



**Official Minutes of
PAYNE COUNTY
BOARD OF COUNTY COMMISSIONERS**

The Payne County Board of County Commissioners met in a regular meeting of the board at 9:00 a.m. on **May 13, 2019** at the Payne County Administration Building, Gloria Hesser Commissioner Meeting Room 200, located in Stillwater, Oklahoma.

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

The following members were present:

Chairman - Chris Reding, District 2, Vice-Chairman- Zach Cavett, Commissioner District 1, Rocky Blasier – Commissioner District 3, Tammy Mathis – Deputy County Clerk. Invocation by Zach Cavett, and Flag Salute to our country by Dewey Clapp.

Approve minutes of the previous meeting of the board:

The Clerk's Office presented minutes for May 6, 2019. Motion by Cavett to approve minutes as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Miscellaneous items from the audience:

None presented on this date.

Discussion and Possible Action on Bid Openings 9:30 A.M.:

None presented on this date.

Discussion and Possible Action on Evaluations:

None presented on this date.

Discussion and Possible Action on Reports from Officers and Boards:

Declaration of State of Emergency for Payne County due to Recent Rain/Weather Events:

Reding stated he had been in contact with Troy Choplin, Deputy Director for Emergency Management over the last week regarding several issues throughout the county from the recent rains and he suggested that the board put together a declaration for a state of emergency for Payne County that will mirror what the Governor has already put into place. This would assist in any assistance with state funding should that arise. Reding stated at this time Payne County does not meet the criteria for the dollar amount needed to receive those funds but damages are continuing to accrue with roads and ditches being washed out. Cavett asked to table this item until a declaration can be drafted. Motion by Cavett to table Item A, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

After reconvening, Reding presented the Declaration for State of Emergency, motion by Cavett to approve, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes. Cavett stated along with this NRCS will potentially be funded a wash on a road at Mehan. Blasier stated he too needed the same for his District. Cavett motion, stating this was needed to get these submitted to allow assistance for funding through National Resource Conservation Services with chairman signing on behalf, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Approval – Plat for Cross Timbers Two:

Jerry Stoll presented to the board the plat for Cross Timbers Two. Motion by Cavett to approve the plat as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Approval – Road Name Request – Royal Oak Drive for Jerry Stoll:

Stoll presented the road name request being Royal Oak Drive in the subdivision of Cross Timbers Two. Cavett motioned to approve the road name request with no county maintenance, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Approval – Business Associate Agreement re: HIPAA between Payne County Board of Commissioners and Payne County Youth Services:

Reding presented the agreement between Payne County and Payne County Youth Services. This agreement is regarding HIPAA that any information given to the board would not be released. Reding stated no information has ever been given regarding anyone in their program so this is simply a formality but is required to do. Motion by Cavett to approve agreement as presented with Chairman signing on behalf, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Discussion/Possible Action – Travel Policy:

Reding stated the travel policy was mentioned in the last meeting with a number of employees using the full per diem and not supplying individual meal receipts. Reding stated the board did go ahead and approve those expenditures because they didn't feel it was fair to those employees who had already paid those expenses. Reding stated that the board needed to follow the travel policy from here on forward more resolutely in the future. Reding also stated it has been discussed in the budget board by the County Clerk that things were not being done correctly. Reding stated as the board began to review they found that they had been derelict in their abilities in checking receipts. Reding stated he would entertain a motion to require meal receipts as required by the travel policy until such time that the travel policy is changed. Cavett felt rather than a motion this was more of a notice that the board will be paying closer attention to the travel policy whatever that may be. Cavett stated they would be looking closely to the tickets and if all documentation is not attached then that purchase order will be tabled. Blasier inquired on if it was a requirement to have receipts, Reding stated yes. Craig, County Clerk was present in the audience and had a question for the ADA Lowell Barto. Craig stated our current policy is due to the interpretation to the elected official with the first line in our travel policy saying per diem which is the flat rate. Craig stated Barto has

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a copy of every purchase order since 2013 where none of the purchase orders had travel tickets and were approved by the board at a per diem rate, and several had conference meals that were not deducted. Craig inquired with Barto if the decision needed to be made by the Commissioners or the Budget Board in changing the travel policy and requiring meal tickets. Barto stated that Payne County needed to get back to what the law says with personnel policies because Barto stated that the county is not following it in his opinion. The Commissioners by statute have the duty to develop all personnel policies; those then are approved by the majority of elected officials at a budget board meeting. Barto stated that the development has been turned over to the budget board and needs to be reigned back in. The Commissioners need to develop it, recommend it then discussed at budget board then decided whether or not to be approved. Barto reiterated that the Commissioners by statute have the duty to develop all personnel policies those then are approved by the majority of elected officials at a budget board meeting. Reding stated that the current travel policy that was approved by the budget board at the time states that meals can be purchased up to per diem limit of the GSA, but they have to be supported by individual itemized meal tickets. Reding stated that he has noticed more and more that as he has started paying attention to it that it has been the full per diem with no supporting documentation. Barto stated yes, your policy as written does state those things and relationship between the two is nebulous and it could be one way or the other and it appears to be a combination of both. Craig asked Barto if both ways are allowable and legal under the current statute allowing departments to either pay with per diem or tickets? Barto stated yes you can do per diem alone and not include the substantiation or you can do the substantiation and not the per diem. Craig stated so that would clarify that all of the purchase orders from 2013 to current including hers and approved by her and with her interpretation of that policy is legal and allowable. Reding asked then what was the point of having the requirement later on in the travel policy stating that it has to be backed up with itemized tickets. Craig stated at the time this current policy was approved Bonita Stadler, former Treasurer and Lisa Lambert, former Court Clerk wanted the tickets because they did not want to reimburse for alcohol, the other officials left it as it read to be at our discretion if we wanted to pay per diem. Craig stated since 2013 every elected official department has chosen to use per diem rather than meal tickets. Craig stated one of the former Commissioners, Commissioner Bradley in the Commissioner Department also had submitted a purchase order and chose to use per diem rather than meal tickets. Craig stated she did agree with Reding on one aspect of the travel policy and feels that looking at the travel policy and making a decision on doing the meal tickets should maybe be done but feels it should be a decision by the budget board members. Craig stated that some conferences do provide what is called happy hours with food and drinks which is available to those attending but not something that is ever paid for with county funds. Those too are not ever deducted from an employees per diem. Sheriff Hauf in the audience stated that some counties just pay the per diem per day regardless, Craig agreed. Reding stated so basically the Commissioners needed to develop and present to the Budget Board. No action taken.

Inquiry into and Investigation pursuant to 19 O.S Section 340 of the travel expense claims for the county clerk's training event:

Reding stated on the 22nd the board had brought the County Clerk's claims, there were some questions regarding the per diem that was paid while meals were provided by the conference for the Clerk's Office. Craig presented an email to the board by the President of County Clerks Association Tammy Belinson to be placed in the minutes that stated: Announcements were made at the County Clerk's Conference canceling/changing buffet. There were changes to locations and buffet food changes. Everyone was welcomed to utilize the onsite restaurant at their own cost with no difference in the conference fee. The changes and cancellations were made after the conference registration form was sent out. The changes were unforeseen due to the inclement weather, and food cost analysis by the Association. As president of the County Clerk's Association, I apologized for any inconvenience or confusion the changes may have caused. Craig also gave the email to Lowell Barto A.D.A. One (1) of the meals was announced as cancelled due to weather, but then had a location change announced by the association, we had made other arrangements, the other one was changed from the original itinerary, and that food ran out. Reding stated interesting because he had spoken with the Shangri La Resort Dana Ables whom is the Director of Sales who stated that all meals were provided as contracted. Leslie Echalk, Deputy from the Clerk's Office and one of the employees whose travel was in question stated from the audience that she could not have eaten any of the meals even if they were provided due to her food allergies, so she had to pay out of pocket regardless. Craig stated Dana Ables from Shangri La Resort was not in our meetings for announcements, and she had no way of knowing the confusion the announcements caused in regard to location cancellations, changes, etc. None of the meals were in the cost of the meeting conference per the President of the County Clerk's Association and we were welcome to use the onsite restaurant. Reding stated if the meals went off as contracted, but then they were changed, Craig reiterated that they were not conducted as scheduled, and were not paid for with conference fees Reding asked if anyone ate them. Craig stated no, Reding stated according to Dana Ables it all went off as scheduled, Craig stated that was incorrect. Mathis asked Reding why he was targeting the County Clerk's Office, Reding said he wasn't, Mathis stated that actually

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he was. Reding then stated well I am targeting your office because your office is the one who brought up all of the information in the first place. Craig stated her office brought up the concerns with IRS violations what does this have to do with this inquiry. Reding stated Craig was the one that brought up adhering to travel, Craig again stated she brought up concerns with IRS violations what does that again have to do with this? Craig stated what this looks like to her is a board of male elected officials harassing a female elected official and her staff. Reding stated that had nothing to do with the staff and accused the Clerk of lying to the board. Craig stated she did not lie to the board. Cavett stated the board needed to move on stating the board would be addressing the travel policy. Cavett felt that if we could have a proposed travel policy by the 30th then it could be reviewed at the budget board meeting in June. Cavett felt that none of this put a good light onto Payne County, Blasier agreed. Craig requested the name of the staff member at Shangri La, so she could contact them directly. No action taken.

Request for Traffic Control Signs:

None presented on this date.

Ingress and Egress Agreements:

Blasier presented two (2) agreements, one with Mark & LeAnne Hutchins at 12404 W 116, Coyle, OK to place riprap along the creek and the other with Ron Payton at 12712 W 116th, Coyle, OK to open creek channel. Motion by Blasier to approve agreements as presented, second by Cavett. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Removal of Equipment items from Inventory:

The Clerk's Office presented the following items to remove from Inventory for the Assessor's Office. Inventory No. S.O.620.093 – S.O.620.101 Computers to be junked, Inventory No. 106.007 Bookcase to be removed due to the under \$500.00 statutory amount, Inventory No. H620.083; H620.086, H620.091-H620.093; H620.097-H620.099, H620.110 computers to be junked. Motion by Cavett to remove items from Inventory, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Appointment of Requisitioning and Receiving Officers:

None presented on this date.

Discussion and Possible Action on Financials:

Cash Appropriations:

None presented on this date.

Transfer of Appropriations:

None presented on this date.

Purchase Orders:

2018-2019 911 Phone 122, A T & T, 352.92, MAY BLANKET; DA Revolving 22, STILLWATER POLICE DEPT., 768.00, FORFEITURE PROCEEDS; Emergency Mgmt 24, BREWER CARPET ONE, 101.70, GROUT; Extension-ST 131, ANDERSON, NATHAN G., 238.60, TRAVEL; 132, LEISTER SUMMER, 413.05, TRAVEL; Fair Main-ST 419, WIN WHOLESALE COMMERCIAL, 180.89, APRIL BLANKET; 420, QUEST TECHNICAL SERVICE, 125.00, APRIL BLANKET; 421, CINTAS FIRST AID & SAFETY, 57.77, APRIL BLANKET; 422, DEARINGER PRINTING & TROPHY, INC., 18.50, APRIL BLANKET; 423, VISIT STILLWATER, 925.00, APRIL BLANKET; 424, QUALITY WATER SERVICES, 195.20, APRIL BLANKET; 425, TREATS SOLUTIONS, INC., 63.90, APRIL BLANKET; 426, UNIFIRST, 715.45, APRIL BLANKET; 427, ADVANTAGE PLUMBING HEATING AND COOLING, 409.39, CLEAN DRAIN; 428, STILLWATER SAND & GRAVEL, 280.00, SAND; 429, NAPA AUTO PARTS, 174.05, APRIL BLANKET; 430, A T & T MOBILITY, 142.66, UTILITIES; 431, REPUBLIC SERVICES # 789, 1180.40, TRASH SERVICE; Fire- St 85, ATLINK SERVICES, LLC, 51.00, MAY BLANKET; 86, CENTRAL ELECTRIC COOPERATIVE, 66.00, UTILITIES; 87, OKLA. NATURAL GAS, 106.60, UTILITIES; 88, FIFTY ONE EAST WATER DISTRICT, 24.05, UTILITIES; 89, OG&E, 177.87, UTILITIES; General 3632, HILTON GARDEN INN, 188.00, HOTEL FOR CLASS; 3633, INDUSTRIAL CHEMIST, INC., 450.00, APRIL BLANKET; 3634, GRIMSLEYS, INC., 181.74, APRIL BLANKET; 3635, COOPERS LOCKSMITH LLC, 217.00, RE KEY SERVICES; 3636, R. K. BLACK, INC, 111.20, MAY BLANKET; 3637, LOWES COMPANIES, INC., 3.46, APRIL BLANKET; 3638, R & S RENOVATIONS, LLC, 718.50, LABOR & MATERIALS; 3639, HUNZICKER BROTHERS, INC., 2761.92, LIGHTING; 3640, HUNZICKER BROTHERS, INC., 17.48, MISC ITEMS; 3641, THE JOURNAL, 177.76, APRIL BLANKET; 3642, CUSHING CITIZEN, 276.00, APRIL BLANKET; 3643, MERRIFIELD OFFICE SUPPLY, 146.75, APRIL BLANKET; 3644, CREEK COUNTY JUVENILE JUSTICE CENTER, 300.00, JUVENILE DET; 3645, AUTO ZONE INC, 268.78, APRIL BLANKET; 3646, STAPLES, 225.96, APRIL BLANKET; 3647, OAKES SERVICE CENTER, 427.62, APRIL BLANKET; 3648, NAPA AUTO PARTS, 51.99, APRIL BLANKET; 3649, ATWOOD DISTRIBUTING, 93.91, APRIL BLANKET; 3650, QUALITY WATER SERVICES, 35.00, APRIL BLANKET; 3651, BEST BUY BUSINESS ADVANTAGE, 82.97, CELL PHONE ACCESSORIES; 3652, LIONEL HARRIS OIL CO., INC., 2510.00, TIRES; 3653, COMPUTER PROJECTS, 288.00, ANNUAL LICENSE; 3654, WATCHDOG AUTOMATION SYSTEMS LLC, 7800.00, BLOCK OF TIME; 3655, PETRA INDUSTRIES, LLC, 31.98, BATTERY; 3656, HUGHES, WANDA S., 192.50, PER DIEM; 3657, GALLS, INC., 151.96, PRINT KIT; 3658, DIRECT DISCOUNT TIRE, 222.18, TIRE; 3659, STAPLES BUSINESS ADVANTAGE, 393.08, APRIL BLANKET; 3660, R. K. BLACK, INC, 124.00, COPIER MAINTENANCE; 3661, R. K. BLACK, INC, 81.03, COPIER MAINTENANCE; 3662, R. K. BLACK, INC, 76.56, COPIER MAINTENANCE; 3663, NAPA AUTO PARTS, 958.25, APRIL BLANKET; 3664, A T & T MOBILITY, 374.19, APRIL BLANKET; 3665, RUSSBASSETT, 1120.00, REPAIR; 3666, OKLA. STATE UNIVERSITY, 3387.16, SERVICES; 3667, SAC & FOX NATION JUVENILE, 823.29, JUVENILE DETENTION; 3668, SHRED- AWAY SHREDDING, INC., 84.70, SHREDDING SERVICES; 3669, FENTON OFFICE MART, 10.00, CORRECTION RIBBONS; 3670, LD PRINTER & OFFICE SUPPLIES, 113.87, TONER; 3671, RELX INC, DBA LEXIS NEXIS, 850.00, LEGAL INFO CHARGES; 3672, B & C BUSINESS PRODUCTS, INC., 241.73, OFFICE SUPPLIES; 3673, LOWES COMPANIES, INC., 500.00, APRIL BLANKET; 3674, NAPA AUTO PARTS, 1035.70, PARTS; 3675, DIRECT TV, 39.32, HD ACCESS/ RECEIVERS; 3676, A T & T MOBILITY, 2693.13, UTILITIES; Health 380, CENTRAL LAWN AND LANDSCAPE, 300.00, APRIL BLANKET; 381, FENTON OFFICE MART, 162.59, APRIL BLANKET; 382, B & C BUSINESS PRODUCTS, INC., 638.26, APRIL BLANKET; 383, GRIMSLEYS, INC., 310.53, SUPPLIES; 384, BEN WELCH LANDSCAPE CARE, 275.00, APRIL BLANKET; 385, OKLA. STATE DEPT. OF HEALTH, 62618.93, PAYROLL; 386, LANGUAGE LINE SERVICES, 42.42, INTERPRETER SERVICES; Highway 1371, LOCKE SUPPLY, 24.51, APRIL BLANKET; 1372, UNIFIRST, 856.44, APRIL BLANKET; 1373, FLEETPRIDE, INC., 144.58, APRIL BLANKET; 1374, MERRIFIELD OFFICE SUPPLY, 13.78, APRIL BLANKET; 1375, STILLWATER STEEL AND, 110.01, APRIL BLANKET; 1376, FASTENAL COMPANY, 2.59, APRIL BLANKET; 1377, KSMI, 399.80, PARTS; 1378, CORPORATE BILLING LLC, 64.35, PARTS; 1379, KINNUNEN SALES & RENTALS, INC, 154.67, APRIL BLANKET; 1380, STILLWATER MILL AGRI CENTER, 47.96, APRIL BLANKET; 1381, P & K EQUIPMENT, INC., 396.15, APRIL BLANKET; 1382, FRANKS DIESEL SERVICE, INC, 679.00, APRIL BLANKET; 1383, STEWART STONE, INC., 10937.30, CRUSHER RUN; 1384, STEWART STONE, INC., 10949.40, CRUSHER RUN; 1385, DIRECT DISCOUNT TIRE, 2301.00, GRADER TIRES; 1386, NAPA AUTO PARTS, 843.70, APRIL BLANKET; 1387,

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WILCOXSON OIL, 16554.21, DYED DIESEL; 1388, WILCOXSON OIL, 3932.71, UNLEADED FUEL; 1389, OAKES SERVICE CENTER, 94.43, APRIL BLANKET; 1390, WARREN CAT, 1720.00, REPAIRS; 1391, QUAPAW CO., INC., 11845.92, ROAD ROCK; 1392, QUAPAW CO., INC., 11739.00, ROAD ROCK; 1393, QUAPAW CO., INC., 11769.48, ROAD ROCK; 1394, QUAPAW CO., INC., 2142.00, ROAD ROCK; 1395, QUAPAW CO., INC., 11961.60, ROAD ROCK; 1396, QUAPAW CO., INC., 5652.68, HMHL; 1397, CENTERPOINT ENERGY, 136.86, UTILITIES; 1398, QUAPAW CO., INC., 2089.32, SURGE ROCK; 1399, QUAPAW CO., INC., 258.84, SURGE ROCK; 1400, QUAPAW CO., INC., 1034.10, CRUSHER RUN; 1401, A T & T MOBILITY, 12.06, UTILITIES; Jail-ST 461, COWBOY WHOLESALE COMPANY, 884.27, SUPPLIES; 462, FIFTY ONE EAST WATER DISTRICT, 90.30, UTILITIES; 463, A T & T MOBILITY, 339.06, UTILITIES; Mtg Cert 16, QUALITY WATER SERVICES, 22.87, APRIL BLANKET; RM&P 45, B & C BUSINESS PRODUCTS, INC., 217.31, SUPPLIES; 46, BEASLEY TECHNOLOGY, INC., 3800.00, BLOCK OF TIME; Rural Fire-ST 90, COUNTRY C, 67.12, APRIL BLANKET; 91, MAVERIC MINI MART, 468.68, MARCH BLANKET; Seizure of Property 18, PAYNE CO. DISTRICT ATTORNEY, 1536.00, FORFEITURE PROCEEDS; SH Commissary 15, TIGER COMMISSARY, 7418.64, APRIL BLANKET; SH Svc Fee 327, BILL KNIGHT COLLISION REPAIR, 4075.25, REPAIRS; 328, BOB HOWARD DODGE, 168.03, APRIL BLANKET; 329, STROMSKI WELDING, 350.00, REPAIR; 330, AAP FINANCIAL SERVICES, 216.21, APRIL BLANKET; 331, COUNCIL ON LAW ENFORCEMENT, 5310.00, CADET TRAINING; 332, PETRA INDUSTRIES, LLC, 391.81, KEYPAD; 333, QUALITY CUSTOM UPFITTERS, 3947.26, OUTFITTING VAN; 334, DIRECT TV, 222.98, DIRECT TV; Motion by Cavett to approve Purchase Order upon signature, second by Blasier.

Blanket:

None presented on this date.

Tabled:

None presented on this date.

Disallowed:

None presented on this date.

Payroll/Longevity:

None presented on this date.

Monthly Reports of Officers:

The Clerk's Office presented the monthly reports of officers for the Election Board \$9653.20, The Sheriff's Office \$49,227.52 and the Health Department at \$6522.87 all reporting these balances for the end of April 2019. Motion by Cavett to acknowledge reports as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Public Announcements by the Board:

None presented at this time.

Discussion and Possible Action on:

Telephone and Utility Permits:

None presented at this time.

Road Crossing:

None presented at this time.

New Business:

None presented on this date.

Recess:

Motion by Cavett to recess, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Reconvene:

Motion by Cavett to reconvene, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

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Adjournment:

Motion by Cavett to adjourn, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

Minutes of the Board attested to

Attest:

**By _____
Glenna Craig, Payne County Clerk
Seal of office**

Approved by the Board of Commissioners

On the ____ day of _____ 2019

Chairman _____

Commissioner _____

Commissioner _____