

DELAWARE COUNTY COMMISSIONER'S MEETING

February 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 9:02 a.m. on February 25, 2019. The Agenda was posted February 22, 2019 at 8:40 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 February 19, 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 37, APAC-CENTRAL INC., 1698.33, ROAD MATERIALS; 38, SCURLOCK INDUSTRIES, 645.00, ; 39, PRYOR STONE INC., 6966.54, ROAD MATERIALS; 40, PRYOR STONE INC., 1371.88, ROAD MATERIALS; 41, PRYOR STONE INC., 4124.14, ROAD MATERIALS; DCSO SPECIAL FUND 10, HOLIDAY INN & SUITES OKC N, 95.00, LODGING; DOC 92, ECOLAB INC., 99.54, CLEANING SUPPLIES; 93, BOB BARKER CO., 135.13, JAIL SUPPLIES; Fire Department Sales Tax 721, REC/NE OKLA ELECTRIC COOP, 240.00, ELECTRIC SERVICE; 722, GMSA, 95.10, UTILITIES; 723, LAKELAND-CPP, 1230.63, BLANKET; 724, BERNICE SANITATION LLC, 50.00, SANITATION; 725, SBA STEEL LLC, 146.10, RENT; 726, SUDDEN LINK, 85.65, TELEPHONE SERVICE; 727, WELCH STATE BANK, 2834.98, LEASE/PUR; 728, AEP, PUBLIC SERVICE CO. OF OKLA., 134.95, ELECTRIC SERVICE; 729, REC/NE OKLA ELECTRIC COOP, 285.06, ELECTRIC SERVICE; 730, SST, 166.46, TELEPHONE SERVICE; 731, VERIZON WIRELESS, 146.21, WIRELESS SERVICE; 732, CIRCLE N, 148.38, BLANKET; 733, BOUNDTREE MEDICAL LLC, 357.34, FIRE DEPARTMENT MEDICAL SUPPLIES; 734, REC/NE OKLA ELECTRIC COOP, 165.48, ELECTRIC SERVICE; 735, MAYES COUNTY PROPANE, 845.00, PROPANE; 736, OAKS #1 STOP, 430.64, BLANKET; 737, SST, 130.74, TELEPHONE SERVICE; 738, REC/NE OKLA ELECTRIC COOP, 249.90, ELECTRIC SERVICE; 739, HUSTON, RICHARD, 85.84, TRAVEL; General 2469, DIAMOND DRUGS INC., 1998.66, MISC; 2470, DELAWARE COUNTY JOURNAL, 34.00, SUBSCRIPTION; 2471, MCI, 57.07, LONG DISTANCE SERVICE; 2472, AMAZON.COM / SYNCB, 26.91, OFFICE SUPPLIES; 2473, QUILL CORPORATION, 29.49, OFFICE SUPPLIES; 2474, ARVEST BANK, 25.00, MISC; 2475, LAKELAND OFFICE SYSTEMS, 82.20, COPIES; 2476, CINTAS FIRST AID & SAFETY, 73.94, FIRST AID SUPPLIES; 2477, THE AMERICAN, 244.50, PUBLICATIONS; 2478, LAKELAND OFFICE SYSTEMS, 102.77, COPIES; 2479, TULSA CO. JUVENILE DET. CENTER, 1092.00, JUVENILE SERVICES; 2480, TURNER & ASSOCIATES PLC, 1500.00, PROF SERVICES; 2481, OKLAHOMA DEPT OF PUBLIC SAFETY, 350.00, SUBSCRIPTION; HIGHWAY 1480, LONGAN CONSTRUCTION, 980.08, ROAD MATERIALS; 1481, CORE & MAIN, 4376.80, PIPE; 1482, GMSA, 175.31, UTILITIES; 1483, STRIBLING EQUIPMENT LLC, 5137.87, BRIDGE PROJECT; 1484, QUILL CORPORATION, 107.52, OFFICE SUPPLIES; 1485, HAMILL METALS, 134.40, METAL; 1486, LAKELAND-CPP, 2489.25, FUEL; 1487, ATWOODS DISTRIBUTING L.P., 35.98, CLOTHING; 1488, ROSE & MCCRARY PC, 500.00, PROF SERVICES; 1489, LAKELAND-CPP, 3138.50, FUEL; 1490, STRIBLING EQUIPMENT LLC, 460.54, PARTS; 1491, HOMETOWN BOTTLED WATER SERVICE, 114.00, WATER; 1492, J.A. RIGGS TRACTOR CO., 1273.45, PARTS; 1493, COWBOY MOTOR SPORTS, 6000.00, SUV; 1494, CINTAS FIRST AID & SAFETY, 469.52, FIRST AID SUPPLIES; 1495, ODOT, 1495.95, LEASE/PUR; 1496, CATERPILLAR FINANCIAL SERVICES CORP., 1603.35, LEASE/PUR; 1497, ODOT, 1699.57, LEASE/PUR; 1498, OKLAHOMA SAFETY COUNCIL, 30.00, MISC; SHERIFF COMMISSARY PROFIT FUND 91, FORD MOTOR CREDIT COMPANY, 538.88, LEASE; Sheriff Special Forfeiture Account 5, LEADSONLINE, 730.67, ; Sheriff Training 16, THOMPSON, CODY A., 45.00, PER DIEM; 17, AXON ENTERPRISE INC., 358.00, LAW ENFORCEMENT SUPPLIES; SSF 544, FUELMAN OF OKLAHOMA, 4120.50, FUEL; 545, ALLENS TIRE & AUTO, 576.80, MISC; 546, PATTERSON INSURANCE SERVICE INC., 30.00, NOTARY; 547, TOMO, 35.00, DRUG TESTING; 548, VERIZON WIRELESS, 965.16, CELL PHONE; 549, LAKELAND FINANCIAL SRVS, 265.75, LEASE; 550, WAL-MART COMMUNITY/GEGRB, 362.85, MISC; 551, ALLIED OIL & TIRE, 349.00, EMULSIONS; 552, MONITOR TECHNOLOGY LLC., 65.00, ; 553, AMERICAN RED CROSS, 90.00, CPR TRAINING; 554, WAL-MART- EXCEPTION PROCESSING, 246.33, MISC; 555, SECRETARY OF STATE, 10.00, NOTARY; 556, GRAVES MENU MAKER, 1354.16, FOOD; 557, GRAVES MENU MAKER, 56.10, NON-FOOD; 558, FLOWER S BAKING CO., 80.50, 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 submitted by Officers. None were submitted.

AGENDA #4- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve statement in the amount of \$1,325.00 submitted by Craig County Detention Center for the month of January, 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 to open and review all bids received for new SCBA equipment for Tiff City Volunteer Fire Department-BID #18-19/08. Only one bid was received from Northern Safety & Industrial in the amount of \$31,808.00. 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 intrafund transfer in the amount of \$90,000.00 from FD-TC-2 (M&O) to FD-TC-3 (CAP OUTLAY) per request of Tiff City Fire Department. 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 error correction transfer in the amount of \$200.00 from CCTACA (COURT CLERK TOURISM AND RECREATION) to the GENERAL FUND (20D). 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 to receive and forward to the District Attorney's Office court action styled as Virginia McCrary, as parent and next friend of E.K., a minor, Plaintiff, Vs. Cobella, LLC, Et Al., Defendants; Case No. CJ-2019-19. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #9- A motion was made by Commissioner Martin and seconded by Commissioner Kirk to approve to discuss information from the State of Oklahoma, Department of Agriculture, Food and Forestry concerning the proper procedures concerning burn ban notifications. Roll call: Commissioner Poindexter-yes, Commissioner Martin-yes, Commissioner Kirk-yes. Motion carried.

AGENDA #10- A motion was not needed to approve service agreement between the Delaware County Sheriff's Office and Geosafe, Inc. for the remainder of the current Fiscal Year as well as the Fiscal Year 2019-2020. No action was taken.

AGENDA #11- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to approve discussion concerning timesheets and purchase order procedures. Barbara Barnes, County Clerk, reminded the Commission that there is an audit coming up and all employees need to remember to get their time sheets turned in if there are any outstanding. Commissioner Martin asked Tayla Douglas, Payroll Clerk, if she was still having trouble with deadlines being met. Tayla stated that she is still experiencing delays. Vicki Cossairt, Human Resources Director, asked the Commissioners how much leeway should be given on deadlines for payroll drafts. Commissioner Martin said none. Michael Baker, Purchasing Agent, stated that many departments are not encumbering a purchase order before the purchase is made. She also reminded the Commission that if it is a Holiday or an emergency, they can get a PO number on the next business day. Baker also stated that departments need to keep track of the funds that are available before they request a purchase order. Commissioner Martin stated the Commission will send reminders to all departments in regard to proper procedures for timesheets, payroll drafts and purchase orders. 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 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 #13- A motion was made by Commissioner Kirk and seconded by Commissioner Martin to open the floor for citizen's participation or public comments. Michael Baker, Purchasing Agent, asked the Commission about lighting repair/replacement needed at the Community Center. Maintenance said there were several bulbs out. Commissioner Martin said he will go and see what lights need to be replaced after the meeting.

Mike Major asked if there were county guidelines for purchase orders and time sheets. Commissioner Martin said yes. 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 adjourn the meeting at 9:31 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

