman of the Board


RUSSELL MARTIN-Member


MARTIN KIRK-Member

