

DELAWARE COUNTY COMMISSIONER'S MEETING

September 23, 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 September 23, 2019. The Agenda was posted September 20, 2019 at 8:45 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 September 16, 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

Resale 285, DELAWARE COUNTY JOURNAL, 120.00, PUBLICATIONS;

2019-2020

CBRI 13, ERGON ASPHALT & EMULSIONS INC., 2985.51, ROAD MATERIALS; Donations 10, B & L FEED & SUPPLY, 29.00, K-9 SUPPLIES; General 983, BIG BEAR GFX LLC, 70.00, PAPER PRODUCTS; 984, DIAMOND DRUGS INC., 1345.21, MISC; 985, AMAZON.COM / SYNCB, 74.80, CHAIRS; 986, LAKELAND OFFICE SYSTEMS, 156.52, MAINTENANCE; 987, QUILL CORPORATION, 167.97, OFFICE SUPPLIES; 988, AMAZON.COM / SYNCB, 819.41, COMPUTER EQUIP; 989, REC/NE OKLA ELECTRIC COOP, 106.00, ELECTRIC SERVICE; 990, T-N-T PLUMBING, 3394.56, PLUMBING SUPPLIES; 991, CRAIG COUNTY SHERIFF DEPT., 7479.00, INMATE DETENTION; 992, COSSAIRT, VICKI L., 105.56, ; 993, LAKELAND OFFICE SYSTEMS, 145.54, LEASE PAYMENT; 994, XEROX CORPORATION, 13.61, SERVICE; 995, REC/NE OKLA ELECTRIC COOP, 280.00, ELECTRIC SERVICE; Health 55, AT&T MOBILITY, 83.14, WIRELESS SERVICE; 56, CONTROL SOLUTIONS, 463.00, MISC; Highway 561, TOMO, 141.00, RANDOM DRUG TESTING; 562, S&H FARM SUPPLY, 630.60, PARTS; 563, TRAFFIC SAFETY STORE, 739.10, MISC; 564, ODOT, 1699.57, LEASE/PUR; 565, KIRBY SMITH MACHINERY INC., 148.09, ; 566, GMSA, 50.03, UTILITIES; 567, BOLT FIBER, 158.57, INTERNET; 568, ODOT, 1495.95, LEASE/PUR; 569, CATERPILLAR FINANCIAL SERVICES CORP., 1603.35, LEASE/PUR; 570, BRIXEY, DUSTY, 1000.00, MISC; 571, LAKELAND-CPP, 1785.60, FUEL; 572, J & J AUTO SUPPLY, 1279.32, MISC; 573, KANSAS BUILDING SUPPLY INC., 51.29, MISC; 574, UNIFIRST, 721.35, UNIFORMS; 575, HOMETOWN BOTTLED WATER SERVICE, 33.50, WATER/RENT; 576, PARTS CITY LTE, 679.23, MISC; 577, TOMO, 63.00, RANDOM DRUG TESTING; 578, SOUTHERN TIRE MART LLC, 1006.00, TIRES; 579, LAKELAND-CPP, 2505.40, FUEL; Judgement-ST 7, DELAWARE COUNTY JUSTICE AUTHORITY, 1297.34, ; 8, OBER & LITTLEFIELD CPA_S PLLC, 2500.00, ACCOUNTING; Mtg Cert 18, SIXKILLER, MELANIE, 194.51, PER DIEM; 19, DUNCAN, SUSAN CAROL, 111.81, PER DIEM; 20, DUDLEY, PAUL B., 131.49, PER DIEM; Resale 93, DELAWARE COUNTY JOURNAL, 103.60, PUBLICATIONS; 94, DELAWARE COUNTY JOURNAL, 96.67, PUBLICATIONS; 95, MAIL FINANCE, 165.89, LEASE; 96, DELAWARE COUNTY JOURNAL, 100.67, PUBLICATIONS; RM&P 50, FANNING, AUDREY FRANCES, 123.22, MILEAGE; 51, DUFFIELD, RACHEL MAE, 126.32, MILEAGE; 52, DOUGLAS, TAYLA J., 25.40, TRAINING; Rural Fire-ST 225, JD FIRE APPARATUS REPAIR, 750.00, PUMP TESTING; 226, REC/NE OKLA ELECTRIC COOP, 182.00, ELECTRIC SERVICE; 227, SISCO TRUE-VALUE HARDWARE, 17.70, BLANKET; 228, SBA STEEL LLC, 151.94, RENT; 229, BERNICE SANITATION LLC, 50.00, SANITATION; 230, GROVE TIRE & AUTO, 696.60, TIRES; 231, WELCH STATE BANK, 1422.90, LEASE/PUR; 232, WELCH STATE BANK, 1412.08, LEASE/PUR; 233, REC/NE OKLA ELECTRIC COOP, 61.00, ELECTRIC SERVICE; 234, KANSAS BUILDING SUPPLY INC., 425.45, BLANKET; 235, BOUNDTREE MEDICAL LLC, 185.95, MEDICAL SUPPLIES; 236, CASCO INDUSTRIES INC., 152.00, FIRE DEPARTMENT PARTS; 237, ABSOLUTE TECHNOLOGIES, 359.00, COMPUTER; 238, KENWOOD WATER DISTRICT, 18.00, UTILITIES; 239, REC/NE OKLA ELECTRIC COOP, 173.48, ELECTRIC SERVICE; 240, REC/NE OKLA ELECTRIC COOP, 235.40, ELECTRIC SERVICE; 241, SST, 296.36, TELEPHONE SERVICE; 242, CENTRAL FIRE & SAFETY, 500.00, FIRE EXTINGUISHER & SERVICE; 243, CROWDER COLLEGE, 4320.00, PARAMEDIC SCHOOL; 244, BANK OF GRAND LAKE, 2078.45, LEASE/PUR; SH Commissary 30, FORD MOTOR CREDIT COMPANY, 538.88, LEASE; 31, PRODIGY SOLUTIONS, 336.18, COMMISSARY SERVICES; SH Svc Fee 230, PITNEY BOWES INC., 126.50, LEASE PAYMENT; 231, TOMO, 16.00, DRUG TESTING; 232, HOMETOWN BOTTLED WATER SERVICE, 9.00, LEASE; 233, SOUTHERN UNIFORM AND EQUIP, 290.94, CLOTHING; 234, CURTISS TATE TIRES AND SERVICE, 611.64, TIRES; 235, SOUTHERN UNIFORM AND EQUIP, 193.96, CLOTHING; 236, Law Enforcement Physiological Services, 120.00, MMPI; 237, SIRCHIE, 448.63, DATA CHARGES; 238, WAL-MART COMMUNITY/GEICRB, 388.51, LAW ENFORCEMENT SUPPLIES; 239, HOMETOWN BOTTLED WATER SERVICE, 9.00, LEASE; 240, CENTURYLINK, 37.37, LONG DISTANCE SERVICE; 241, MONITOR TECHNOLOGY LLC., 65.00, MISC; 242, FUELMAN OF OKLAHOMA, 6304.07, FUEL; 243, MUSKOGEE COMMUNICATIONS INC., 285.00, REPAIRS; 244, J & J AUTO SUPPLY, 87.77, MISC; 245, HOMETOWN BOTTLED WATER SERVICE, 42.00, WATER; 246, LINDLY S INC., 151.09, JAIL REPAIRS; 247, TSR WRECKER & RECOVERY, 150.00, TOW; 248, FLOWER S BAKING CO., 64.40, FOOD; 249, GRAVES MENU MAKER, 14.68, NON-FOOD; 250, THE PAPERCLIP OFFICE SUPPLIES, 118.00, PAPER PRODUCTS; 251, BOB BARKER CO.,

98.84, HYGIENE PRODUCTS; 252, GRAVES MENU MAKER, 1229.86, FOOD; 253, GRAVES MENU MAKER, 1985.11, COMMISSARY SERVICES; 254, GREEN COUNTRY FORD INC, 1748.28, VEHICLE REPAIRS.
Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #3- Item was not needed as no monthly reports from officers were submitted.

AGENDA #4- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve blanket purchase orders for the month of October, 2019. 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 highway cash set up for October, 2019. District #1 Salaries \$38,000 Part Time \$2,500 M&O 26483.55 Travel \$1,000 Lease Purchase \$12,000 Insurance \$1,000 District #2 Salaries \$45,000 M&O \$22,983.55 Lease Purchase \$12,000 Insurance \$1,000 District #3 Salaries \$44,000 Part Time \$3,000 M&O \$24,983.55 Insurance \$1,000 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 a resolution to ODOT for county road machinery and equipment revolving fund. 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 intrafund transfer from 1102-6-4200-1130 (part time travel) \$6,542.90 and 1102-6-4200-1310 (travel) \$2,292.64 to 1102-6-4200-2005 (Dist. #2 M&O) in the amount of \$8,835.54. 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 payment of an invoice to Craig County Detention Center for child care services in the amount of \$975. 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 the financial statement for the Sheriff's Commissary Fund for the period ending August 31, 2019. 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 the operational transfer of \$500,000 from Use Tax per request of the County Treasurer in accordance with Title 68, SS 3021.4. Martin asked if another transfer of this type will be needed. "We probably will," Barnes said. The commissioners discussed projects they will be paying off soon and others they will be starting. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #11- Item was not needed as David Morris was not present to deliver Solid Waste Trust Authority report.

AGENDA #12- A motion was made by Commissioner Martin and seconded by Commissioner Kirk to hear a report presented by Vicki Cossairt, Human Resources Director, concerning all current issues in the Human Resource Department with discussion and action required.

Cossairt said the commissioners needed to approve the updated drug and alcohol policy for the county pursuant to new law taking effect Nov. 1. She said the law requires a 30-day notice be given to employees to make any change in policy. The change includes the new medical marijuana law and safety sensitive positions. Cossairt is making a list of employees in safety sensitive positions. They will be put on a random drug testing list. She said the list will include road department drivers, sheriff's employees, dispatchers, custodian, Emergency Management and anyone driving more than 50 percent of their work time. Everyone who drives to make appraisals will be put on the list.

Cossairt said policies concerning reporting sexual harassment and limited English must be adopted in order for the Sheriff's Office to receive federal grants. Sexual harassment can be reported to Human Resources, the

Cossairt discussed the retirement status of the Election Board Secretary, who is appointed. The Oklahoma Public Employees Retirement System only recognizes elected and non-elected employee distinctions. Both the State Auditor and District Attorney agree the Election Board Secretary should be classified as an elected official. If a person working in the office is appointed secretary, their accumulated compensation time and vacation time should be paid out. As an elected official, the Election Board Secretary will not accrue vacation and sick time.

"She needs to be classified one way or the other to get due rights of retirement," Cossairt said.

The county provides a yearly Health Savings Account in the amount of \$1,000. At present, employees must work a full year to receive this benefit. "It appears we have hired people with long-term intent to stay," Cossairt said. She proposed that when an employee has worked a full year, they receive the \$1,000, and also receive \$1,000 on January 1, even if those two dates are close together. Martin asked about the county turnover rate. Cossairt said she will be him some numbers.

"The turnover rate will dictate how we handle the HSA," Martin said.

"What I need is for you to approve the \$1,000 as before today," Cossairt said.

Once a year employees are able to change or add to their insurance. Cossairt said American Fidelity Insurance will be in the county Sept. 30 and Oct. 4 for the enrollment period. Cossairt said the representative will visit each county barn, the Sheriff's administration office and set up in the office by the commissioners' meeting room. She said three new health insurance options will be offered to retirees at around \$100 per month each.

Cossairt said for employees choosing to pay the difference between the high deductible insurance and the lower deductible one, each employee will pay approximately \$190. She asked commissioners to approve this rounded-off amount.

County Assessor Larena Ellis-Cook came in late, so Cossairt recapped her presentation. Ellis-Cook made the requisite number of elected officials for a quorum to vote on approving policies.

Martin made a motion to approve the drug policy update and list of drivers. The motion was seconded by Martin Kirk. All elected officials present, Poindexter, Martin, Kirk, Barnes and Ellis-Cook voted yes.

A motion was made by Martin and seconded by Kirk to approve procedures for reporting harassment. The motion was seconded by Martin Kirk. All elected officials present, Poindexter, Martin, Kirk, Barnes and Ellis-Cook voted yes.

A motion was made by Martin and seconded by Kirk to approve the procedures for limited English speakers. The motion was seconded by Martin Kirk. All elected officials present, Poindexter, Martin, Kirk, Barnes and Ellis-Cook voted yes.

A motion was made by Martin and seconded by Kirk to approve classifying the Election Board Secretary as an elected official for purposes of retirement.

A motion was made by Kirk and seconded by Martin to approve the Health Savings Accounts for \$1,000 to be distributed Jan. 1, 2020. The motion was seconded by Martin Kirk. All elected officials present, Poindexter, Martin, Kirk, Barnes and Ellis-Cook voted yes.

AGENDA #13- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve Emergency Transportation Revolving Fund Loan (ETR 7506) transfer in the amount of \$375,000 to CBRI-105-3 (CBRI Dist. #3 1103) in the amount of \$175,000 for Bull Hollow Rd. and \$200,000 for Oaks/Kansas Rd. 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 accept and forward to the District Attorney Case #CV-2019-112, petition to vacate portion of roadway on behalf of Kirby Family Living Trust. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #15- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to open the floor for any new business. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried. There was none.

AGENDA #16-A motion was made by Commissioner Kirk and seconded by Commissioner Martin to open the floor for citizen's participation or public comments. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried. There were none.

AGENDA #11-A motion was made by Commissioner Kirk and seconded by Commissioner Martin to adjourn the meeting at 10:07 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

